

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

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Proposed Staff Council Minutes

February 2, 1999

Speakers:

Curt Redden, Vice President for Advancement, was our guest speaker. He explained his position as working with the Alumni and the Foundation in dealing with investments and endowments to bring excellence to the University. He primarily explained the campaign we will go into in the near future. Our mission must be unique, clear and well understood. We must establish goals we can accomplish. Ninety percent of the money will probably come from ten percent of the donors. The goal has not been set, but right now we are looking at \$75 million. We must remember identification, information, involvement and investment.

Also Scott Jones, Benefits Manager in Human Relations, spoke concerning the goals of the HR area to: (1) improve our benefits, (2) provide better information, and (3) provide better service. There will be a seminar every Wednesday throughout the year in the Hall of Honors (Union Lounge), 12:00 – 1:00, with different vendors (dental, health, retirement, etc.) A schedule for the month of February has been sent out to all employees. There will be no changes in the benefits for the next 6 months. The Benefits Fair will be September 15.

Agenda Highlights

- * Assignment of Action Items
- * Clarification of staff charging to USM accounts

1.0 Call to Order

President Hill called the meeting to order at 10:15 a.m.

The following members were present: Victoria Adams, Wes Barrett, Patricia Brewer, Carolyn Cawthon, Mary Ann Griffin, Kim Henson, Debby Hill, Marsha Hinton, Becky Holder, Susan King, Virginia Kittrell, Patricia Linton, James Mackabee, Janeal McKee, Nelda Moree, Cheryl Mowdy, Larry Posey, Pam Posey, Ray Scott, Sam Thomas, Tracy Townsend, Ruby Waits, and Carole White.

President Hill welcomed Marsha Hinton who is replacing Linda Davis on the council.

The following members were represented by proxy: Linda Bass by Carolyn Cawthon, Tommy Dye by Patricia Linton, Regina Knight by Susan King and Larry McMickle by Sandy Walters.

Terry Bethea, Ruth Chapman, Phil McCready and Joyce Sanders were not present nor represented by proxy.

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. Ray Scott made the motion, seconded by Pam Posey. Passed

5.0 Officers= Reports

5.1 President=s Report

President Hill submitted a written report on her January Activities.

* January 8 – Strategic Planning Subcommittee – We discussed the area reports and reviewed our individual notes. We divided the subheadings among the subcommittee members and paired up to formulate text for the Strategic Planning document.

* January 11 – In monthly meeting with Dr. Fleming, we discussed the Upward Feedback Discovery Phase and the council=s recommendations to the Cabinet.

* January 15 – Strategic Planning Subcommittee – We reviewed the text that subcommittee members had written to date.

* January 20 – MASCO quarterly meeting in Jackson. A request to the Chair of the Council of Presidents for a meeting with MASCO representatives was discussed and unanimously approved. Instead of writing a letter to the Council of Presidents, MASCO decided to bring the issues to him in person. Additional discussion centered around meeting more often to facilitate Astate issues. @ MASCO agreed to meet every other month (beginning in March) instead of only 4 times a year. After the MASCO meeting, several MASCO members went to the state capitol to meet with the legislators informally.

* January 22 – Strategic Planning Subcommittee. We continued our review of text for the strategic planning document.

* January 25 – Cabinet – (Provost Henry presided.) Dr. Henry briefly discussed the IHL meeting and expressed appreciation for all those who worked so hard during the board visit. (1) Dr. Gilbert announced that her office was reviewing the procedures for travel advances due to outstanding debts by employees. Additionally, charges to employees payroll accounts would be suspended immediately due to PeopleSoft implementation with HR and payroll. (2) Jesse Palmer submitted the Faculty Senate=s resolution to re-establish the University Club and to review the Faculty Salary Appeal Process which included a recommendation to create a salary appeals process for staff as well. (3) Candy Santell (for John McGowan) stated that voice mail capabilities should be available in late February. (4) Curt Redden stated that announcements would be made next week concerning two major gifts to the University. (5) Joe Paul announced that bids were too high for the residence halls; therefore, plans would have to be reviewed and the hall opening would be delayed. (6) I mentioned the upward Feedback proposal, proposal to add a representative from Stennis Space Center, and the issues discussed at MASCO.

* January 29 – Strategic Planning Subcommittee – We received our first draft of the completed text for the Academic and Research section of the Strategic Planning document for review.

