

**Present:**

Premalatha Balachandran, Anne Scott Barrett, Blake Bostick, Jeremy Cook, Erica Covington-Ford, Kevin Cozart, Emily Echols, Gazel Giles, Catherine Hultman, Mohamed Ali Ibrahim, LeTosha James, JeLisa McGee, Michael Marascalco, Aretha Nabors, Danielle Noonan, Sheila Padgett, Johnny Price, Steven Ridout, Jason Shirkey, Camille Toles, Laura Vaughn, Jacqueline Vinson, Deetra Wiley, Jason Wilkins

**Absent:**

Jessica Coker, Anne Klingen, Natcha Knight-Evans, Erin Ridout, Precious Thompson

**I. Call to Order**

The Staff Council meeting was called to order by Gazel Giles at 10:30 a.m., September 13, 2018.

**II. Attendance (sign in sheet)**

**III. Approval of Minutes – August**

- Motion to approve by Danielle Noonan
- Seconded by Laura Vaughn
- The August minutes were approved.

**IV. Approval of Treasurer’s Report – June and July/August**

- The Treasurer’s report is sent out via email, and any comments/questions/or changes should be emailed to Danielle Noonan (dnoonan@olemiss.edu).
- June Treasurer’s report is in the same format
- There are slight format changes in the July and August reports. The balance for commodities and general funds will be listed throughout the fiscal year allowing for monthly comparisons.
- All accounts are reconciled in SAP each month with two signatories reviewing SAP reports and line item postings.
- Danielle Noonan, Jason Shirkey, and Gazel Giles are signatories on all accounts. Three signatories are required for the University’s procurement laws. Prema Balachandran is a signatory for textbooks.
- Signatories have approval to use funds to meet the needs of Staff Council. All expenses are sent to Gazel Giles for review, but the signatories have authority to approve expenses.
- If a member needs to use the Staff Council’s Procurement card or Mississippi Federal Credit Union card, give Danielle Noonan a brief statement for the request and complete the sign-in/out log.
- Staff Council has a Foundation account for the Children of the Staff Momentum Scholarship. The current balance is \$5,954. Staff Council doesn’t have direct access to these funds. When the Staff Council awards scholarships, the Foundation will transfer funds into our account so scholarships can be awarded. The scholarship wasn’t awarded this year.
- Danielle Noonan will be changing the format of the Treasurer’s report beginning with the July 2018 meeting.
- Motion to approve the June Treasurer’s report by Johnny Price
- Seconded by Prema Balachandran
- Motion to approve the July/August Treasurer’s report by Johnny Price

- Seconded by Erica Covington-Ford
- Motion to approve the new format for the Treasurer's report by Jason Wilkins
- Seconded by Erica Covington-Ford

#### **V. Staff Member of the Month for September**

- Staff members submit nominations through UM Today announcements and the Staff Council website.
- The nominations included for September are listed on page 5.
- The Staff Council members voted electronically on the nominees. Blake Bostick announced that the Staff Member for the Month for September is Loretta Thomas, Procurement Assistant. Loretta will receive a certificate and recognition in Inside Ole Miss.
- Gazel Giles will look into giving winners a \$10 gift card as an incentive. Blake Bostick suggested putting it in the mail with the certificate. Johnny Price recommended making the gift card incentive retroactive to July 2018, when new officers went into effect.
- Catherine Hultman suggested getting donations for lunch and offering that in place of a gift card. Gazel Giles and Blake Bostick will reach out to Aramark.

#### **VI. Reports of Committees**

- Fundraising Committee
  - If anyone would like to chair the Fundraising Committee, email interest and fundraising ideas to Gazel Giles.
  - The chair of the Bylaws Committee and Fundraising Committee needs to be two different people.
- Red and Blue Planning Committee - Anne Klingen, chair; Kevin Cozart reporting.
  - Working plan is to have the Red and Blue event at The Inn at Ole Miss on May 8, 2019.
  - Jackson Avenue Center is not large enough, and isn't an ideal location during finals week.
  - Next meeting is Wednesday, September 19, at 9:30 a.m.
  - The committee will give an updated report to Gazel Giles after the meeting.
- Sensitivity and Respect Committee, Kevin Cozart reporting
  - Dr. Katrina Caldwell is forming subcommittees to develop long-term strategic plans for diversity and community engagement.
  - Working on an operational definition of diversity.
  - Dr. Cade Smith is the new Associate Vice Chancellor for Community Engagement, and Shawnboda Mead is the Associate Vice Chancellor for Diversity.
- Faculty and Staff Appeals Committee, Deetra Wiley reporting
  - Appeals are assessed harshly, and the Committee isn't lenient.

