

Administrative Staff Council Meeting Minutes
August 3, 2016

Members Present: (30 Members Present)

Lee Aylward, Cecil Barnett, Jeff Borganelli, Rebecca Bouse, Robin Boyles, Patsy Burchfield, Claire Cole, Emily Dabney, Lynn Buford, Donald Bradshaw, Chip Cooper, Deborah Cox, Edwin Craft, Kelvin Davis, Jennifer Farish, Jeffrey Farris, Julie Jackson, Emily Jones, Mark Kimbell, Rhonda Loper, Davlon Miller, Hayley Murrell, Brett Oleis, Mary Ruth Phillips, Marilyn Read, Christy Riddle, Christie Rocconi, Jeff Slagell, Joannah Taylor, Jeanna D. Wilkes

Members Absent: (15 Members absent)

Laura Abraham, Whitney Delaney, Dana George, Lisa Giger, Tina Gladden, Robert Grant, Ted Hochradel, Richard Houston, Matt Jones, Bevin Lamb, Heather Miller, April Mondy, Laura Owens, David Tanner, Caitlyn Thompson

I. Call to order/Welcome

- Chair, Christie Rocconi, officially called to order the meeting of the Administrative Staff Council at 8:35 a.m. in the Simmons Room. Jeffrey Farris introduced MK DeWeese as the newest staff member at the Alumni House.

II. Program

- No Program

III. Approval of Minutes

- Minutes from July 2016 meeting were distributed by e-mail. Marilyn Read made a motion to approve the minutes. Jeff Borganelli seconded the motion. The minutes were approved unanimously by the membership with one correction in spelling of Hayley.

IV. Officer's Reports

- Chair: Christie Rocconi – Robin Boyles was presented a congratulatory plaque recognizing her years of service on the executive committee of Staff Council as she rolls off duty. Convocation is August 19 at 10:30 a.m. Everyone is asked to attend. Post notices on your office when you close to attend. DSU Athletics is hosting a Family Bash at the Cleveland Country Club on Thursday at 6 p.m. All departments need to select a Content Manager for their website (mobile updates coming soon). We are in need of a Staff Development Committee Chair. If you are interested, please see me (Christie).
- Chair-Elect: Caitlyn Thompson – No report.
- Past Chair: Marilyn Read – No report.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner:
 - Fund 10 \$2,500.00
 - Projects \$1,195.00
 - Staff Development \$2,885.00

- Foundation balances per Deborah Cox: Not available.
- Public/University Relations Coordinator: Jennifer Farish – No report.
- Ombudsman: Jeff Slagell – No report.

V. Committee Reports:

- Incentives and Recognition, Emily Jones
 - Employee of the Month for July – Cheryl Ballard, VPAA Office
 - Smile on You
 - August – Rebecca Steed
 - Want to join this committee? See Emily. They would love to have you!
 - Birthday Party (May-Aug) – August 10 at 1:30 p.m. in the Archives – everyone is invited.
- Projects, Rhonda Loper – No report.
- Salaries & Benefits: Robin Boyles & Mark Kimbell – The text book loan program email will go out today. There will be five winners selected for a \$100 award for each winner.
- Staff Development, open – No report.

VI. Faculty Senate Report: Brett Oleis

- Absent

VII. Old Business:

- None

VIII. New Business:

- Parking decals will be available at Convocation for those who purchased them via payroll deduction.

IX. Announcements:

- Panhellenic Recruitment begins August 13, anticipating 100 applicants. IFC Recruitment will be the second week of school. Welcome Week is September 6-9.
- An email about CWS jobs will go about this week from Career Services. See that email for more details about Statesman Connect information. The local job fair is August 25 from 1:30 – 4:00 in the State Room.
- Move In Day is August 21. We need volunteers, greeters, etc. in two hour shifts. See Jeanna if interested.
- The Annual Benefits Fair is scheduled for August 25 on the second floor of the Union.

X. Adjournment:

- Christie adjourned the meeting at 9:10 a.m.