* February 1 – Expanded Cabinet – (Provost Henry presided.) (1) Geneva Terry discussed the upcoming property audit for the University. The state auditors will begin audits on campus on February 22 and Geneva has requested the cooperation of everyone in getting the proper paperwork completed as soon as possible. (2) Dr. McGowan gave a comprehensive review of the technology initiatives for USM. (3) Dr. Williams gave an update on plans for implementing new policies and procedures for entering freshmen to USM–Gulf Coast starting in fall 1999. Plans are underway to initiate an admission process for freshmen, to hire additional faculty to teach freshmen classes; to create freshmen lab sciences, to insure GC representation on university committees; and to review campus facilities planning such as a new library and educational (classroom) facility. He stressed the fact that the dual campus designation does not mean the coast is the 9th university for the state. (4) Dr. Paul stated that enrollment figures indicated USM is down 2.4% mainly due to strict enforcement of new academic suspension policies. Although this equals a small loss in tuition revenue for the University, administration feels the enhanced academic standards are necessary for the university. (5) I questioned the error on the W2 forms and the concern for IRS audits. Ed Champney stated he had received confirmation from the national headquarters for the IRS that the memo sent out about the error was sufficient documentation. A follow-up memo will be sent to all employees shortly. (6) Mark Boyles announced that the 1999 Homecoming game had been set for November 13. (7) Dr. Henry announced that a search committee for the Athletic Director=s position would be announced this week.

5.2 President–Elect=s Report– Sam Thomas

*After the January staff council meeting, we were notified that faculty, staff and other organizations were to submit names for Black History Month to represent USM. Since we only had a 5–day turnaround, he contacted each EEOC category representative to submit a name to the President who choose one of the nominees to represent the University. This individual would compete with the nominees from the other 7 universities. Staff Council nominated a staff member as requested. Dr. Alvin Williams was selected as the representative from USM.

*Sam explained the memo we received in the mail concerning the faculty/staff charging on campus. Below is clarification of the suspension based on questions received in his office:

Mastercard/Visa – Faculty/staff credit card charges will continue to be accepted on campus.

Food Services – Go by the Business office and pay up front for however much money you want to put on your card. You will get a receipt to take to the Food Services Office. If you have money left on your card now, that will not be affected. Orders placed with Unique Catering will have to be paid up front.

Child Care – Consult Cheryl Mueller concerning child care policies.

Payne Center – Membership fee can still be payroll deducted.

Clinic – No new charges will be allowed.

Bookstore – No new charges will be allowed.

Textbook Center – No new charges will be allowed.

Note: Departmental charges at the various service centers will not be affected by the suspension of faculty/staff charges.

*Students will pay all accounts prior to registering the next semester.

*If faculty/staff are taking classes, they still abide by above rules.

This will probably last at least two years until PeopleSoft is completed – and possibly remain this way indefinitely.

Students are not affected by this change because they do not have payroll deductions on their checks.

5.3 Assignment of Action Items – Sam Thomas

Assignments were as follows:

Salaries and Benefits Committee

#43 Prefer being paid twice a month rather than monthly.

Mr. Champney said this was up before the legislators right now and would probably pass. IHL would like a waiver because of the cost involved running two checks a month.

#44 Not able to take advantage of six hours class benefit. This individual would like for this money to go toward the Payne Center membership.

6.0 Old Business

6.1 Constitution & Bylaws Change – Stennis Representative – Carolyn Cawthon made a motion from the committee that we accept the constitution change to include a representative from the Stennis Space Center. Currently Stennis staff members are represented through council members located through Hattiesburg or GCRL. Since the Gulf Coast and GCRL have individual council members, the council believes Stennis should be equally represented. Passed

7.0 Committee Reports

7.1 Constitution & Bylaws –Carolyn Cawthon

A packet was distributed showing changes they would like to make taking material from the Constitution and putting it in the Bylaws. The constitution is currently too detailed and should only be a framework for the council's purpose and organizational structure. Changes would prevent the problem of having to go to Dr. Fleming for his signature every time we change anything. It was discussed and decided that more clarification of the changes should be submitted. Cawthon stated that she will present a revised version next month. We will not vote on it until March or April.

7.2 Legislature – Patricia Brewer– No report

7.3 Salaries & Benefits – Becky Holder

#42 Workman's Comp doesn't become effective until after five days of personal leave is taken. This is a state law; therefore, we cannot make any changes. If you are out more than 3 days, a

doctors certificate is needed. Representative Lee Gerald Davis has written a bill which is currently before the legislators to remove the first 8 hours going to personal leave when ill. This has not passed yet.

7.4 University Relations – Tracy Townsend

*Staff Council and Human Resources will have a new employee orientation on February 26.

* At the December meeting, the council voted to send out a survey to determine if staff members are interested in establishing a scholarship for staff employees. A draft of the survey has been submitted to the Executive Committee for input and will be distributed soon.

* At the December meeting, the council voted to draft their own Resolution for Child Care Concerns. A draft has been submitted to the Executive Committee for input and will be brought forward next month.

7.5 Other Committee Reports

*Parking Appeals – Linda Bass – No report

*Parking Task Force – Regina Knight

Two action items were closed. I will give a full report next month.

*Technology & Training – President Hill will meet with this committee to appoint a new chair.

*Upward Feedback – Pam Posey

The written proposal is ready. Dr. Kudisch is meeting with the Cabinet on Monday.

8.0 New Business

9.0 Announcements

*President Hill announced that Carol Boleware=s resigned effective February 2, 1999.

10.0 Adjournment

Meeting was adjourned at 11:15 a.m.

Debby Hill, President

Susan King, Recording Secretary

3/5/99 sk