#### **VII. New Business**

- Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC), Danielle Noonan and Deetra Wiley reporting.
  - SACS is the accreditation agency of all degree-granting higher education institutions in the south.
  - SACS will begin an off-site institution compliance review of The University of Mississippi on November 6-9, 2018.
  - A focus report will be released, and the University will address any potential issues of non-compliance by January 2019.
  - On-site compliance visits will be held March 19-21, 2019, and SACS members may visit individual departments.

- Human Resources Performance Evaluation
  - The new performance evaluation platform will roll out in January 2019.
  - Evaluation is employee centered and more beneficial because it tailored to the individual's position.
  - Evaluations are 360 allowing for employees to rate their supervisors.
  - Supervisors can complete performance evaluations every six months, but once annually is required.
  - Supervisors can add quarterly goals, and each quarter, employees will get a reminder to work on those pre-set goals.
  - The deadline for performance evaluations would be December of each year rather than May.
  - There was some discussion about potential retaliation from supervisors and if the evaluation was a secure method for voicing a concern. There was also some concern about the ability to edit and remove comments. Staff Council members were encouraged to attend training to test the software before it rolls out in January. Johnny Price suggested asking these concerns at the beginning of training.
  - Andrea Jekabsons is looking for a large space to hold training so all staff members can attend. Supervisor training will be separate.
- Staff Appreciation Week 2019
  - Staff awards need to be upgraded. Staff members want more than pins, keychains and paperweights.
  - Gazel Giles suggested gift cards, but Staff Council can't purchase those.
  - Kevin Cozart and Erica Covington-Ford volunteered to lead this project.
- The Staff Council Executive Board met with Noel Wilkin and Perry Sansing recently regarding new gun laws. More information will be shared with Staff Council as soon as it's released.

## **VIII. Unfinished Business**

- Staff Retreat
  - If anyone would like to chair the Staff Retreat Committee, email Gazel Giles.
  - This will be a one-day event tentatively scheduled for Summer 2019, preferably on campus.
  - Purpose of the retreat is to promote professional development, Staff Council's mission, and Council members.
  - Need to decide how to promote it, and if it should be campus-wide or if it should be limited to Council members.
  - Gazel Giles has some documentation for retreats held at other Universities, if anyone is interested.
- Chancellor's Letter of Support
  - A letter of support will be sent from the Chancellor to Staff Council members' supervisors and department heads. Gazel Giles is waiting on an official copy from Noel Wilkin.
  - Emily Echols will keep a copy of the letter for Council records.
- Space Reserved for Staff Council
  - Staff Council Executive Board discussed having a space designated on campus solely for Staff Council use.
  - Currently awaiting feedback from the Chancellor, but Council officers will follow-up.
- Gender Pay Equity
  - Gender pay was discussed with the Chancellor.
  - It is not the University's intention to leave staff out of the gender pay discussion.
  - The University is considering bringing in an outside consultant to evaluate gender pay.

## **IX. Upcoming Events**

- Staff Council Annual Picture
  - Staff Council meeting will be at 10:30 a.m. on Thursday, October 11, in the CME multi-purpose room.
  - New Council members will attend.
  - Annual picture is scheduled for 11:45 a.m. on the Lyceum steps. Wear your Nike polo shirt.
- MASCO Meeting
  - Scheduled for November 8, 2018, at Mississippi Valley State University
  - Open to Staff Council Executive Board
  - If Council officers are unable to attend, it will be opened to 1-2 Council members.
- The Staff Council's Holiday reception will be held at the Ford Center, but it needs to be scheduled on a separate date from Books and Bears. Gazel Giles is looking for Ford Center availability.
- The Staff Council meeting on Thursday, January 10, will be held in Tupelo. Gazel Giles is arranging transportation.

**Meeting adjourned 11:33 a.m.**

**Next Executive Council Meeting with the Chancellor: October 16, 2018**

**Next meeting: Thursday, October 11, 2018 at 10:30 a.m. in the CME multi-purpose room.**

Draft minutes submitted by Emily Echols on October 9, 2018.

Final minutes submitted by Emily Echols on November 7, 2018.