

**The University of Southern Mississippi**  
**Staff Council Minutes**  
**Wednesday, July 9, 2008**  
**University Union Rooms B and C**

Preceding the July meeting, incoming president Mandy Nace conducted an Orientation for Staff Council members. The orientation was well attended by new and current staff members. The following items were covered during the session:

Parliamentary Procedures  
Constitution, Bylaws and Standing Rules  
Absences/Proxy Form  
Officers  
Standing Committees  
Additional Committees and Representation  
Action Items

- 1.0 Call to Order – John Hayman, outgoing president  
Called to order at 9:49 a.m.
  
- 2.0 Adoption of Agenda - April Jordan made a motion to adopt and Teresa Loveless Allen seconded the motion. The agenda was approved by members with a minor correction to the spelling of Amy Byxbe's name.
  
- 3.0 Call for Proxies – Sherry Finneran for Amy Thornton  
Tina Griffin for Melissa Carpenter  
Tommy Dye for Paul Lott

Members present were Teresa Loveless Allen, Rusty Anderson, Amanda Belsom, Christy Bjork-Elias, Heather Brown, Kay Bruening, Amy Byxbe, Dianne Coleman, Ida Lee Coleman, JJ Crawley, Shannon Davis, Linda Dorsey, Tommy Dye, Mike Giles, Tina Griffin, John Hayman, April Jordan, Larry Lee, Bridgett May, Twilla Morgan, Mandy Nace, Andrea Phillips, Cynthia Render-Leach, Susan Scott, Mary Virgil, Cory Williams and Patience Wise.

Auxiliary member present was Kathy Hayman.

Verlee Breland was absent without proxy.

- 4.0 Approval of Minutes
  - 4.1 June proposed minutes
    - Rusty Anderson made a motion to approve June minutes with minor grammatical corrections; it was seconded by Mike Giles. The minutes were approved by the members. Tina Griffin, council secretary, will send minutes to Amy Thornton for the Web site.

## 5.0 Officer's Reports

### 5.1 President's Report – John Hayman

- Cabinet meeting - the first of June's meeting was attended by Mandy Nace. The meeting for the end of June was cancelled.
- Centennial Celebration Committee - Six subcommittees were formed. John attended the athletic subcommittee meeting. Subcommittee chairs from all areas (Academic, Athletics, Arts, Gulf Coast) will present ideas for the celebration. 2010 will be the calendar year for the celebration to begin.

#### 5.1.1 Action Items – Mandy Nace presented Action Item #1 for 08/09 to the Council. The Action Item reads as follows:

“There have been quite a few stories in the news lately about businesses, schools and universities altering the number of days employees work to help reduce costs from rising gas and energy prices. Various ideas are being tested. A popular one is allowing employees to work 10 hour shifts. The business still operates five days a week and the employees have an opportunity to choose a shift. I would like to open discussion to find out the appropriate person or people to write a letter encouraging Southern Miss to allow departments the option of implementing a compressed work week. I would also like to involve the Student Government Assn (SGA) and Faculty Senate in this discussion.”

The action was brought forth by Staff Council member, JJ Crawley. Mandy stated other departments on campus have voiced a positive notion towards this matter. The deans have already approached her as they were trying to work something out on their own and thought about Staff Council. A dean asked Mandy if the Council had been approached concerning this and she told them we had an Action Item being proposed at our next meeting. The Faculty Senate is in support of the compressed work week.

JJ Crawley has agreed to chair the University Relations and Cultural Diversity Committee; which will be assigned this Action Item. She asked that Teresa Loveless Allen, who has done research with her, be on the committee. Mandy will also appoint several other Council members to serve on this committee. They will, of course, have other duties, but this is their first Action Item of the year. Mandy turned the floor over to JJ Crawley.

JJ stated her additional ideas and thoughts and presented the Council with several articles from different universities and colleges that are experimenting and working on an implementation of a compressed work week. JJ had contacted Deirdre Francis, director of personnel and staff development for the Lauinger Library at Georgetown. Ms. Francis sent a

copy of their compressed work week policies and JJ shared a copy with the Council. JJ wants to do more research and get input from the Council. She needs to know what the proper channels are and who she needs to talk with. She has contacted Dr. Oshrin with Faculty Senate and he is going to talk with the Executive Committee and get back with her. he wanted input from the Council to put forth a formal presentation.

