Rusty Anderson, Director of Career Services, spoke about the services offered by Career Services. Handshake is a free online job database available to help students find jobs and internships. Career Services posts approximately 14,000 jobs in Handshake annually, and an average of 71% of students have jobs at graduation.

Career Services can assist students explore career options, volunteer services, and internships available. They can also help students with resumes, interview preparation, and referrals.

If you would like more information of Career Services, please go to their webpage at https://www.usm.edu/career-services or for Handshake please go to https://usm.joinhandshake.com

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1.0 Call to Order  – Kelly James-Penot, President, 9:54 a.m.
2.0 Adoption of Agenda motioned, seconded by Linda Dorsey and passed by vote.
3.0 Call for Proxies
   3.0.1 Heather Sison for Kelsey Owens
   3.0.2 Kayla Johnson for William (Daryl) Magee
   3.0.3 William (Bob) Wilson for Kenneth Elwin
   3.0.4 Jean Jovonovich Alvillar for Jeremy Higgs
3.1 Recognition of Guests
   3.1.1 Martha Brown
4.0 Approval of Minutes motioned, seconded by Anna Jo Barrett and passed by vote.
5.0 Officers’ Reports
   5.1 President’s Report – Kelly James-Penot
   5.2 President-Elect’s Report – Donavan Johnson
      5.2.1 Faculty Senate. Dr. Lilian Hill was nominated and acclimated to serve as President-Elect. Dr. Kim Ward was nominated and acclimated to serve as Secretary-Elect.
      5.2.2 IHL – No Report.
      5.2.3 Fiscal – No Report.
   5.3 Secretary’s Report – Carolyn Soniat. Please remember to sign in. Thank you for letting me serve on the Council. It has been a great honor to be part of Staff Council.
   5.4 Secretary-Elect’s Report – Ashley McGinty. No Report.
   5.5 Immediate Past-President’s Report – April Broome.
      • Chris Crenshaw spoke about updates regarding road closures, and bond money versus private funds.
      • Dr. Bennett encouraged us to read the information about FIRE (https://www.thefire.org) and pay attention what it means in terms of free speech.
      • Dr. Miller’s Scheduling Summit was held. Please forward any questions regarding the summit to Dr. Miller.
6.0 Standing Committee Reports
6.1 Communications – Pamela Thornton
- 5/2 – Measles vaccine information sent in from Moffitt Health Center
- 5/3 – IHL information on raises sent in from HR
- 5/6 – Information on Senate Bill 3005/Employee Raises
- 5/20 – Reminder of who the Council Representatives are from each department/area.

6.2 Constitution, Bylaws, & Standing Rules – Anna Jo Barrett
Thank you to the committee for all of your hard work. The only change that we will need to make for the upcoming month is the new Staff Council President’s name and have new signature lines signed for the upcoming year.

6.3 Legislative – David Sliman & Jeremy Higgs. No report at this time.
6.5 Scholarship – Maryanne Anthony & Rusty Anderson. MaryAnne thanked everyone. Maryanne will compiled everything to give to Rusty.
6.6 Technology – Kenneth Elwin. Feedback around the website migration have been sent and we have backed up all the Info Center minutes. These were from 2011-Current day.
6.7 University Relations and Cultural Diversity – Michael McGee. No report at this time.
6.8 Fundraising – Jelisa Brown. No report at this time.
- Blood Drive June 12, sign up for appointment.
- Human Resources fall benefits fair to be held September 25, 2019 on Hattiesburg campus and September 26 on Gulf Coast campus.

6.10 Professional Development – Ad Hoc Committee – Anna Jo Barrett

7.0 Liaison to University Committee Report
7.1 ARIC – Martha Resavy. All Initiatives have been approved except for Initiatives 8.0 and 9.0. Initiatives 8.0 and 9.0 will be handled differently.
7.2 Commencement Executive Committee – Kelly James-Penot. No report at this time.
7.3 Parking/Transportation – Linda Dorsey. Committee has not met.
7.4 Master Campus Facility Planning Committee – Jelisa Brown.
- Approval of the design of the Oseola McCarty sculpture.
- The conversion of Walker Science Building room 154 from a faculty lab into a teaching lab.
- As a reminder, we will meet on June 20 to review the design of the new Veteran’s Center. General Hammond and the architect for the project will join us.
7.5 Textbook and Course Materials Advisory Committee – Kathy Hayman. No report at this time.
7.6 Handbook Advisory Group – Peggy McArthur. Updates to the handbook that were to be effective June 1, 2019 are being postponed to July 1, 2019.
7.7 Calendar Committee – April Broome. No report at this time.

