Call to Order
The February Staff Council meeting was called to order by Gazel Giles at 10:30 AM, February 9, 2017.

A. Chancellor’s Meeting
   • Noel Wilkin is looking for space for storage for our supplies.
   • Wilkin also proposed that the Provost could send a letter to the supervisor of the president to make sure that he/she supports the Staff Council.
   • Searches getting started: Provost, Chief Information Officer, Vice Chancellor for Advancement

B. Approval of January Minutes and Treasurer’s Report
   1. January Minutes
      • Motion to approve by Kelly Houston
      • Seconded by Johnny Price
      • The minutes are sent out via email, and any comments/questions/or changes should be emailed to Ev Barrett (ebarrett@olemiss.edu).

   2. January Treasurer’s Report
      • Motion to approve by Jackie Vinson
      • Seconded by Prema Balachandra
      • The Treasurers Report is sent out via email, and any comments/questions/or changes should be emailed to Kristi Boggan (kboggan@olemiss.edu).

C. Nominate and Vote on Staff Member of the Month for February
   • Ballot nominations are taken from the Staff Council website through staff member emails and from the Staff Council members at the meeting.
   • The nominations included Henrietta Henderson, Editorial Coordinator at the Institute of Child Nutrition.
   • In selecting a Staff Member of the Month, the Staff Council voted on the nominees and declared that the Staff Member for the Month of February is Henrietta Henderson.

New Business
A. Special Guest Speaker – Laura Antonow – Child Care Fellow
   • Laura has been hired to this 50% position and reports to Donna Strum in the Provost’s office.
   • She also has the support of Dean Rock, a faculty title in the School of Education, and an office in the School of Education for her to serve in this capacity.
   • Goal: create a five-year plan for childcare at the University with a focus on infant – 4 year olds. She noted that this plan may or may not overlap with Willy Price.
   • She will be researching other universities, corporations, and other types of institutions to get ideas and models for what works well.
   • The child care facility will serve students, faculty and staff. Community members may be able to participate. Even if they are not included, community members will benefit by the fact that community facilities will have more spots available if UM families move their children to the campus facility.
   • She will be looking into possible grant funding, physical location, and permanent administration.
   • Provost Wilkin doesn’t think that the space for the facility will be the most difficult part.
   • Laura’s short term plans:
     o The Child Care Task Force last year created a comprehensive report that began this fellow position.
     o Their report was a compilation of many years of work in this area.
     o The Task Force will serve as an advisory committee for her.
     o Laura will delve deeper into the research that the Task Force gathered.
     o She also has a list of peer and aspirational institutions to visit to get ideas and information.
     o Laura will attend the National Coalition for Campus Childcare Centers Conference in March.

B. Vote on Bylaws
   • Ev Barrett led the discussion of the changes to the bylaws proposed by the Bylaws Committee. See p. 4 for the changes that were proposed.
   • Several additional changes were discussed and agreed to.
   • Ev will update the bylaws proposal with these additional changes and we will vote on these next month.

C. Committee for Staff Appreciation
   • The committee would prefer for us to use Aramark and not to use outside vendors.
   • Gazel is working with Ashley Baker who has good ideas.
   • Erin has a new job and will not be able to serve as President-elect or Coordinator for the Staff Appreciation week.
   • Gazel asked for a volunteer if anyone would like to coordinate Staff Appreciation Week this year.

Old Business

A. Scholarship/Fundraising Committee (Raffle tickets for $1)
   • Gazel will meet with this committee again to finalize plans.
   • Johnny has received a Bluetooth speaker that could be included in the raffle.
   • Pam recommended that we talk to the Ticket Office about having the tickets printed.
B. University Governance Council
   • Several of the leaders met in January.
   • No resolutions will come out of this group.
   • They are not sure if they should have bylaws.
   • The members discussed the purpose of the Council. Several suggestions included:
     o Focus on communications between Staff Council, ASB, Faculty Senate
     o Meet once or twice a semester
     o Standing committee?

C. Textbook scholarships – increased to $175 from $150 per semester

Committee Updates

Announcements/Concerns

Meeting adjourned 11:24 a.m.

Next meeting: Thursday, March 9, 2017 at 10:30 a.m. in the Facilities Management Conference Room.

Minutes submitted by Ev Barrett on February 15, 2017.
The University of Mississippi Staff Council Bylaws

Amended [2/14/2013 date amended]

SECTION I: Name

The name of this organization shall be The University of Mississippi Staff Council.

