

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

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Proposed Staff Council Minutes

February 29, 2000

1.0 Call to Order

President Thomas called the meeting to order at 9:30 a.m.

The following members were present: Victoria Adams, Terry Bethea, Ann Billings, Patricia Brewer, Kalin Butirich, Tommy Dye, Becky Holder, Susan King, Virginia Kittrell, Regina Knight, Janeal McKee, Larry McMickle, Charlene McMillin, Jessie Person, Susan Sanders, Ray Scott, Jennifer Spring, Mary Sumrall, Sam Thomas, Tracy Townsend, Ruby Waits, Betty White, and Ronnie Williamson.

2.0 Adoption of the Agenda

Agenda was adopted as amended.

3.0 Call for Proxies

The following members were represented by proxy: Tracy Townsend for Carolyn Cawthon, Terry Bethea for Mike Giles, Mary Sumrall for Kim Henson, Becky Holder for Marsha Hinton, Susan King for Patricia Linton, Virginia Kittrell for James Mackabee, Ray Scott for Connie Morgan, Patricia Brewer for Cheryl Mowdy, Jessie Person for Veda Spencer, and Sam Thomas for Dick Vogel.

4.0 Approval of the Minutes

Susan King made a motion to approve the minutes. Minutes were approved as amended.

5.0 Officers' Reports

5.1 President's Report – Sam Thomas

*February 14 – Cabinet. Dr. Fleming requested that all departments coordinate with OTR before going off campus to develop a Web site. The IHL Board meeting will be held at MSU in Starkville. John McGowan mentioned that Advancement would be going live on PeopleSoft in April.

*February 21 – Cabinet. Dr. Fleming mentioned at the March IHL meeting that the issue of equity in funding among the Institutions of Higher Learning will be looked at. Out-of-state tuition will increase approximately 14%. USM has the highest number of out-of-state waivers among the universities in Mississippi. The nominee selected to be the honoree for Black History Month is employed at Mississippi State University.

*February 24 – Bicycle and Pedestrian Meeting. A presentation was given on a plan to provide easier access to the campus for pedestrians and bicyclists. The overall plan will consist of 3-laning roads and eliminating parking/driving on campus. The total project cost is \$1,371,810 and is funded 80% by the Mississippi Department of Transportation and 20% by the University. The rerouting of 31st Avenue should begin somewhere between July and October of 2000. The traffic light at Elam Arms will be moved between Bank of Mississippi and Jr. Food Mart, with the street going through the Elam Arms parking lot. Three locations have been discussed for parking garages: north of Chain Technology Building, near the Sports Arena area, and south of the Liberal Arts Building. Three crosswalks will be placed across 4th Street to accommodate students crossing the street. East and West Memorial Drives will eventually be closed. The road west of the library and east of the Home Economics Building will be closed from the library loading dock south and around the corner on Pearl Street to the parking lot at the south end of Joseph Greene Hall. This area will become a student plaza. The Rails to Trails project will come through Physical Plant and across 4th Street to aid with access.

*February 28 – Cabinet. The University is looking at holding individual departments responsible (by reduction in budget) for missing items on their property audits. Broadcast Services has been moved under the Office of Technology Resources. Curt Redden did a presentation on the Feasibility Study.

In other discussion, it was mentioned that OTR is responsible for the master calendar. If an event is being scheduled, consult the USM Web page to prevent potential conflicts. If information is not shared, the master calendar is not as beneficial.

5.2 President-elect's Report – Tracy Townsend – None

5.3 Assignment of Action Items – Tracy Townsend. None

6.0 Old Business

6.1 Distribution of Minutes – Staff Council Minutes will be posted to the listserv, and printed copies will be distributed to select areas, such as Physical Plant, Residence Life, Clinic, and Food Services.

7.0 Committee Reports

7.1 Constitution & Bylaws – Carolyn Cawthon – No report

7.2 Legislative – Charlene McMillin – No report

7.3 Salaries & Benefits – Marsha Hinton. Marsha contacted Scott Jones with Human Resources regarding the Faculty/Staff Dependent Scholarship. IHL implemented the GPA change from 2.0 to 2.5 at the March 1999 board meeting. It will take effect after the fall 2000 semester. President Thomas wants to get feedback from MASCO on Thursday regarding this issue. He wanted to postpone any action until next month, when more Staff Council members would be in attendance. He requested that council members poll their respective areas for opinions.

7.4 University Relations and Cultural Diversity – Mary Sumrall – No report

7.5 Technology & Training – Regina Knight. Approximately 120 people have subscribed to the Staff Council listserv. OTR has established a quoting team for purchasing computers and printers. Currently, there are three desktops and two laptops bundled with preconfigured prices. The benefit of bundling reduces the cost of the equipment. Previously, each machine was configured individually. Options from DELL may be viewed online by visiting www.dell.com/premier. The user name is <USM> and the password

is <EAGLES>. Configuring your own computer will be more expensive. OTR will be evaluating MICRON to possibly add that brand of machines to the approved list.

President Thomas thanked Regina Knight for establishing the two listservs, which has been a great help. He also thanked Virginia Kittrell for updating the Staff Council Web site. It is now approximately 85% current with a few more changes to be made. Regina Knight asked to be notified of council members who rotate off and new members coming on so the listserv can be updated as needed.