8.0 Unfinished Business

9.0 New Business
9.1 Elections of Executive Officers President-Elect and Secretary-Elect. The President-Elect candidate and the Secretary-Elect candidate gave brief speeches about their desire to serve USM as Staff Council Executive Officers. New members were informed that they would not be eligible to vote this time as their terms start in July. After calling for nominations from the floor, nominations were closed and the voting ensued. Anna Jo Barrett will serve as President-Elect and Shannon Ladner will serve as Secretary-Elect. Congratulations to both of them.
9.2 Vote to move July meeting. Staff Council voted to have the next meeting July 11, 2019.

10.0 Announcements
10.1 Chairs Meeting – June 13, 2019 at 9:30 a.m. – Asbury Hall 317BB
10.2 Executive Committee Meeting with Allyson Easterwood (HBG)  
   June 27, 2019 at 2 p.m.  
10.3 Next meeting – July 11, 2019.  
11.0 Adjournment. 10:45 a.m.
5.1 President’s Report – Executive Committee met on Friday, May 31st at 11:00 a.m.

In this meeting, we covered the challenges the council faced with this past election cycle. We received word that the interest surveys went to some colleagues’ clutter in their e-mail. Some areas had few to none staff members self-nominate for the council, while other divisions had great representation. In the next election cycle, it is recommended that the council verbally share with those in their division that elections are underway and encourage them to consider running. A separate e-mail should go out from the communications chair sharing that the self-interest has gone out. Staff members should be encouraged to check their clutter and be in touch if they did not receive the form.

We provided an update on the work the Professional Development Ad Hoc committee has been doing setting up the Third Thursday sessions. The committee was encouraged to consider providing a feedback form at the sessions to crowd source topics that Staff might like to see offered in the future.

Update from Krystyna Varnado, Associate Vice President for Human Resources

IHL Raises
Letters have been sent out informing employees of their eligibility for the 2% IHL raise. Departments have also received a copy of the list of employees in their area.

Data was pulled for this at the request of the IHL previously. Once this was approved by the state the initial list was audited to remove employees who retired or left the University. This was a tediously and time consuming process of looking at each individual to ensure they were eligible by the requirements outlined by the IHL. More than 700 employees are receiving this raise.

If you or a colleague believe you should have been eligible for this and did not receive a letter at your home address, please contact Human Resources.

In the future, there is hope that the IHL might allow the Universities more flexibility in the parameters of these types of raises. There are many situations where an employee was not eligible. One example of this is when an employee took on additional responsibilities and stepped into an interim position. The employee’s pay was increased temporarily and then returned to their normal rate. This individual was not eligible for this raise as they had received a pay increase during the period, yet it was temporary.
New Leader Orientation

On Tuesday, June 25th from 8 – 5, Human Resources will be conducting a dry run of the New Leader Orientation that will be offered quarterly. This particular session is open to anyone who is interested. More information on this can be found in the June HR Newsletter.

Compensation Policy Implementation

Our V.P.’s have been given and are currently reviewing the data for their division. The next few months will be dedicated to fine-tuning the position grading. Prior to this being shared with the campus a plan must be developed for how and when we will address employees in positions who fall outside of the range of their position.

Update from Allyson Easterwood, Vice President-Finance and Administration-
University Finance

On Tuesday, May 28th some of our state legislators were on campus to take their annual tour. Ms. Easterwood reported that our campus looked beautiful. They toured a few of our Historic buildings and viewed the areas that are to be improved with the $13.2 million dollars of state bond funds allocated to USM for capital projects. They also toured areas of the campus that will be included in the request from our University during the legislative session next spring.

We have many projects about to be under way. Please pay attention to the USM Mailouts and other forms of communication for closures due to renovations and improvements.

USM is partnering with several other entities on a MDOT project for improvements to Hardy Street. The City will be adding a pedestrian pathway from Hardy Street to 4th Street. The University has been awarded a MDOT grant to add a new pedestrian pathway, lighting, etc., on Montague that will connect to the 38th Ave pathway, providing a safe route for students traveling by foot in that area of campus.

There are also plans underway to renovate the Union Plaza. If approved by the IHL, this project would not begin until sometime after the 2019 football season.

The library renovations will take place in 3 phases. Phase I is already under way addressing the electrical, mechanical and roofing needs of the building. Phase II is the student advising center. The funding is in place and will be going to bid soon. Phase III is the Bower Academic Center.