SECTION II: Purpose

The purpose of The University of Mississippi Staff Council, herein after referred to as “Staff Council” or “Council,” is to support the mission of the university by serving as a liaison between an advisory group to the Chancellor (or the Chancellor’s representatives) in matters that affect the welfare of the institution and the staff and by supporting all staff members through various events and activities, and/or its staff.

SECTION III: Membership

All permanent, full-time staff employed for a period of not less than one (1) year shall be eligible for membership in the Staff Council.

The thirty-eight (38) member Council shall be composed of elected representatives from six Equal Employment Opportunity (EEO) Division units and regional campuses as follows: Based upon the number of staff in non-faculty categories, there shall be one (1) representative from the executive, administrative, and managerial category; eleven (11) representatives from the professional non-faculty category; ten (10) representatives from the clerical and secretarial category; four (4) from the Academic Division; one (1) from the Student Affairs Division; one (1) from the University Advancement Division; two (2) from the Administration and Finance Division; two (2) from the Executive Division; two (2) representatives from the technical and paraprofessional category; two (2) representatives from the skilled craft category; and seven (7) representatives from the service/maintenance category. The Grenada, Southaven, and Tupelo campuses will have one representative each, appointed by the director of each respective campus. An additional two (2) members will be elected at-large.

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Comment [EB1]: Update date of amendment

Comment [EB2]: Gazel will see if we should add a representative from the Foundation
The membership should also include a variety of staff members from various divisions on campus. Of the thirty-eight (38) members, these five divisions should be represented:

- Academic Division
- Student Affairs Division
- Athletics
- Administration and Finance
- Executive Division

Employees eligible for membership in the Faculty Senate or the Associated Student Body government will not be eligible for membership in the Staff Council.

The duties of the representatives will be to attend all meetings, to communicate to constituents’ information on Council activities, to communicate to the Council concerns and ideas of constituents and to serve on committees and participate fully in Council activities. Council representatives should be appointed by the Chancellor to staff-related Standing University Committees. When appointed, members will be expected to attend and represent the Council.

SECTION IV: Term of Office

Representatives of the Council will be elected to serve a three-year term beginning March 1st and ending February 28th, with the exception of the Council officers (Executive Council) whose term will end June 30th (see Section VII: Officers). Council representatives may serve only two consecutive terms after which they are eligible for re-election after one year of leave from the Council.

Any Council representative who misses a total of two (2) regularly scheduled meetings without first notifying the president or secretary with a valid reason for the absence or who misses a total of six (6) regularly scheduled meetings during a year (July 1 – June 30) shall be in violation of the Council’s absence policy. These individuals will be notified and given the opportunity to reevaluate their commitment to the Council. They can choose to either continue as a Council member or resign.

Any Council member who resigns during a term or is in violation of the absence policy will be replaced by the alternate from the most recent election. In the event that an alternate moves up to Council member, a second or third alternate will be named. This alternate will be the one who received the next-highest number of votes in the most recent election. Should the alternate serve less than a full term, he/she shall be eligible for re-election for two consecutive terms.

Any Council representative who resigns during a term or is dismissed for excessive absences is prohibited from being elected and serving on the Council for at least two calendar years from the date of dismissal or resignation.

If all alternates within a specified EEO category have been placed in vacant Council slots during the elected year, the Executive Council may then select from the roster of staff members whose names appeared on the most recent election ballot. When that list has been exhausted, the Executive Council is authorized to make a selection from the appropriate EEO category list from the Human Resources Office.
Should a Council representative be promoted to a different EEO category anytime during an elected term, he/she will be eligible to serve out the remainder of the elected term and will continue to represent his/her elected EEO category.

The Council shall review its composition at least every five (5) years, in order to ensure adequate representation. Changes in the composition will be determined by a majority vote of the membership.

SECTION V: Nominating/Election Procedures

Nomination

During February, University staff employees will be encouraged to log into MyOleMiss to indicate the inclusion of their names on the election ballot for their EEO category. For those employees who do not have computer access, an alternate means of nomination will take place after a date is set to allow them to nominate themselves via paper nomination form. All positive responses will be included on the electronic election ballot.

Election Procedures

An election ballot will be prepared based on EEO category and will be available through MyOleMiss. Staff members will vote by EEO category for the number of representatives needed for that category. Ballots cast through MyOleMiss will be automatically tabulated and verified by the Council’s Elections Committee. A period of one week will be allotted for voting. For those employees who do not have computer access, paper ballots will be available during the week of voting. Staff Council members will man announced locations to allow employees to vote by paper ballot. In order to receive a paper ballot, the staff member must sign by their name to indicate they have received a paper ballot, must complete the ballot at that time, and return the folded ballot to the Council member manning the location in order for their vote to be counted. Staff will not be allowed to vote both electronically and by paper. Paper ballots will be tabulated by the Elections Committee. The individuals receiving the highest number of votes are elected representatives; individuals receiving the next highest number of votes are elected as alternates. In case of a tie, the individuals with the longer time of service to the University will be the winner. Paper ballots are considered invalid if marked with more than the specified number of nominations.

