

Administrative Staff Council Meeting Minutes
February 1, 2017

Members Present: (23 Members Present)

Lee Aylward, Rebecca Bouse, Patsy Burchfield, Craig Clemons, Edwin Craft, Emily Dabney, Leigh Emerson, Ted Hochradel, Richard Houston, Julie Jackson, Jeff Johns, Emily Jones, Rhonda Loper, Davlon Miller, Mary Ruth Phillips, Marilyn Read, Christy Riddle, Amanda Robinson, Christie Rocconi, Jeff Slagell, Caitlyn Thompson, Mary Helen Varner, Jeanna D. Wilkes

Members Absent: (21 Members absent)

Laura Abraham, Cecil Barnett, Jeff Borganelli, Claire Cole, Chip Cooper, Deborah Cox, Kelvin Davis, Jennifer Farish, Amber Foster, Dana George, Lisa Giger, Tina Gladden, Robert Grant, Cody Hawkins, Matt Jones, Bevin Lamb, Paula Lindsey, Everett Loper, Heather Miller, Hayley Murrell, David Tanner

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.
- Introductions –Jeff Johns, Interim Chief of Police and Ann Kadile, Secretary for University Police Department

II. Program

- Emily Newman discussed HOSA (Health Occupation Student Association), an international organization. We will host 700 high school students on campus.

III. Approval of Minutes

- Minutes from January 2017 meeting were distributed by e-mail. Mary Helen Varner made a motion to approve the minutes. Marilyn Read seconded the motion. The minutes were approved unanimously by the membership.

IV. Officer's Reports

- Chair: Christie Rocconi – Christie reminded everyone to make visiting students and their families to feel welcome (speak, offer assistance, etc.). We have implemented a hiring freeze and a slow down in spending due to our recent budget cut (5th cut in 12 months - \$700,000). She shared that the golf course would close soon. We are losing money, but the two staff members employed for the golf course will be transferred to Facilities Management. The university's contract with Cableone is being discussed. The SGA is hosting a State of the SGA on February 13 in the State Room of the Union.
- 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 \$2,305.00
 - 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 – Emily reported that the Employee of the Month Luncheon went well. The lunch celebrated Dr. Robinson for his contributions and the 9 EOM's from 2016.
- Projects: Rhonda Loper – Rhonda reported that we served over 60 families with our Toy Drive. She recommended for 2017 that we organize an event that would allow us to bring the children to our campus to receive their toys.
- Salaries & Benefits: Deborah Cox – No report.
- Staff Development: Emily Dabney – Emily reported that their meeting is scheduled for next month.
- Student Government Association: Cody Hawkins – No report.

VI. Faculty Senate Report:

- No Report.

VII. Old Business:

- Staff Development Day – We are still looking for suggestions for speakers and topics for this day. If anyone has a suggestion, please let Emily Dabney know.

VIII. New Business:

- Everett Loper has left the university. We will need to elect someone to replace him in his EEOC category. Be on the lookout for information concerning this topic.

IX. Announcements:

- The Department of Education's program review is scheduled for the end February/beginning of March for our campus.
- The Union Program Council is still collecting items for the tornado victims in south Mississippi. Jeanna Wilkes will be delivering the items collected on Saturday, February 4.
- Continuing Education is offering a Pottery Painting class on February 23 and a Door Hanger class on March 2.
- Career Services is hosting "Which Fork" luncheon for students. If you are interested in assisting, please contact Davlon Miller. The College of Business & Aviation Fair is March 1 in Broom Hall.
- Alumni announced that the Bolivar County Crawfish Boil date was changed to April 6. The new magazine is available. Download the Alumni Association app.
- The Grand Opening for the new student health center was yesterday. It is now called the University Health Center.

X. Adjournment: Christie adjourned the meeting at 9:45 a.m. Next meeting March 8, 2017 – due to DoE program review.