

Present:

Ev Barrett, Kristina Boggan, Gazel Giles, Alicia Goodson, Shellie Harrison, Valerie Haynes, Carl Hill, Michael Moseley, Jean Munson, Kara Parham, EJ Presley, Sovent Taylor, Precious Thompson

Absent-Excused: Martina Brewer, Jessica Coker, Kelli Coleman, Kelly Houston, Jamie Irby, Jeff McManus, Robert Metzger, Joanne Mitchell, Cynthia Rimoldi, Pam Smith,

Absent-Unexcused:

Roll call: (Sign-in sheet)

Call to Order

The December Staff Council meeting was called to order by Sovent Taylor at 10:30 AM, December 10, 2015.

A. Report from Monthly Meeting with the Chancellor

- Chancellor Stocks is winding down his tenure as Interim Chancellor.
- Vitter will take over January 1, 2016.
- The door is still open for Dr. Stocks to remain as Provost.
- Dr. Stocks has asked Dr. Wilkin to discuss the online fee issue with the Deans. We will not ask to have the other fees removed for staff members.
- The Chancellor's Office is going to provide gingerbread cookies for the Holiday Reception.
- Vitter wants to speak to the Council, probably at our April meeting.

B. Approval of November Minutes & Treasurer's Report

1. November Minutes

- Motion to approve by Kara Parham.
- Seconded by Carl Hill.
- The minutes are sent out via email, and any comments/questions/or changes should be emailed to Ev Barrett (ebarrett@olemiss.edu).

2. November Treasurer's Report

- Motion to approve by Jean Munson.
- Seconded by Precious Thompson.
- The Treasurer's 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 December

- 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:
 - Stephanie Delmastro (Electrical Engineering) nominated by Matthew Morrison and the faculty of the Department of Electrical Engineering (see pp. 4-5);
 - Michael Lewis (Facilities Management) nominated by Gazel Giles (see p. 6);
 - Faye Young and Taylor Skelton (University and Public Events) nominated jointly by Christine Wallace (see p. 7).
- In selecting a Staff Member of the Month, the Staff Council voted on the nominees and declared that the current Staff Member of the Month is Stephanie Delmastro (Electrical Engineering).

New Business

- A. Holiday Party-Tuesday 12/17;Books and Bears
 - The reception is scheduled for 9:00 – 10:30 at the Ford Center.
 - We need to help gather items for Books and Bears.
 - Center Plate is catering and the Gingerbread House display will be open.
 - Door prizes are given by various campus offices. Carl Hill and Sovent Taylor will see if there are any items in the Staff Council low-bay storage.
 - For the door prizes, we will have staff members fill out a form with their name and office and we will deliver the door prizes.
- B. Sign-up for Fundraising and Staff Appreciation Committees
 - The Fundraising Committee will focus on raising money for the “Children of Staff Scholarship.”
 - Sovent Taylor is asking for volunteers for these committees.
 - Gazel Giles will be the chair of the Staff Appreciation Committee.
- C. Emergency Training/Alumni Director (Kelly Houston – see p. 8 for more information)
 - Kelly is out today so we will not discuss these today.
 - If anyone has questions or input about either topic, email Sovent.
- D. Events for Staff Appreciation
 - Start thinking about changes needed for any events.
 - One idea is to have clear guidelines for Bingo.
- E. Staff Council representatives
 - We have many open seats and are encouraged to recruit new members.

Old Business

- A. Exam Breakfast
 - Sovent and Aramark were not able to line this up for Fall finals.
 - We are planning to do this for Spring finals.

Committee Updates

A. Strategic Planning Committee – Sovent Taylor

- They are exploring the use of website dashboards so that UM personnel can easily view statistics, metrics, etc.
- During one long-term planning meeting, Sovent verbalized the needs related to staff:
 - more space for new staff members
 - food options for staff members
 - fitness facilities (the new Fitness Center at Whirlpool may solve some of this).

Announcements/Concerns

- Precious Thompson would like for someone else to take over the Textbook Scholarship Program.

Meeting adjourned 11:00 a.m.

Next meeting: Thursday, January 14, 2016 at 10:30 a.m. in the Facilities Management Conference Room.

Minutes submitted by Ev Barrett on December 17, 2015.



November 20, 2015

From: Matthew Morrison, Assistant Professor of Electrical Engineering, University of Mississippi.

To: Staff Council, University of Mississippi.

