

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

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Proposed Staff Council Minutes

January 4, 2000

Speaker:

Dr. Horace Fleming spoke to the Council on various issues:

- * Y2K turned out okay largely because of the PeopleSoft implementation. No changes need to be made to PeopleSoft until it is completely implemented. Changes to individual areas may affect the software as a whole; therefore, any changes to the program should be done after complete installation.
- * Dr. Fleming is sending a letter to IHL today about concerns regarding the health insurance, networks, rising costs, etc. USM needs strong representation from IHL and needs someone very knowledgeable about insurance.
- * The junior colleges filed a lawsuit against the Gulf Coast campus on December 23. USM has a strong case. People are leaving and going to Mobile and New Orleans; USM should provide an alternative on the Coast.
- * There is a great deal of progress with construction taking place on campus. The Athletic Center will be under way this spring. The residence hall is on schedule. There is a plan for a multilevel parking facility on campus.
- * USM is seeking \$100 million in private contributions for the capital campaign.
- * We have 164 acres near Hattiesburg that will be considered as a natural habitat.
- * USM now owns Wendy's on Westover. It was a gift from an alumnus.

* New board members will be appointed. Board members whose terms are expiring are James Luvene, Cass Pennington, Nan Baker, and Marlin Ivey. Board members serve 12 years. We want people who are fair and thoughtful and who recognize our mission and let us serve the South and beyond.

* USM is asking for an 18% increase from last year. Funding has not kept pace with costs.

* President Thomas asked Dr. Fleming what we, as staff, can do to help with the capital campaign. Dr. Fleming stated that 40% of the money raised will go to endowing scholarships. All faculty and staff need to participate, even if it is a \$5-\$25 donation.

* Susan King asked about the status of the softball complex. Dr. Fleming stated that plans for the complex will probably be revealed within the next six months.

* Dr. Fleming commended the Physical Plant on how good the landscaping on campus looks.

* Tommy Dye asked about the status of the classification system. Dr. Fleming will check with Dr. Gilbert about this and press to get the issue back into working.

* Tracy Townsend inquired about the parking garage and how it will operate. Dr. Fleming said that plans are not final. The facility will be housed behind the Chain Technology Building and will park 900-950 vehicles. Campus police will be located on the first floor, which will secure the facility. Cost of the facility will be around \$10 million. Details have not been worked out yet.

* Tommy Dye commented on the raises that the staff has received in the past few years and thanked Dr. Fleming for his efforts to keep staff raises a priority. Dr. Fleming commented on having some help in this area with the state having more money than in the past for raises and that the Faculty College agreed that staff raises were lagging. Dr. Fleming also commented that it is very important for people to be able to afford insurance for their families. Insuring the breadwinner is not enough.

* Sam Thomas thanked the administration for the raises that were received at the beginning of the fiscal year. Staff actually received a higher percentage than faculty, and that did not go unnoticed.

1.0 Call to Order

President Thomas called the meeting to order at 10:03 a.m.

The following members were present: Victoria Adams, Patricia Brewer, Carolyn Cawthon, Tommy Dye, Marsha Hinton, Becky Holder, Susan King, Virginia Kittrell, Patricia Linton, James Mackabee, Charlene McMillin, Connie Morgan, Cheryl Mowdy, Jessie Person, Susan Sanders, Ray Scott, Veda Spencer, Jennifer Spring, Mary Sumrall, Sam Thomas, Tracy Townsend, Ruby Waits, Betty White, and Ronnie Williamson.

2.0 Adoption of the Agenda

Agenda was approved as written.

3.0 Call for Proxies

The following members were represented by proxy: Carolyn Cawthon for Ann Billings, Virginia Kittrell for Kalin Butirich, Patricia Linton for Mike Giles, Connie Morgan for Kim Henson, Robert Hedgepeth for Regina Knight, Mary Sumrall for Janeal McKee, Ronnie Williamson for Larry McMickle, Sam Thomas for Dick Vogel.

4.0 Approval of the Minutes

Because of Christmas holidays, corrections to the minutes were requested by e-mail.

5.0 Officers' Reports

5.1 President's Report – Sam Thomas

* December 13 – Cabinet. Commencement exercises will be held on Friday, December 17, 1999. Dr. Fleming reminded everyone not to purchase new computer systems that may be in conflict with the new PeopleSoft programs. Purchases of computer systems should be discussed with OTR personnel to determine if there is a conflict or an application already within PeopleSoft. Curt Redden reported

that everyone should be receiving a publication titled "Expanding Excellence – Generation by Generation," which depicts the life of the University. Bud Kirkpatrick reminded everyone that publications, printed documents, and other items must be sent to the proofreader before distribution is made. John McGowan reported that OTR personnel would be on campus over the year's end in case of Y2K problems.

