

**Present:**

Premalatha Balachandran, Anne Scott Barrett, Patricia Coats, Jessica Coker-Hughes, Jeremy Cook, Emily Echols, Gazel Giles, Catherine Hultman, Mohamed Ali Ibrahim, Le'Tosha James, Flora Jones, Tasha Jones, Anne Klingen, Michael Marascalco, Aretha Nabors, Sheila Padgett, Steven Ridout, Jason Shirkey, Precious Thompson, Camille Toles, Laura Vaughn, Deetra Wiley, and Jason Wilkins

**Absent:**

Erica Covington, Kevin Cozart, Shaquita Curry, Kimberly Gatewood, Lolita Gregory, Natcha Knight-Evans, Torie Marion-White, Je'Lisa McGee, Danielle Noonan, Johnny Price, Erin Ridout, and Jacqueline Vinson

**I. Call to Order**

The November Staff Council meeting was called to order by Gazel Giles at 10:30 a.m. on November 15, 2018.

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

**III. Approval of Minutes – September**

- The minutes are sent out via email. Any comments, questions, or changes should be emailed to Emily Echols (emily@olemiss.edu).
- September minutes were revised on November 7.
- Motion to approve revised minutes by Precious Thompson
- Seconded by Laura Vaughn
- The revised September minutes were approved.
- October minutes will be emailed soon.

**IV. Approval of Treasurer's Report – October**

- The Treasurer's Report is sent out via email. Any comments, questions, or changes should be emailed to Danielle Noonan (dnoonan@olemiss.edu).
- Motion to approve by Precious Thompson
- Seconded by Catherine Hultman
- The October Treasurer's Report was approved.

**V. Staff Member of the Month for November**

- Staff members submit nominations through UM Today announcements and the Staff Council website.
- The Staff Council members voted electronically on the nominees. The voting results for November are listed on page 6.
- Jessica Coker-Hughes announced that the Staff Member for the Month of November is Theda Russell, Bursar Teller. An email notification was sent to Theda and her supervisor. Theda

will receive a gift card and recognition in Inside Ole Miss.

- Gazel has a list of employee supervisors and will send it to Jessica.

## **VI. New Business**

- Resignation of Chancellor Vitter
  - Gazel reported that she didn't have any further details regarding Chancellor Vitter's resignation.
  - Interim Chancellor has not been appointed yet.
  - Chief of Staff position hasn't been filled.
  - As a token of appreciation, the Staff Council will give Chancellor Vitter a gift or plaque when the Executive Board meets with him on November 20.
- Support for veteran employees
  - Gazel received an email from Andrew Newby, Assistant Director for Veteran and Military Services, asking for Staff Council's help in supporting veteran employees at the University.
  - Gazel will reach out to Andrew to offer our support and discuss in further detail how Staff Council can help with this initiative.
  - This will be an on-going project.
  - It was recommended for the Red and Blue Celebration Committee to ask Andrew Newby for veteran cords to distribute at this event.

## **VII. Upcoming Events**

- Ice Cream Social: Today, November 15, 1-3 p.m. in Bryant Hall.
- Holiday Reception: December 13, 9-10:30 a.m. at the Ford Center
  - Posters were distributed to Staff Council to promote in their departments.
  - Aramark will cater.
  - Sugaree's Bakery is providing individually wrapped cupcakes, and R&R Cookies is providing individually wrapped cookies.
  - Gazel asked for volunteers to assist with distributing goodies. Volunteers are also needed to help distribute service award pins from Staff Appreciation week in May.
- Thanksgiving Holiday Meal: November 19, 11 a.m. – 1 p.m. in the Student Union Ballroom.
  - At the request of University staff, this event was moved to Monday from Wednesday in order to allow for more staff to attend.
  - Gazel will ask Sue Keiser if Staff Council members are needed. Volunteers were asked to sign-up to serve as greeters.
- Staff Council Meeting in Tupelo: January 10, 2019, 10:30 a.m. at the Ole Miss Tupelo campus
  - Please let Gazel know if you're interested in attending so she can arrange transportation.
  - Those attending will depart from the Jackson Avenue Center. Time to be determined.
  - Aretha Nabors is organizing the meeting.
- Red and Blue Celebration: May 9, 2019, 11:30 a.m. at The Inn at Ole Miss Ballroom

- MASCO 2019: November 7 or 8 at Ole Miss
  - We will host the MASCO 2019 meeting.
  - Our agenda for the event will be similar to Mississippi Valley State's agenda which was shared with the Council.
  - Gazel would like to put the event on the IHL agenda.
  - Staff Council members need to plan on participating.
  - Gazel would like some of our new Staff Council members to serve on the committee to plan this event.