7.6 Other Committee Reports

*Parking Appeals – Carolyn Cawthon – No report

*Parking Task Force – Mike Giles. Terry Bethea reported for Mike Giles. Faculty and staff with ticket-writing authority are no longer authorized to issue parking tickets. Dr. Gilbert approved hiring two additional ticket writers. Dr. Gilbert will set fees for gated parking lot.

*Elections Committee – Connie Morgan. President Thomas announced that the Interest Inquiry Survey deadline is March 17. The Elections Committee will meet at 10:00 a.m., March 24, at the Clinic Conference Room, to compile the data. Ballots will be sent out, and the deadline to turn them in will be April 14. The committee will meet at 10:00 a.m., April 19, at the Clinic Conference Room, to count ballots. The committee may need some assistance with counting ballots. Anyone interested should contact Connie Morgan.

7.6.1 University Awards Review Committee – Virginia Kittrell. Dr. Gilbert formed an adhoc University Awards Review Committee, which consists of representatives from the Hattiesburg campus, Gulf Park, GCRL, Stennis, Faculty Senate, Staff Council, and AOP. The purposes of this committee are to review current levels of employee recognition and events at which we recognize employees, and to provide recommendations for ways to strengthen and enhance our current recognition and reward system. The committee is divided into three sub-committees: faculty, staff, and service. The committee has been discussing the following:

* 25-year employees (total years) – recognized at fall convocation – employee receives an engraved silver-plated tray from President; photos are taken and given to each employee.

* Retirees – recognized at retiree reception at end of spring semester; each Vice President recognizes the employees in his/her area; the President presents a silver-plated bowl to each retiree.

* 10-, 20-, 30-, and 40-year employees (consecutive years) – recognized at the spring convocation as a group. Employee receives a service pin, which is available in Human Resources.

* Staff Excellence Awards for
Office Personnel (levels 1-9) – two

Service Maintenance (levels 1-9) – one

Skilled Crafts/Technical (levels 1-13) – one

Administrative Support/Administrative Heads (levels 10-20) – one

Jessie H. Morrison Award (25-years) – one

* Student Awards

* Faculty Awards (selected by Faculty Senate)
Excellence in Teaching

Librarianship

Faculty Service

Faculty Research

HEADWAE

Also discussed were other awards and accomplishments that either do not receive campus recognition or receive very little recognition.

The Staff subcommittee presented several issues:

* Changing the 10-, 20-, 30-, 40-year recognition of employees to total years rather than consecutive years.

- * Adding the following awards to weeklong celebration:
- * Outstanding Staff Member Award (awarded by Staff Council – voted on in May; awarded in June)

- * Professional Standards Program (PSP) recipients (AOP – earned in January, May, and September)

- * AOP Office Professional of the Year Award and Administrator of the Year Award – nominated in March; awarded at AOP Bosses Luncheon in May

- * Mississippi Association of Educational Office Professionals (MAEOP) Educational Office Professional of the Year Award and Administrator of the Year Award – nominated in August

- * Certified Custodian Certificate

* Life Skills Certificate

Currently, the 10-year pins are up-to-date. The 20-, 30-, and 40-year pins are about three years behind distribution because the administration decided to change the pin, and a decision has not been made yet. Therefore, the subcommittee recommended giving those employees pins this year to get them up-to-date.

The committee discussed having all ceremonies/awards presented during one week of the year ending with Employee Appreciation Day. It was also suggested that other events be coordinated with the weeklong celebration to include the USM symphony (sponsored by Trustmark) and connoisseur series concerts (sponsored by Union Planters Bank) for a couple of evenings.

An issue was brought forth regarding employees working during events such as Employee Appreciation Day. Those groups consist of some Physical Plant and Food Service employees, and Campus Police. It was suggested that a ceremony or reception be held at another time for those employees who must work during such events.

8.0 New Business

8.1 Staff Council Award. President Thomas asked members to be thinking about considerations for the upcoming Outstanding Staff Member Award. The nomination does not have to be a Staff Council member. Nominations should be turned in at the April meeting. President Thomas asked council members to list specific information about nominees. Copies of nominee information will be distributed in the May packets, so that everyone will have ample time to review the information for voting at the May meeting. The person selected will receive a certificate, and a plaque with the winner's name will be displayed in Union Room D

9.0 Announcements

It was announced that biweekly checks are scheduled for August. By law, the University is required to pay employees biweekly beginning January 2001. Current employees will not be delayed two weeks in getting paid. Ole Miss began sending biweekly checks in January. Mississippi State is working on implementation. Staff Council will assist in notifying employees as soon as information is disseminated.

President Thomas announced that on the IHL level, a HEADWAE award is presented to a faculty member and a student. President Thomas suggested adding a staff member at the last cabinet meeting. There was a good response to this recommendation. He will send a letter to the appropriate vice president about getting this accomplished. People selected for this award are honored at a luncheon.

Dr. Anthony Harris and Faculty Senate President Art Kaul want feedback on the grievance process. There needs to be a balance of people hearing the grievance (faculty-to-faculty or staff-to-staff) so that there is ample understanding of the topic. The grievance process is not set up to handle discrepancies about salaries or personal disagreements. It is for items such as sexual harassment and affirmative action. It was suggested that there is a need for a salary appeals process for staff. Faculty have a salary appeals process. President Thomas mentioned that the Training and Technology Committee could possibly provide some training at some point on the grievance process to make people aware of the proper procedures and steps to take.

10.0 Adjournment

Meeting adjourned at 10:41 a.m.

Virginia Kittrell, Recording Secretary

3/15/00 vk