SECTION VI: Organization

Regular meetings shall be held not less than monthly. Ad hoc meetings may be called by the Executive Council with two days’ notice to the membership. All meetings will be open except during times of executive session. Every effort will be made to limit the meetings to less than two hours in duration.

The agenda for Council meetings will include the call to order, recording of attendance, approval of the minutes of the prior meeting, approval of the treasurer’s report, unfinished business, new business, committee reports, discussion and recommendations, opportunity for attendees to address concerns, and adjournment. Additional items for the agenda should be submitted to the president one week prior to the meeting.

Before the March meeting, an orientation session for new members will be conducted by the Executive Council. This session will provide information for newly elected representatives. The information shall cover what the Staff Council is about, who the present officers are and what their duties consist of. A
manual of information created and maintained by the Executive Council, will be presented to each new representative at orientation.

A majority of the members of the Council shall constitute a quorum authorized to conduct business at any regular or ad hoc meeting of the Council. A majority vote by the Council representatives present shall carry a motion. Voting by the membership shall be by voice or show of hands except when deemed necessary by the president to vote by ballot.

Current records of the Council shall be maintained and filed with the president. Inactive records will be transitioned and retained with the president for a period of three (3) years, after which the Executive Council will review the records and designate archiving or destruction as appropriate.

SECTION VII: Staff Council Communications

- Requests by any publication, print media, or social media should be directed to the President and the Public Relations Committee.
  - The President and Public Relations Committee will serve as the official voice of Staff Council for all matters related to Staff Council.
  - The President and Public Relations Committee members will be responsible for communication to University Staff Members (e.g., newsletters, flyers, Social Media, emails, UM Today, mailed letters/ documentation, etc.).
  - All members who are in charge of advertisements or promotion of activities are required to submit drafts of letters or flyers being used for such activities to the President and Public Relations Committee for approval prior to printing.

SECTION VIII: Officers

The officers of the Council (referred to as the Executive Council) shall include a president, immediate past president, president-elect, secretary, textbook scholarship administrator, communications and marketing coordinator, and treasurer. New officers, with the exception of the president, shall be elected at the May meeting each year. The incoming officers officially take office July 1 and serve through June 30 of the following year. The president, secretary and/or treasurer may, if elected, serve two consecutive one-year terms. The textbook scholarship administrator may serve a minimum of one (1) year or as long as he/she is a Staff Council representative.

The duties of the president are as follows:

- Preside over all regular meetings of the Council
- Organize the agenda for Council meetings
- Act as official spokesperson for the Council
- Appoint ad hoc committees as necessary
• Make executive decisions without Council approval when necessary because of time constraints or inability to contact the Executive Council
• Attend at least one leadership development training course
• Attend monthly meetings with the Chancellor

The duties of the immediate past president are as follows:
• Serve on the Executive Council
• Assist with transition of new officers and materials
• Perform other duties as assigned
• Attend monthly meetings with the Chancellor

The duties of the president-elect are as follows:
• Prepare to assume the role of president
• Execute the duties of the president in the president’s absence
• Supervise elections and counting of ballots
• Arrange for replacement of representatives as necessary
• Attend at least one leadership development training course
• Attend monthly meetings with the Chancellor

The duties of the secretary are as follows:
• Prepare minutes of each meeting and submit to the Executive Council for their review, organize and supervise the distribution of meeting minutes to Council representatives after Executive Council review
• Assist the president elect in maintaining a record of unexcused absences
• Assist in the preparation and distribution of correspondence and other Council business to representatives, staff members, etc.
• Maintain an inventory list of University property controlled by the Staff Council and work with the Property Control Office during property audits
• Attend monthly meetings with the Chancellor

The duties of the treasurer are as follows:
• Manage the finances and financial records of the Staff Council to ensure compliance with applicable regulations
• Maintain and present monthly treasurer’s reports to the Staff Council to ensure accurate
  financial statements are maintained
• Verify the accuracy, present to the president for approval, and ensure prompt payment of
  Council invoices
• Provide assistance to the textbook scholarship administrator in managing finances as necessary
  for that program
• Attend monthly meetings with the Chancellor

