

Administrative Staff Council Meeting Minutes  
July 6, 2016

**Members Present:** (27 Members Present)

Laura Abraham, Lee Aylward, Rebecca Bouse, Lynn Buford, Patsy Burchfield, Craig Clemons, Claire Cole, Emily Dabney, Whitney Delaney, Jennifer Farish, Julie Jackson, Emily Jones, Mark Kimbell, Bevin Lamb, Davlon Miller, Heather Miller, Hayley Murrell, Laura Owens, Mary Ruth Phillips, Marilyn Read, Christie Rocconi, Jeff Slagell, Joannah Taylor, Jordan Thomas, Caitlyn Thompson, Jeanna D. Wilkes, Vicki Williams

**Members Absent:** (20 Members absent)

Cecil Barnett, Jeff Borganeli, Robin Boyles, Donald Bradshaw, Chip Cooper, Deborah Cox, Edwin Craft, Kelvin Davis, Dana George, Lisa Giger, Tina Gladden, Robert Grant, Ted Hochradel, Richard Houston, Matt Jones, Rhonda Loper, April Mondy, Brett Oleis, Christy Riddle, David Tanner

**I. Call to order/Welcome**

- Chair, Marilyn Read, officially called to order the meeting of the Administrative Staff Council at 8:35 a.m. in the Simmons Room.

**II. Program**

- Marilyn Read introduced Dr. Vernell Bennett, the new Vice President for Student Affairs. Dr. Bennett shared her excitement about the new role and her charge for the division.

**III. Approval of Minutes**

- Minutes from June 2016 meeting were distributed by e-mail. Lynn Buford made a motion to approve the minutes. Christie Rocconi seconded the motion. The minutes were approved unanimously by the membership.

**IV. Officer's Reports**

- Chair: Marilyn Read – Thank you certificates were awarded to the executive committee. A thank you was shared with the council for asking and allowing Marilyn serve two years as chair.
- Chair-Elect: Christie Rocconi – No report.
- Past Chair: Robin Boyles – Absent.
- Executive Secretary/Treasurer: Vicki Williams
  - 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: Caitlyn Thompson – No report.
- Ombudsman: Jeff Slagell – No report.

#### **V. Committee Reports:**

- Incentives and Recognition, Emily Jones
  - Employee of the Month for June – Tarnisha Smith, Office of Student Life
  - Smile on You
    - June – Tawanda Grant
    - July – Teresa Yarbrough, Dean’s Office for College of Education
- Projects, Rhonda Loper & Whitney Delaney – No report.
- Salaries & Benefits: Robin Boyles & Mark Kimbell – No report.
- Staff Development, Jordan Thomas – No report.

#### **VI. Faculty Senate Report: Brett Oleis**

- Absent

#### **VII. Old Business:**

- None

#### **VIII. New Business:**

- Elections were held for the following categories:
  - Grants Funded (1) – Lee Aylward
  - Professional-Non Faculty (2) – Claire Cole & Leigh Emerson
  - Secretarial/Clerical (1) – Hayley Murrell
  - Service/Maintenance (2) – Cecil Barnett & Everett Loper
  - Executive Secretary/Treasurer – Julie Jackson
  - Chair-Elect – Caitlyn Thompson

#### **IX. Announcements:**

- The Orientation Team would like to invite all DSU faculty and staff to the Parents’ Social on July 7th at 7 p.m. in the Simmons Room.
- The Hometown Teams Exhibit, a Smithsonian Project, will be on campus in October and November. It will be housed in Chadwick-Dickson.
- **Next meeting: August 3, 2016** at 8:30 a.m. in the Simmons Room, Alumni Building.

#### **X. Adjournment:**

- Marilyn adjourned the meeting at 8:54 a.m.