7.2 Commencement Executive Committee

No report
In collaboration with committee members, the faculty development center, and with input from the invited speakers, the Staff Development subcommittee came up with the following topics/ideas to discuss for a multi-campus employee development opportunity partnered with AOP on the third Thursday of each month this summer. (June, July, and August)

June 20, 2019

- **10:00 AM – Intermediate Financials**: Cheri Waldrup – University Controller
  - Faculty Development Center – International Center, Suite 319
  - [https://www.eventbrite.com/e/staff-development-series-intermediate-financials-tickets-62741587778](https://www.eventbrite.com/e/staff-development-series-intermediate-financials-tickets-62741587778)
- **3:00 PM – Title IX**: Rebecca Malley – Title IX Coordinator
  - Faculty Development Center – International Center, Suite 319
  - [https://www.eventbrite.com/e/staff-development-series-title-ix-tickets-62711053449](https://www.eventbrite.com/e/staff-development-series-title-ix-tickets-62711053449)

July 18, 2019

- **10:00 AM – Export Control**: Brad Smith – Director, Security & Export/Import Control
  - Faculty Development Center – International Center, Suite 319
  - [https://www.eventbrite.com/e/staff-development-series-export-control-tickets-62742009038](https://www/eventbrite.com/e/staff-development-series-export-control-tickets-62742009038)
- **1:30 PM – FERPA**: Greg Pierce – Registrar
  - Faculty Development Center – International Center, Suite 319
  - [https://www.eventbrite.com/e/staff-development-series-ferpa-tickets-62712820735](https://www.eventbrite.com/e/staff-development-series-ferpa-tickets-62712820735)

August 15, 2019

- **10:00 AM – Adopt an Idea**: Anna Barrett – Administrative Specialist to the Dean, College of Nursing & Health Professions
  - Faculty Development Center – International Center, Suite 319
  - [https://www.eventbrite.com/e/staff-development-series-adopt-an-idea-tickets-62741697105](https://www.eventbrite.com/e/staff-development-series-adopt-an-idea-tickets-62741697105)
- **2:00 PM – ODA for Staff Members**: Scott Dossett – Director, Office for Disability Accommodations
  - Faculty Development Center – International Center, Suite 319
  - [https://www.eventbrite.com/e/staff-development-series-oda-for-staff-members-tickets-62741363106](https://www/eventbrite.com/e/staff-development-series-oda-for-staff-members-tickets-62741363106)

**While these sessions take place on the Hattiesburg campus please let us know if you are interested in joining us via IVN and we will set up a connection.**

The idea for the sessions to alternate between morning and afternoons was to be able to encompass a wide variety of employees who may be unable to meet for one meeting and not the other. Communication was sent out via email on June 3, 2019 to each listserv and Eventbrite was the platform decided for use because of its familiarity. It was decided that certificates would be printed based on a sign-in sheet located at each campus site turned into Anna Barrett at the end of each session. It was suggested that the sessions provide a feedback opportunity to improve on the session quality for future opportunities provided. I would like to take the time to thank each committee member who took this task and literally ran with it with enthusiasm to fulfill the USM Institutional Strategic Goals: #8. Improve efficiency and effectiveness of institutional processes and systems and Staff Council Purposes: To promote interaction among the staff, faculty, and administration in the enhancement of the goals, purposes, and functions of the university.
Communities that Care
Join together to help save lives.

USM Summer Blood Drive

Wednesday, June 12, 2019
R.C. Cook Union Lobby
10 am - 4 pm
(48 Blood Drive Appointment Slots)

To schedule your appointment, www.redcrossblood.org
(enter sponsor code: USM) or Red Cross Donor App

Complete RapidPass (online pre-health history questionnaire) will be available only on the day of the blood drive to save up to 15 minutes
www.redcrossblood.org/rapidpass

Please bring your photo ID, student ID badge, university work ID badge or Red Cross Donor Card
Officer Election Committee
Staff Council Report
June 6, 2019

Committee Membership
Rusty Anderson (Chair), April Broom, Carolyn Soniat

A call for nominations was sent via email on May 22, 2019, to the Staff Council membership including incoming new members for 2019-2020. A second call for nominations was emailed on June 3, 2019. Deadline to submit a nomination or self-nomination was 12:00 noon on June 5, 2019, for the name to appear on the ballot. A space for write-in nominations will be included on the voting ballot. The committee received a number of nominations from the staff council membership. Each nominee was contacted to confirm his or her acceptance of the nomination. The slate of candidates will be presented to the Staff Council President. The committee will serve to pass out the ballots, collect the ballots, count the votes, and report the count to the Staff Council President for announcement of the elected officers. Thanks to April Broome and Carolyn Soniat for working to solicit nominations and for assisting with the creation of the ballot and the election process.