

***** PROPOSED MINUTES *****

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Proposed Staff Council Minutes

October 4, 1998

Speaker:

President Fleming discussed the Strategic Planning phase, salaries, classification system, facilities, student plaza, technology, enrollment, and diversity. Vice President Paul discussed the administrative holiday calendar. Vrita Delaine encouraged staff support of United Way. Complete text of these speakers can be found on the council web page.

Agenda Highlights

- * Committee Reports
- * Administrative Holiday Survey

1.0 Call to Order

President Hill called the meeting to order at 10:30 a.m.

The following members were present: Victoria Adams, Wes Barrett, Terry Bethea, Carol Boleware, Patricia Brewer, Carolyn Cawthon, Myrtice Chapman, Mary Ann Griffin, Kim Henson, Debby Hill, Becky Holder, Susan King, Virginia Kittrell, Regina Knight, Patricia Linton, James Mackabee, Janeal McKee, Larry McMickle, Nelda Moree, Cheryl Mowdy, Larry Posey, Pam Posey, Joyce Sanders, Ray Scott, Sam Thomas, Tracy Townsend, Ruby Waits, and Carole White.

The following members were represented by proxy: Linda Bass by Carolyn Cawthon, Linda Davis by Lani Harris,

Tommy Dye and Phil McCreedy were not present nor represented by proxy.

2.0 Adoption of the Agenda

Agenda was approved with addition.

3.0 Call for Proxies

4.0 Approval of the Minutes

Minutes were approved with minor correction of wording.

5.0 Officers= Reports

5.1 President=s Report – President Hill submitted a written report on her September Activities/Meetings.

September 3 & 9– Summer School Committee Meetings – discussed mission and action plan for committee; examine summer school calendar, scheduling, course offerings, and impact of any changes on faculty, staff and students. Final recommendations are due to Provost Oct. 15.

September 11– Therese Hanna=s Open Forum and luncheon.

*A taped copy of the presentation is on reserve in the Reading Room at the Cook Library, as well as one copy each distributed to USM–Gulf Coast and IMS.

THANK YOU to Sid Gonsoulin and Linda McFall for co-hosting the luncheon for Therese Hanna.

September 16– Phyllis and I attended the IHL meeting in Jackson. The Board heard an executive summary regarding football games with Ole Miss and MSU vs USM. A final decision is expected at the October IHL meeting.

September 21– Cabinet meeting. (1) Dr. Fleming stated the recent newspaper article claiming that we are going to play Jackson State is not true. A decision on in-state games has not been made at this time. (2) Dana Keith and Barbara Whitt–Jackson discussed international compliance issues. They warned us that ALL international students, staff, and faculty should be processed through the international office for verification of proper foreign papers in situations where they receive scholarships, paychecks, stipends, etc. [Questions should be directed to Barbara Whitt–Jackson]. (3) Dr. Paul stated that fall enrollment is at capacity level or basically steady compared to last fall. However, categories which are up were new freshmen students, in-state students, high ACT students, minorities, and male students--positive signs. (4) Mr. Redden stated that the foundation and alumni had ordered a satellite uplink for USM which will enhance the academic programs available to branch campuses and athletic exposure to sports such as women=s basketball. (5) Dr. McGowan discussed implementation of ITS and networking all campuses together. (6) I gave an update on Upward Feedback and the open forum with Therese Hanna.

September 23 & 30– Summer School Committee – discussed information gathered by committee members. Currently we are looking at the variety of scheduling options now available--two 5-week terms, one 10-week term, three 3-week terms and intersession classes throughout the summer. The overlap in scheduling is presenting problems for students and faculty.

September 25– Meeting with Dr. Lynda Gilbert and Phyllis Shearer to discuss Phyllis= 1997–98 year–end report and action plans for 1998–99 Council. Dr. Gilbert stated that she encourages the Council to bring forward ideas regarding the resolutions the 1997–98 council approved in June and July as well as other issues to improve the working environment for all staff.