## **VIII. Reports from Committees**

- Deetra Wiley reported on the November 8, 2018 MASCO meeting at Mississippi Valley State University.
  - Mississippi Valley State doesn't have a PhD program.
    - ◆ They would like to offer the opportunity for their students to visit other institutions in Mississippi to obtain their degree as an umbrella of the IHL.
    - ◆ The topic has been turned down by the IHL in the past.
    - ◆ This is one topic that we could ask to be on the IHL agenda again. We need to work on this argument in expressing the of this partnership.
  - Scholarship Sharing among Institutions
    - ◆ Some institutions don't offer doctoral programs so staff at those institutions have limited professional development opportunities.
  - Donated Leave Policy
    - ◆ Current policy requires a catastrophic event before leave can be donated.
    - ◆ Prohibits staff from donating leave even if they want to.
    - ◆ Would like for the catastrophic requirement to be removed from the policy.
    - ◆ This is another issue that would have to be placed on the IHL agenda.
  - Employee Health benefit for Retirees
    - ◆ Some institutions like Mississippi State allow retirees to continue using employee health services.
    - ◆ Services are set up on private pay.
    - ◆ Ole Miss currently doesn't offer this benefit.
    - ◆ Gazel will look into this benefit more because it would be of interest to some retirees.
- Jason Shirkey reported on the Staff Appreciation T-shirt Design Contest
  - The contest will be marketed on a poster board during the Holiday Reception on December 13. It will also be promoted in UM Today.
  - The contest is open to all University staff.
  - Staff Council will vote on nominations, and the winner will get a prize.
  - The chosen design will be printed on the Staff Appreciation t-shirts for May 2019.
- Anne Scott Barrett reported on the Artists Series Committee
  - A flyer and list of potential upcoming events were distributed.
  - The committee is open to staff input and ideas.
  - If someone is on tour that you would like to perform at Ole Miss, please email the committee.

- Gazel reported that committee chairs and volunteers are needed for the Career Development Committee and the Scholarship Fundraising Committee.
  - Catherine Hultman and Emily Echols volunteered to co-chair the Career Development Committee. Jessica Coker-Hughes, Deetra Wiley, and Jason Wilkins also volunteered to serve.
  - The Career Development Committee will be responsible for planning the Staff Council retreat tentatively scheduled for Summer 2019.
  - Please email fundraising ideas to Gazel, and let her know if you would like to serve on either committee.

## **IX. Unfinished Business**

- University and Public Events would like to move Staff Appreciation Week back a week.
  - Gazel stated that it's a huge change.
  - The Staff Council Executive Board will discuss this with Public Events at their January 2019 meeting.
  - We also will be discussing gifts for 15, 20, and 25 years of service.
- The Staff Council Executive Board will begin revising Staff Council Bylaws in December.
  - The Executive Board meets monthly and will review and revise bylaws as needed.
  - All changes proposed by the Executive Board will be discussed and voted on by the Staff Council at the next appointed meeting.
  - No changes will be implemented by the Executive Board without a majority vote of Staff Council members.
  - Gazel asked for any suggestions to be emailed to her.
  - Anne Klingen asked that the minutes reflect her objection of removing the people that previously volunteered to serve on the Bylaws Committee.

## **X. Concerns/Questions/Comments**

- Staff Council Meeting in December
  - Due to the Holiday Reception on Thursday, December 13, the Staff Council meeting needs to be moved to a different date.
  - Motion to approve moving the December meeting to Tuesday, December 11, by Precious Thompson.
  - Seconded by Jason Wilkins
  - Refreshments will be served.
- Exam Breakfast for Students
  - Gazel will reach out to Aramark to ask if they are doing this event again this year.
  - Generally, Staff Council members don't have to attend, but upper administration greets students.
  - This will be added to the Executive Board's November meeting with the Chancellor.

Meeting adjourned 11:23 a.m.

**Next Executive Board Meeting with the Chancellor:** November 20, 2018, at 3 p.m.

**Next Staff Council meeting:** Tuesday, December 11, 2018, at 10:30 a.m. in the Facilities Management Conference Room. Refreshments will be served.

**January Staff Council meeting:** Thursday, January 10, 2019, at 10:30 a.m. at the Ole Miss Tupelo campus.

Draft minutes submitted by Emily Echols on December 7, 2018.