

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

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Proposed Staff Council Minutes

October 5, 1999

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, Patricia Brewer, Kalin Butirich, Carolyn Cawthon, Tommy Dye, Mike Giles, Marsha Hinton, Becky Holder, Susan King, Patricia Linton, James Mackabee, Charlene McMillan, Jessie Person, Susan Sanders, Ray Scott, Veda Spencer, Jennifer Spring, Sam Thomas, Ruby Waits, Betty White, and Ronnie Williamson.

The following members were staffing the Benefits Fair table and will be counted present: Kim Henson, Larry McMickle, Connie Morgan, Cheryl Mowdy, and Mary Sumrall.

The following members were represented by proxy: Ann Billings by Becky Holder, Virginia Kittrell by Susan King, Janeal McKee by Carolyn Cawthon, Cheryl Mowdy by Sam Thomas, Tracy Townsend by Sam Thomas.

The following member was absent without representation: Dick Vogel.

2.0 Adoption of the Agenda

Agenda was approved as printed.

3.0 Call for Proxies

4.0 Approval of the Minutes

Minutes were approved as printed.

5.0 Officers' Reports

5.1 President's Report

President Thomas submitted a written report on his September activities/meetings.

* September 9 – MASCO. The September MASCO meeting was held at Delta State University. Tracy Townsend, Debby Hill, and Sam Thomas attended the meeting. Ben Bufkin, Director of Personnel at Delta State, took over the reigns as President of MASCO from Barbara Bailey, Alcorn State University. Guest speakers at the meeting were state Senator Willie Simmons and state Representative Rufus Straughter. Senator Simmons serves on the Senate University and College Committee, and Representative Straughter serves on the House University and College Committee. Sam Thomas distributed the resolutions passed by the USM Staff Council on tuition benefits. Thomas asked each school to present the resolutions to their respective staff councils and provide feedback at the next MASCO meeting.

* September 13 – Cabinet. The President's office is initiating a search for the following two positions: Assistant to the President for Government Relations and Director of Equal Opportunity and Diversity. Dr. Fleming stated certificates that are handed out for any reason should never be handwritten. Certificates that are handwritten are very unprofessional, and, if we are going to hand out a certificate, we need to make it look professional. Debby Hill did a presentation on the compensation and classification survey that is in progress. She said that 100 staff members would be asked to complete a survey in late September and early October concerning their opinions about the current compensation and classification system.

* September 15 – IHL Board Meeting. The following is a summary of the facility projects that were approved: renaming the USM Center for Gifted Studies the "Frances A. Karnes Center for Gifted Studies"; Lloyd Hall Renovation – Gulf Park campus – approved the construction document phase, \$205,186.30 available in the project budget; Marine Sciences Hydrographic Facilities/Stennis Space Center – project initiated, \$1,500,000 in funds available; Polymer Science Renovation – project initiated, \$6,000,000 in funds

available; Student Services Center – project initiated; New Wet Laboratory GCRL – approved the construction document phase, \$429,000 available in project budget.

* September 20 – Cabinet. Freshman Convocation, 4:00 on 9/27/99; fall convocation, 9/30/99. When we speak about The University of Southern Mississippi, the preferred use will be "Southern Miss." We need to discontinue the other phrases and concentrate on using "Southern Miss."

* September 27 – Cabinet. Freshman convocation was held at 4:00. IHL and the eight universities are looking into obtaining group insurance programs for vision, dental, and other programs. The premiums should be lower if we combine all of the universities together into one policy instead of eight different programs.

* October 4 – Expanded Cabinet. Curt Redden gave a report on the capital campaign. He identified the five areas that will be concentrated on during our capital campaign: Scholarships – 40%; Faculty Development, Endowed Chairs and Fellowships – 25%; Gulf Coast – 15%; Libraries/Information Services – 10%; and Athletics – 10%. A feasibility study is being performed by consultants to determine if a \$100 million capital campaign is appropriate for Southern Miss. Facility needs are not part of the capital campaign. Sue Pace, Sandy McGowen, and Carole Bullock gave a presentation on online courses.

5.2 President-Elect's Report – Tracy Townsend

* September 24 – Faculty Senate. Faculty Senate Benefits and Work Environment Committee is attempting to get University Police to work with the parking problem the first three weeks of school. The committee argues that students should have decals prior to the first day of class, and tickets should be given even the first few weeks of the semester. The Environment Committee is working with Physical Plant and others interested in preserving trees on campus rather than having them removed. The Faculty Development Committee announced several activities coming up: October 4–9, President's initiative on race efforts to help us build on America in 2000. Please watch for dates and activities during this time. October 29 – National Science Foundation Activities. The Technology Committee reported that USM Public Relations now has their own listserv;

information that needs to be disseminated by Public Relations can be done so without sending it to USMTalk. A draft resolution was given to members from the Transportation Committee. The resolution was tabled until the next meeting. (Terry Bethea, Parking Task Force Chair, has received a copy of the resolution.)