October 5– Expanded Cabinet. (1) Dr. Paul discussed options for paid holidays and asked for input, (2) Dr. Williams discussed concerns with controversy regarding USM–Gulf Coast programs and the concept of a University Center on the Coast, (3) Dr. LeFlore discussed his efforts with some USM employees on ways to proactively increase cultural diversity on campus, (4) Dr. Gilbert and Ken Hayman discussed recent changes in travel – (We are to use Avanti until the new contracts are out.), (5) Dr. McGowan discussed the status of technological changes, and (6) Dr. Henry stated that a decision would be made soon by the Administration regarding how the missed class days would be made up since we will be short on contact minutes according to IHL Board policy.

THANK YOU to Susan King, Ray Scott, Becky Holder, Virginia Kittrell, Patricia Brewer, Linda Bass, and James Mackabee for working at the tailgating.

5.2 President–Elect=s Report– Sam Thomas

* September 18 – Faculty Senate Meeting – John McGowan was the guest speaker. He talked about various technology topics. OTR is in the process of checking the Y2K compliance on all PCS on campus. A decision has been made to purchase a \$2 million switch for the phone system. This digital switch will provide more trunk lines, allow caller ID, voice mail, and better link between all telephone providers. They are starting to wire the Residence Halls. There should be 4 halls wired by the end of the year. They are also starting to wire the southeast quadrant of the campus which includes the Alumni House and Honors College, to enhance the capital campaign. We will possibly have voice mail capability by the first of the year.

Faculty raises averaged 4.5% this past year compared to 9% by MSU and UM=s % was somewhere in between. USM faculty lost ground to both schools.

An Environmental Committee representative gave a report. He explained that a lot of progress had been made in making the administration aware of the environment when making decisions.

5.3 Assignment of Action Items –Sam Thomas

Assignments were as follows:

#38 Salaries & Benefits –Would eye exam and eye glasses be covered under our insurance anytime in the future.

6.0 Old Business

*President Hill requested volunteers for the next two home football games.

*President Hill answered the question from last month regarding the delay in paving the parking lot on West 4th St. Paving was delayed due to funds and workload of physical plant and could not be avoided.

7.0 Committee Reports

Constitution & Bylaws – Carolyn Cawthon –Committee distributed proposed changes in Bylaws pertaining to Election of Council

Membership. The change would require staff to indicated they wish to serve on the Council if they are listed on the election ballot. A vote will be taken next month.

Legislative – Patricia Brewer– Contacted Dr. Ginn=s office and began making plans for a spring legislative event.

Salaries & Benefits – Becky Holder– Becky gave a report on the action items:

#11/12 Lower Insurance Premiums/Deductibles – Linda McFall, HR Director, said that the insurance was done at the state level. MASCO has been working on trying to get premiums and deductibles lowered by the insurance board. A letter is being drafted to Dr. Layzell, Commissioner of Higher Education, since he is on the advisory board.

#16 Free Flu Shots – Connie Morgan, Operations Manager at the Clinic, said they cannot give free flu shots. They charge \$10, which is what it actually costs them (medicine and needles). However, she talked with Dr. Crawford and they would be willing to offer a discount price of \$7.50 to large departments. This will only be done as a group. If a department is interested in this, contact Connie Morgan to set up a time to get the shots.

#22 Contracts for Staff Employees – Linda McFall stated it is a IHL Board policy that staff employees do not receive contracts although universities issue contracts with deans, professors, other members of the teaching staff in accordance with state law...@

Also, the Employee Handbook states that AEmployment shall be >at will= and shall be terminated >at will= by the University with or without cause.@

#34 Memorial Day as a Holiday – A survey is being done to determine what holidays the staff would like to recognize and which holiday they are willing to give up if Memorial Day were allowed. The Calendar Committee is considering this issue at this time.

University Relations – Tracy Townsend– The following report was given concerning action items:

#29 Leftover food donations (from last year) donated to Soup Kitchen. Dr. Fleming responded with a letter to Staff Council stating this is a legislative action. Committee feels adequate measures have been taken. It is in the legislatures= hands. There was a recommendation for no further action from the Council. Vote passed.