CC: The Faculty of the Department of Electrical Engineering, University of Mississippi.

Subj: Staff Council Staff Member of the Month Nomination for Stefanie Delmastro.

To whom it may concern,

It gives me great pleasure to write this letter supporting Mrs. Stefanie Delmastro for the *Staff Council Staff Member of the Month*. During my two years as a member of the University of Mississippi faculty, Mrs. Delmastro has been instrumental in making my transition to the University of Mississippi and the faculty smooth and seamless. She is friendly, eager, and incredibly helpful. Whenever I need paperwork completed, or advice on how to deal with grant administration, she is prompt and polite. I am incredibly fortunate to have her helping me.

During June and July of last summer, Mrs. Delmastro not only had to perform her normal duties with the faculty and students of our department, but was instrumental in the development of the *Heads in the Game* program, where 16 high school students from across the country worked on a month-long research program in our facilities. They used our lab facilities, which required a tremendous amount of coordination between the high school groups and the undergraduate and graduate courses using the same rooms. Stefanie helped coordinate this important project, which was *above and beyond* the typically required work for her position. She ensured that the research assistants were promptly paid, the high school scholars had all the supplies they needed, and helped set up for their final presentation. One of the Heads in the Game student, Brennan Canton, who decided to attend the University of Mississippi after the program listed his positive interactions with Mrs. Delmastro as one of his motivating factors for coming here.

All of our faculty in the Electrical Engineering Department join me in nominating Mrs. Delmastro for this award. Here are additional comments from faculty in our department regarding how much we all appreciate her hard work:

"Stefanie takes complete charge of event planning when the department has to host an academic or social event. She takes pride in completing all tasks from our end, including notification, purchase and being present when required and she does all of that quietly and efficiently." – Dr. Ramanarayanan "Vish" Viswanathan, Department Chair of Electrical Engineering.

"She is excellent. Top notch. She could work at any government agency, and we are very fortunate to have her. Whenever I need her to do a task for me, I can always count on her 100 percent." – Dr. Alexander Yakovlev, Professor of Electrical Engineering.

"It's fortunate to have Stefanie with us. She has helped me on numerous occasions ranging from all kinds of paperwork to checking and reserving classrooms. She has very pleasant attitude and in-depth knowledge on everything I've asked her." – Dr. Lei Cao, Professor of Electrical Engineering.

"Stefanie is even tempered and thoughtful. She relates on a personal level to all of her EE students and helps cultivate the very special comradery I have seen for years in that group. She regularly helps Dr. Vish with social engagements. She is gracious and poised, a perfect asset for the department." – Hank Ducey, College of Engineering Administrative Coordinator.

DEPARTMENT OF ELECTRICAL ENGINEERING

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In addition to being beloved by the faculty, she is adored by the students in our department. Here are some testimonials from students:

"Stefanie Delmastro is an exemplary secretary. Not only is she super helpful with all of our academic organizing and needs, she is also supportive and always gives encouragement. She's on top of her job, juggling multiple students and professors at the same time during hectic periods like advising, midterms, and finals and always gets them taken care of in split time. Stefanie always keeps our lab stocked with plenty of paper, staplers, tape, and other such supplies and yet never gets tired of us borrowing hers because we're late and her office is closer. She is a joy to talk to and always greets us with a wave and smile." - Olivia Williams.

"I was accepted to attend the Design Automation Conference in San Francisco, CA this past summer. Stephanie has helped me tremendously in making sure everything was under control. Without her help and support, I would not have had the grand opportunity of going to my first Electrical Engineering conference." - George Humphrey.

"Ms. Stefanie reminds me of a very kind aunt in general. The one that offers you freshly baked cookies and you know you're going to take it because it's one of your favorite flavor cookies. She's serious and formal but has a great sense of humor at the same time. She makes the engineering building feel like home to me" - Parun Thamuthok.

"Mrs. Delmastro is the EE mom. She completely coordinates everything that goes on in EE. She has made Oxford and the University a home far away from home for me. She is concerned with the well-being of all students and will notice the moment you are having a bad day. Anderson Hall can't be the Anderson Hall I know without her. My favorite part is that she always invites me to her tent on grove days to get food." - Demba B Komma.

"Mrs. Delmastro is a very kind and helpful person. If I need to get into any lab she is the first person I will go to. Very fast with helpful information that helps benefit our futures along with taking holds off our registration for classes. She is more than deserving to become employee of the year not only in my opinion but my fellow EE classmates as well." - Joshua Googe.