The duties of the textbook scholarship administrator are as follows:
• Send announcements of scholarship application deadlines for each semester
• Evaluate all scholarship applicants for eligibility
• Maintain a database and/or written records of applicants and their grades
• Work with the treasurer for assistance in managing finances as necessary for the program
• Update and present reports of textbook scholarships to the Staff Council and the Chancellor
• Maintain complete records to comply with the Internal Auditing Office
• Form committees as needed to assist with the program (committee members to include the
  administrator, treasurer, and at least one other Council representative)
• Attend monthly meetings with the Chancellor

The duties of the communications and marketing coordinator are as follows:
• Serve as the conduit between the UM Staff Council and UM staff to report events via website
  and social media channels (Facebook, Twitter, Staff Council website, UM Today, etc.)
• Manage the social media elements to foster interaction, education, engagement, and discussion
  regarding policies and issues significant to constituents through the use of online communities
  (posting of minutes and updating event information on Staff Council website, promoting staff
  awareness, Staff Member of the Month promotions, etc.)
• Manage, update, and enhance through creative efforts our social media efforts: Facebook,
  Twitter, and other blogs/social media channels
• Approve all promotional materials (letter, flyers, posters, etc.) for Staff Council events and
  activities
• Recruit individual(s) to assist with these duties
• Attend regular monthly meetings with the Chancellor

The procedure for the election of officers shall be as follows:

The president will send an email to the Council members requesting nominations for president-elect,
secretary, textbook scholarship administrator, communications and marketing coordinator, and
treasurer by April 1. Nominees must have served six months as a representative of Staff Council prior to nomination. Nominees must be an active member of the council within the six month period prior to nomination by attending meetings regularly and providing service in conjunction with the council’s activities. Nominations will be made only with the approval of the proposed candidate. The deadline for nominations will be April 15. At the May meeting, the printed ballot will be distributed and voting will be conducted by secret ballot and will be tallied by the Executive Council.

SECTION IX: Amendments

- Proposals for amendments to these Bylaws shall be submitted in writing or via email to the secretary of the Council.
- Bylaws may be amended by a two-third vote of those Council representatives present at any meeting.
- Amendments to the Bylaws shall become effective upon certification of the affirmative vote by the Council.

*EEO and OVERALL OUTSTANDING STAFF MEMBER (Addendum 8/1/2003, revised [3/9/2010])

NOMINEE CRITERIA

1. Length of continuous employment and classification of nominee
   - Nominee must have been employed by the University for at least one (1) year of continuous service.
   - Nominee’s salary must be paid by the University and nominee must be classified by the University as an active, permanent, full-time employee in EEO categories 1, 3, 4, 5, 6, or 7

2. Service to the University
   - Committee memberships and/or offices held by nominee, and/or
   - Voluntary assistance by nominee at departmental/University functions (i.e., commencement, receptions, sports functions, etc.), and/or
   - Outstanding job-related contributions to the University considered by the nominator as “above the normal” job-related duties

3. Service to the Community
   - Organizations and/or committee memberships and/or offices held by nominee, and/or
   - Voluntary assistance by nominee at community functions

4. Personality and Character Traits
   - Job-Related
     - Shows initiative
     - Demonstrates pride in work accomplishments
• Goes beyond basic job requirements
• Is willing to learn new duties and to increase job skills

• Personal Characteristics
  • Honest
  • Trustworthy
  • Dependable
  • Respectful of others

NOMINATOR CRITERIA

1. The nominator must be paid by the University as an active, permanent, full-time employee of the University in EEO categories 1, 3, 4, 5, 6, or 7.

2. The nominator may only nominate one person per year.

NOTE: In order to ensure that all of the categories mentioned above are covered, it is recommended the Staff Council use a nomination form to be completed and submitted for each nominee, instead of a letter of nomination. The form should reflect the criteria mentioned above.

GUIDELINES FOR SELECTION

Overall and EEO Category Selection:

Voting for overall and individual EEO category winners will be by electronic ballot located within MyOleMiss. All active full-time employees meeting the criteria in Section 1A and 1B above will be included on the ballots for each category. Employees must vote within their category. The voter may select only one person in their category on the ballot. Electronic ballots will be electronically tabulated with the Elections Committee verifying the results. The person receiving the most votes within their EEO category will be declared the winner. For those staff members who do not have computer access, voting will be allowed by paper ballot during the same time period as the electronic voting will take place. Council members will man various locations, which have been announced prior to this time period, to allow those staff to cast a paper ballot for their category.

NOTE: No person can win in his or her EEO category more than once.

No person can win the Overall category more than once.

A person can win in both the EEO category and Overall category, but not in the same year.

Comment [EB4]: We need to adjust this section for the changes in the selection of the overall winner.