#30 – Proposed resolution on child care – Information is being discussed among committee members and recommendation should be made next month. Debby will discuss this at MASCO this week as requested by Council.

#35 Dates on salads at Seymours and McCain courtyard – The managers in Seymours and McCain courtyard, as well as Bob Lowe have been informed of this issue. Mr. Lowe would like to investigate the situation before giving any concrete resolutions.

#37 Phone Systems (Circle Dialing) – Telecommunications is in the early stages of gathering information to see about upgrading the system.

#36 Bottled water in vending machines – Steve in the Hub stated that a water vending machine had been placed in the Speech and Hearing building. Due to our call, they would place a water, Power

Aid, etc., machine in the Hub building for 90 days to see if it does well. If that machine does well in the Hub, they will consider putting them in other buildings. There is no cost to the University for the service being added, but not many machines of that type are available for retail.

Parking Appeals – Carolyn Cawthon for Linda Bass

*9/22 Committee mtg – 36 appeals with 10 upheld.

*The committee will meet again Oct. 20, at the Payne Center Conference Room.

Parking Task Force – Regina Knight– Met with MDOT and Hattiesburg Mass Transit. The university system is being discussed.

Technology & Training – Carol Boleware– No report

Upward Feedback – Pam Posey – The deadline was 9/30, but we are still accepting survey forms for one more week. Currently we are at 58% return.

8.0 New Business

8.1 Volunteers for Christmas Party Committee

The following council members volunteered to be on the Christmas Party Committee: Virginia Kittrell (Co-Chair), Regina Knight (Co-Chair), Patricia Brewer, and Trish Linton.

9.0 Announcements

*Convocation is this afternoon. Dr. Fleming will recognize the 25-year employees. Dr. Henry will speak on the strategic action plan. Dr. Duhon will encourage participation in United Way.

*Open enrollment for insurance:

Oct 12–15 USM

Oct 18 IMS

Oct 20 Stennis

*President Hill and Past President Shearer will be attending the MASCO meeting on Thursday at Ole Miss. MASCO Chair Phyllis Shearer will be discussing the insurance letter and President Hill will discuss child care issues.

*Someone expressed concern about the announcement of closing USM during the hurricane . Many employees were confused as when to return to work due to news reports in the media. Council suggested other arrangements be made in the future and instructions should be more explicit.

*Our next meeting will be November 3, Hardy Hall Room 302, at USM–Gulf Coast.

10.0 Adjournment

Meeting was adjourned at 11:26 a.m.

Debby Hill, President
Susan King, Recording Secretary
11/10/98 sk

Due to limited space and the calendar survey, the action item page has been omitted. If you would like to submit an action item for the Council, please contact Virginia Kittrell at 4414 or Virginia.Kittrell@usm.edu for an action form.

HOLIDAY SURVEY

If you have previously completed a survey, please take the time to fill out this survey as well. Staff Council would like to give an accurate record of the views of the staff and are surveying everyone in this effort.

The IHL Board allows the university to recognize 15 days of administrative paid holidays. Currently, the University recognizes the following days as paid holidays:

- * New Year=s Day
- * Martin Luther King, Jr. Day
- * Good Friday
- * Independence Day
- * Labor Day
- * Thanksgiving Day
- * Friday after Thanksgiving Day
- * Christmas Day and a Christmas leave period to include the last seven working days of December as designated by the President. (8 days total)

When the University Calendar Committee discussed the academic calendar, the question was raised of adding Memorial Day or the Wednesday before Thanksgiving as a holiday. However, to add one of these days, we will have to eliminate one of our current holidays. Please indicate your preference in holidays.

_____ Leave holiday schedule as it currently is.

_____ Would like to give up _____ for Memorial Day.

_____ Would like to give up _____ for Wednesday before Thanksgiving.

----- Additional comments or suggestions

Please tear off page and return to Staff Council=s Box 10027 no later than October 29.

Thank you.