"Whenever I have questions, she helps me out tremendously. One positive experience I have had with Mrs. Stefanie is that I was needed overheads printed out for Dr. Daigle's class minutes before the lecture. She saved the day by printing them for me." - Markis Barnes.

I am pleased to give Mrs. Stefanie Delmastro our highest recommendation for the *Staff Council Staff Member of the Month* on behalf of all the faculty and students of the Department of Electrical Engineering. There is no question that she is an exemplary representation of all of the University's core values and ideals.

Very Respectfully,

Matthew Morrison, Ph.D.

Assistant Professor

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sovent@olemiss.edu

From: sovent@olemiss.edu
Sent: Thursday, November 12, 2015 4:53 PM
To: gdgiles
Subject: RE: Staff Council Nomination

Thank you!

Sovent Taylor, M.A.
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Click [Here](#) to Schedule an Appointment

From: gdgiles
Sent: Thursday, November 12, 2015 12:20 PM
To: sovent@olemiss.edu
Subject: Staff Council Nomination

I would like to nominate Michael Lewis for Staff Member of the month for December.

Facilities Management

sovent@olemiss.edu

From: Christine Wallace
Sent: Wednesday, December 09, 2015 12:50 PM
To: sovent@olemiss.edu
Subject: Employee of the Month

Importance: High

I would like to recommend Faye Young and Taylor Skelton as Co Employees of the Month.

With short notice, they worked diligently with me to pack up Carrier House so that renovation could begin the Friday after Thanksgiving. They had (3) days to inventory, take pictures, remove linens after a houseful of guests for LSU weekend, etc. They completed the task by Noon on Tuesday 11/24.

They are to be commended for their team effort and the detail to which they paid attention to so that I had proper information to send to leadership. The entire department rolled up their sleeves....and Faye and Taylor made sure we packed etc accurately.

They are quiet behind the scenes colleagues and they have a lot of pride in their scope at the university. I am proud to have them on the team and firmly believe they should receive this recognition.

Please let me know if you have any additional questions.

Christine

Staff Council Monthly Meeting

sovent@olemiss.edu

Sent: Wednesday, December 09, 2015 9:42 AM**To:** Ev Barrett; Kristi M. Boggan; MARTINA BREWER; JESSICA COKER; kellic@olemiss.edu; gdgiles; ALICIA C GOODSON; Shellie Harrison; VALERIE HAYNES [valerie@olemiss.edu]; Carl Hill; Kelly Brown Houston; JAMIE SCOTT IRBY; Jeff McManus; rmetzger@umc.edu; jsmith1@olemiss.edu; Michael B. Moseley; Jean A. Munson; KARA PARHAM; epresley; Cindy Rimoldi; Pamela Smith; Precious Pratt Thompson**Attachments:** Agenda for Dec. Meeting.docx (20 KB) ; Treasurer Report November ~1.pdf (72 KB) ; November 2015 minutes.docx (40 KB) ; Staff Member of the Month ~1.pdf (127 KB)

Hello All,

We will be having our Monthly meeting tomorrow, December 10, 2015 at 10:30 a.m. at the FM Conference Room. I have attached the Agenda, Minutes, Treasurer's report and nominees for staff member of the month. Also, please see Kelly's message below:

I have a few things I would like to discuss at the meeting. First is emergency scenario training. I had a meeting yesterday with Chief Potts, Noel Wilkin, and College of Liberal Arts deans, faculty, and staff. We discussed policy on various emergencies including severe weather and active shooters. When it comes to what to do in active shooter scenarios, there has been a lot of conflicting information given. Chief Potts and Noel Wilkin will work to unify the information provided, but even when they do that, the only way it is currently distributed is if a department requests training or an individual views emergency.olemiss.edu. I suggested that the administration put together some training materials that must be viewed at the time of hire, similar to sexual harassment training. Noel said that he thought it was a great idea, but the administration would be leery to mandate something unless it had the support of the Staff Council. So I would like to open the floor to hear people's thoughts.

Second, we will be conducting interviews for the Alumni Director next week. I am to turn in possible interview questions on Thursday afternoon. Since I am on the search committee representing the staff, I would like to know if anyone has a specific question they would like to submit.

See you tomorrow!! Thanks!

Sovent

Sovent Taylor, M.A.

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