* December 21 – Cabinet. Cancelled

* January 3 – Expanded Cabinet. Dr. Williams reported that we are continuing with the process to enroll freshman students in the summer. This process will stop if the courts intervene concerning the lawsuit filed by the Community College Board. Mardi Gras holiday for students is March 7 this year. This day happens to be in the week of spring break.

5.2 President-elect's Report – Tracy Townsend

* Faculty Senate is dealing mainly with posttenure review at this time.

5.3 – Assignment of Action Items – Tracy Townsend.

Assignment was as follows:

University Relations

* #57, Offices that close from 12:00 to 1:00 should post hours on the main door of the office.

Task Force

* #58, Information has been requested about the gated lot between McCain and PAC.

* #59, Fines should double for those people who park in crosswalks.

Note: Some action items are on more of a personal basis and cannot be addressed by Staff Council. Such action items need to be

handled through the department's chain of command or according to the University Policy and Procedure Manual.

6.0 Old Business

6.1 Distribution of Minutes – Copying and labeling the Staff Council minutes is very costly and time consuming. Approximately 1,800 copies are printed each month to be distributed. Staff Council is looking into sending the minutes via a listserv each month; however, some people do not have access to e-mail. President Thomas requested that the members ask people in their respective areas who do not have access to e-mail to find out if an appropriate number of minutes could be sent to them and distributed without being labeled. Another possibility would be to send one copy to be posted to a bulletin board or have someone in that area make copies for their employees. Some of the areas in question are Physical Plant, Commons, Residence Life, Housing, and the Clinic.

7.0 Committee Reports

7.1 Constitution & Bylaws – Carolyn Cawthon – No report

7.2 Legislative – Charlene McMillin – Invitations for the Staff Council Holiday Celebration were sent to the legislators. None attended.

7.3 Salaries & Benefits – Marsha Hinton – No report

7.4 University Relations and Cultural Diversity – Mary Sumrall – The chair of the committee met with Cecil Wilson, Manager of Administration of University Police, on Thursday, December 9, regarding the complaint by a staff person about USM faculty and staff serving as ticket writers. Mr. Wilson said this practice began in the 1980s when Howard Miller was Director of University of Police and has been expanded in recent years. Mr. Wilson did not know if the policy had been approved by the Vice President or the President.

There are currently four (4) full-time ticket writers: one works in the information booth; one is in charge of putting up all signs and barricades, and roping off areas; one is a supervisor and oversees scheduling and time sheets; one actually writes tickets all day. In addition, the University Police Department uses wage money to hire students, and two of those students are part-time ticket writers.

Currently, there are three faculty and staff ticket writers, and one more has been designated to write tickets in the new Liberal Arts parking lot west of the building, which will become a Zone 4 parking lot in January. These faculty and staff were chosen selectively by University Police, either because they called frequently about parking violations in the parking lots around their buildings or because they have some other connection with University Police.

The writers are given specific guidelines to follow. They are instructed not to write tickets for those parked in handicapped parking or fire lanes; those violators are to be towed. They do not write tickets during class breaks, to avoid confrontations with offenders. They write tickets only for violators in their designated parking lots. They also do not write during semester breaks when students are moving in and out of the dorms.

They can write tickets anytime between 7:30 and 4:30—at their breaks, during lunch, and any other times agreed upon by their supervisor. They get no extra compensation for writing tickets.

The Transportation Committee will propose this month that the department hire two or three full-time ticket writers for the rest of the fiscal year and also add two more faculty and staff ticket writers. If the full-time ticket writer positions are approved for budgeted positions, then perhaps the need for faculty and staff ticket writers will be eliminated.

University Police has written 16,527 tickets as of December 8, 1999.

7.5 Technology & Training – Regina Knight – No report

7.6 Other Committee Reports

*Parking Appeals – Carolyn Cawthon – No report

*Parking Task Force – Terry Bethea – No report

8.0 New Business

8.1 Nominations for Election Committee – Volunteers for the Election Committee are Connie Morgan, Charlie McMillin, Sam Thomas, Ruby Waits, Cheryl Mowdy, Susan King, and Ronnie Williamson. Connie Morgan will chair.

8.2 Nominations for Black History Month Honoree – February is Black History Month. Nominations for one representative from each of the eight universities will be submitted to the board office. Nominations, along with a resume and letter of recommendation, need to be sent to Sam Thomas at Box 5133 by next Friday.

8.3 Council Meeting for March – Because the regular meeting for March is during spring break, the March meeting will be held February 29. The Council will not be able to go to Stennis for this meeting or the April meeting. Going to Stennis in May is a possibility.

9.0 Announcements

10.0 Adjournment

Meeting adjourned at 10:40 a.m.

Virginia Kittrell, Recording Secretary
1/14/00 vk