Mandy stated that she could foresee this idea going all the way to the Institutions of Higher learning board. She suggested that JJ and members of her committee put together a presentation and proposal that we could present to Dr. Saunders. Questions, concerns and pros and cons were expressed by several members. Some of them were:

- Human Resources concerns
- Flex/schedule or compressed work week
- Academic schedule
- Some universities have models in place we could look at
- Daycare
- Implementation of a policy would be optional
- Saving energy
- Trial periods
- Momentum is building across campus
- Initial meetings need to be set

JJ and the committee will begin work on a formal presentation and proposal to move forward on this Action Item.

## 5.2 President Elect's Report – Mandy Nace

- Eagle Alert information is being added to our New Staff Orientation sessions.
  - Name Plates – we will be getting proper name plates. No more paper ones.
- President's Cabinet Meeting:
- IHL Board meeting for October will be held on the Hattiesburg campus on October 15 and 16.
  - Enrollment numbers are up.
  - Summer parties for the Alumni Association were announced.
    - July 17 - All Star Bash in Jackson.
    - July 24 - Beach Bash at the Hard Rock in Biloxi
    - July 29 – Neshoba County Fair
    - August 2 – Fanfare in Hattiesburg

### Faculty Senate Meeting

- The issue of outsourcing Physical Plant has come up again. However, they are pursuing it as outsourcing of upper management rather than the entire Physical Plant. No organizations or businesses have been solicited. It is still in the introductory phase. They will be forming a committee. Faculty Senate and Staff Council will have representation on this committee.

Mississippi Women's College (WMC) has participated in some type of outsourcing of their Physical Plant/Service Maintenance. It appears to have worked well for them. Mandy tried to assure council members from the Physical Plant areas that their jobs were not being outsourced at this time. It is her understanding that it is the upper management that will be outsourced. Tommy Dye stated that if you outsource his management; then you have outsourced his job. Mandy and John had talked about how they could have an outsourced person over a state budget, but not be state employees. Tommy Dye said that people are still leaving left and right from the Physical Plant.

- The IT Advisory Board is reviewing budgets and ways to keep charges the same across the board for all departments. They are looking at ways to wire more buildings, better Internet service and bring in new projects.
- Usm.edu server is going away. If you have not switched to OCS or Oracle do so very soon or you will not be available to receive email after September 1.
- Eagle Alert – link on main Web site.

5.3 Secretary's Report – Tina Griffin reported for Melissa in her absence.

- Melissa wanted to remind everyone about Freshman Move-in Day, August 15 and if you want a T-shirt let her know by August 1.

5.4 Secretary Elect's Report – Tina Griffin – No report.

6.0 Unfinished Business

- The Nomination Committee, Sharon Hughes and Susan Bone presided over the Election of New Officers. Biographical sketches for the 2008-09 nominees for President Elect and Secretary Elect were distributed along with the Election Ballots.  
President, John Hayman asked for any nominations from the floor for both positions; none of which were made. After election ballots were marked and collected from the members, they were tallied by the nomination committee and results were given to the president.

7.0 Standing Committee Reports

7.1 Constitution and Bylaws – No report

7.2 Legislative – No report.

7.3 Salaries and Benefits – No report.

7.4 Technology and Training – Report from Sherry Finneran, proxy for Amy Thornton. Staff Training Opportunities - when Dr. Saunders joined the university, she asked the Learning Enhancement Center (LEC) to develop a monthly series of workshops for new faculty members. In the fall of 2007, LEC began the Faculty First Year Experience Workshops which are held on the last Friday of each month. In the spring, Dr. Saunders asked LEC to implement the same type of workshops for staff members. LEC

would like to begin the staff workshops in September 2008. Some of the ideas that have been put on the table so far are:

workshops held on the second Friday of each month,  
brown bag lunch from noon to 1:30 p.m. with LEC providing  
drinks and desserts,  
possible topics; computer maintenance, customer service, ways to  
release stress, importance of exercise, Am I Ready To Get  
My Degree, and How Do I Begin.

LEC would like to partner with Staff Council and Human Resources. They would like feedback, support and ideas. We can contact Linda Bass at 6-6261 or [Linda.bass@usm.edu](mailto:Linda.bass@usm.edu) for further information. Mandy asked if this was for all staff or just new staff and was this an opportunity for staff development? Sherry said it would be for all staff, but she was not sure about staff development. Mandy suggested that she let Linda know that she could contact her in order to get more information about what Dr. Saunders is looking for and how staff council can help. Sherry will pass this on to Amy Thornton and Linda Bass.

