

Administrative Staff Council Meeting Minutes
December 7, 2016

Members Present: (22 Members Present)

Laura Abraham, Lee Aylward, Rebecca Bouse, Lynn Buford, Patsy Burchfield, Craig Clemons, Deborah Cox, Leigh Emerson, Ted Hochradel, Julie Jackson, Emily Jones, Bevin Lamb, Paula Lindsey, Davlon Miller, Heather Miller, Hayley Murrell, Mary Ruth Phillips, Christy Riddle, Christie Rocconi, Caitlyn Thompson, Mary Helen Varner, Jeanna D. Wilkes

Members Absent: (24 Members absent)

Cecil Barnett, Jeff Borganelli, Robin Boyles, Claire Cole, Chip Cooper, Edwin Craft, Emily Dabney, Kelvin Davis, Jennifer Farish, Jeffrey Farris, Dana George, Lisa Giger, Tina Gladden, Robert Grant, Cody Hawkins, Richard Houston, Matt Jones, Everett Loper, Rhonda Loper, April Mondy, Brett Oleis, Marilyn Read, Jeff Slagell, David Tanner

I. Call to order/Welcome

- Chair, Christie Rocconi, officially called to order the meeting of the Administrative Staff Council at 8:30 a.m. in the Simmons Room.
- Introductions – Amber Foster, Administrative Assistant and Patron Services Coordinator for the BPAC, she will be the new designated delegate for the BPAC. (Replacing Joannah Taylor)

II. Program

- Dr. Doug Mark, Assistant Professor of Music and Michael Sparks provided Christmas music for the meeting.

III. Approval of Minutes

- Minutes from November 2016 meeting were distributed by e-mail. Davlon Miller made a motion to approve the minutes. Haley Murrell seconded the motion. The minutes were approved unanimously by the membership.

IV. Officer's Reports

- Chair: Christie Rocconi – Christie announced that the university's cash balance is better than it has been in ten years. Giving Tuesday is sponsored by the Alumni Association, for more information contact the Alumni Office. Our Christmas Holidays are December 22 at 5 p.m. until January 3 at 8 a.m. Feartheokra.com is a new website that offers many items that feature the Okra.
- 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:

- Staff Appreciation \$249.94
- Staff Development \$49.97
- Projects \$1051.63

- Public/University Relations Coordinator: Jennifer Farish – No report.
- Ombudsman: Jeff Slagell – No report.

V. Committee Reports:

- Incentives and Recognition, Emily Jones reported
 - Employee of the Month for November – Barkley Falkner
 - Smile on You – none at this time.
 - Quarterly Birthday Party – great cake, winners were Lee Aylward, Dave Breaux, and Margaret McClain
- Projects, Rhonda Loper – Christie Rocconi reported that the Feed-A-Family project collected enough food for 59 bags for our local area, and 9 boxes which were taken to local churches. A word of caution for next time, we had some used items included in the items donated. The Toy Drive deadline is December 15.
- Salaries & Benefits: Deborah Cox announced the Staff Holiday Breakfast is December 15 at 8:30 in the Kent Wyatt Hall Atrium. It will be sponsored by Staff Council and the Foundation. We will pass around a sign-up sheet for setup, clean up and serving. The Textbook Loan email will go out soon.
- Staff Development: Emily Dabney – No report.
- Student Government Association: Cody Hawkins – No report.

VI. Faculty Senate Report:

- Brett Oleis – No Report.

VII. Old Business:

- None.

VIII. New Business:

- None.

IX. Announcements:

- Child Development – Family Night, Tuesday, December 13 at 5 p.m. \$5 admission for non-center children. We will make santa photos, provide cookies and milk and offer crafts.
- Archives – The exhibit Gold Medal will close on December 22. We have received more items for Coach Ferriss. Come see them!
- Payroll – Keep in mind that this is a busy time – enter your time in a timely fashion.
- BPAC – Tickets make great Christmas gifts.
- Registrar – We need help with Graduation.

X. Adjournment: Christie adjourned the meeting at 9:17 a.m. Next meeting January 11, 2017.