* September 27 – University Benefits Committee. Items discussed were Benefits Fair, October 5, 9:00 a.m. – 3:00 p.m.; Open Enrollment, October 18–21, at the Commons. New benefits include MetLife, professional long-term disability, TSAs, long-term Care Plan,* voluntary AD&D*, and Vision Plan.*

*Voted on at meeting but no outcome was given

* September 27 – Survey Committee. Attended meeting with Dr. Gilbert to discuss questions coming forth about the personnel system luncheons.

5.3 – Assignment of Action Items – none.

6.0 Old Business

6.1 Listserv – Regina Knight reported that two listservs have been set up. She will send instructions to council members. Currently, all Staff Council members are subscribed to s.c.members@usm.edu. New members will have to subscribe. Only Staff Council members will be able to read this mail. If you reply, it will go to the entire list. To reply to a specific person, change reply address to that person's specific address. The Staff Council minutes will be posted to staffcouncil@usm.edu. To subscribe, send email to majordomo@usm.edu and type subscribe staff council in the body of the e-mail message. Only authorized personnel will be able to submit information to this listserv. Staff Council members will need to subscribe to this.

6.2 Tailgating – Next game will be October 16, with Army. Three volunteers are needed to work the tent. Contact Tracy Townsend to volunteer. This game will begin at 2:00 p.m.

6.3 Staff Council Christmas Party – The Staff Council Christmas Party will be held Wednesday, December 15, 1999, 1:30 – 3:00 p.m., in Union Room B. Additional information is forthcoming.

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.

* Action Item # 52 – Three days' holiday leave rather than three days' sick leave for death in family. This is set by IHL and the state Legislature and cannot be determined at the university level. Person who submitted action item will be notified.

7.4 University Relations and Cultural Diversity – Mary Sumrall.

* Action Item # 54 – Condition of parking lot west of George Hurst building. Committee Chair contacted Sid Krhut of Grounds Department in the Physical Plant. He stated that general cleanup would be conducted. Plants were removed, and concrete was installed because beds were too narrow to maintain.

7.5 Technology & Training – Regina Knight – No report.

7.6 Other Committee Reports

*Parking Appeals – Carolyn Cawthon – No report.

*Parking Task Force – Terry Bethea – Committee will be meeting with Dr. Fleming October 13, at 9:00 a.m., to discuss master plan for pedestrian and bicycle way for the campus. Construction was approved for parking garage for 772 cars, possibly on south end of the stadium between Jones Hall and Hickman Hall. The other recommendation was south of Chain Technology Building; however, there was a great deal of concern about the distance (from the front of campus). Another topic was parking for freshmen on the north side of Hillcrest. A concern for this area was females parking late at night. A gated parking lot was approved by the committee between McCain Library and PAC. There would be a \$50/semester fee for fall and spring and a \$25 fee for summer. Fees obtained from the gated lot will go into the Parking Improvement Fund. Also approved were lettered parking spaces for the President and Vice Presidents, which

will read "Reserved." Signs will be put up for the President and Vice Presidents, as well. Committee voted to assign one parking spot per area for Deans. All of the above recommendations were approved by the Transportation Committee and will go forward to the President. The street that goes by the fire station will be closed, and the traffic light will be moved to N. 31st. Pearl Street will be rerouted, and N. 31st will be three-laned from Hardy to Joseph Greene Hall.

8.0 New Business

9.0 Announcements

9.1 Benefits Fair – Volunteers were needed to work from 1:00 to 2:00 p.m. Victoria Adams and Betty White volunteered. Sam Thomas was scheduled to work from 12:00 to 1:00 p.m. and asked if anyone could assist during that time.

9.2 Travel Plans for November Meeting at Gulf Park Campus. Two vans are reserved. Virginia Kittrell will be contacting council members to see who will ride in a van. A list was passed around for sign-up. Everyone is encouraged to go. President Thomas will be in a PeopleSoft training session that week and will not be able to attend. Tracy Townsend will conduct the meeting. November 2 is also election day.

10.0 Adjournment

Meeting adjourned at 10:20 a.m.

Virginia Kittrell, Recording Secretary

10/13/99 vk

Because of limited space, an action item was omitted. If you need an action item form, please contact Becky Holder at 64132 or k.holder@usm.edu.