7.5 University Relations and Cultural Diversity – No report.

#### 8.0 Liaison to University Committee Reports

8.1 Department of Parking Management – April Jordan – No report.

8.2 Fundraising – No report

8.3 IT Advisory Board – John Hayman – Last meeting was cancelled.

8.4 University Strategic Planning Committee – Rusty Anderson – No written report. They did meet last Friday. They thought they would be inactive for the summer, but Dr. Saunders wants them to refine the academic piece of the four areas. They met for a couple hours on the wording for the academic side. Hopefully, it will be rolled out the first of September and then later to the greater community.

8.5 Wellness Program – No report.

#### 9.0 New Business

9.1 Officers Transition – John announced the newly elected officers. Andrea Phillips will serve as Secretary Elect and Rusty Anderson will serve as President Elect for 2008-09.

John turned the gavel over to new president, Mandy Nace. Mandy presented John with a gift of appreciation and a plaque from the council. She also had a small gift of appreciation for Melissa Carpenter, which she will give to Melissa. John expressed his thanks to the council for a great year. He stated being president of Staff Council is a lot of work, but being visible and showing concern for all staff members was what it is all about. He feels that Dr. Saunders appreciates all that the council does and for Mandy to “hit the road running”.

- 9.2 New Hiring Program in Human Resources – Amy Byxbe  
Amy talked with the council about an initiative between Human Resources and Affirmative Action to implement a new application management software. It is going to be administered by People Admin (is not a part of PeopleSoft). They are a third party administrator and are based in Austin, Texas. It will have a centralized hub for applicants to apply and for department heads to log-in at anytime. It will also allow them to log-in and find the status of their applications, since it will be updated by the department heads. It will be more customer friendly and hopefully it will eliminate a lot of paper trails within the departments. It will make reporting to the Department of Labor a lot easier and less time consuming. It will be rolled out in two phases; the first phase is faculty and that will be in August and the second phase for staff will be in November. There will be training seminar and a manual for all departments. Mandy asked Amy about E-verify. The governor signed into law part of a federal mandate that all new employees must submit to HR a copy of their Social Security Card and complete a I-9 Form (certifies that you are able to work in the United States legally). The information will be entered into the system and confirmation will be given. The information must be submitted within three days of initial employment. Kathy Hayman, auxiliary council member from Barnes & Nobles stated the penalties are very severe if the information is not completed within the three day period. Rusty Anderson stated that Sharon Hughes will be working with departments that have student employees on this new procedure. Mandy asked the council members to share this information within their departments and to try and make everyone aware. Andrea Phillips will be working with the international students.
- 9.3 2008-09 Staff Council Ventures  
New president Mandy Nace addressed the council with new ideas that she would like to accomplish this year. New Staff Orientation will continue. She is going to make an effort to talk with Dr. Saunders about a Staff Appreciation Day to possibly have a spring picnic with faculty in April or May. She would also like to see the council have a holiday open house on the coast. She also wants to work towards endowing our staff scholarship. She shared with the council two ideas on fundraisers; first of all, having a yard sale in May. Along with items we could get together, we could secure items left by students in the dorms. Second idea, in September or October, would be to sell Home Interiors candles. She chose Home Interiors because we can make a 50 percent profit from all sales. John Hayman made a motion that we move forward on putting all the new ideas suggested in motion. It was seconded by Kay Bruening. The council approved the motion. Mandy will proceed with the fundraising ideas and will bring forth new information to the August meeting. In the next week Mandy will be working on contacting members asking for committee chairs and appointing committee members.

10.0 Announcements

- 10.1 Executive Committee Meeting with Chairs will be held on Tuesday, July 22 at 8:30 a.m. in Southern Hall, Room 115.
- 10.2 Next Staff Council Meeting – Tuesday, August 5 at 9:30 a.m. in Thad Cochran Center, Room 218. We will have group picture taken at 9:00 a.m. on the west steps of the building.
- 10.3 New Staff Orientation – Thursday, July 31 at 9 a.m. in Thad Cochran Center, Room 218. Still seeking volunteers.
- 10.4 Freshman Move-In Day – Friday, August 15 from 8 a.m. to noon.

11.0 Adjournment

The meeting was adjourned at 10:52 a.m.