

Administrative Staff Council Meeting Minutes  
July 5, 2017

**Members Present:** (19 Members Present)

Laura Abraham, Lee Aylward, Craig Clemons, Claire Cole, Deborah Cox, Emily Dabney, Leigh Emerson, Jennifer Farish, Richard Houston, Julie Jackson, Emily Jones, Michael Lipford, Rhonda Loper, Davlon Miller, Mary Ruth Phillips, Marilyn Read, Christy Riddle, Christie Rocconi, Mary Helen Varner,

**Members Absent:** (24 Members absent)

Cecil Barnett, Matthew Bishop, Jeff Borganelli, Rebecca Bouse, Patsy Burchfield, Chip Cooper, Edwin Craft, Kelvin Davis, Amber Foster, Dana George, Lisa Giger, Tina Gladden, David Hebert, Jeff Johns, Matt Jones, Bevin Lamb, Paula Lindsey, Heather Miller, Hayley Murrell, Amanda Robinson, Jeff Slagell, David Tanner, Caitlyn Thompson, Layla Young

**I. Call to order/Welcome**

- Chair, Christie Rocconi, officially called to order the meeting of the Administrative Staff Council at 8:44 a.m. in the Simmons Room.

**II. Program**

- None

**III. Approval of Minutes**

- Minutes from June 2017 meeting were distributed by e-mail. Marilyn Read made a motion to approve the minutes. Davlon Miller seconded the motion. The minutes were approved unanimously by the membership.

**IV. Officer's Reports**

- Chair: Christie Rocconi – Christie shared that cabinet has not met regularly in June, but was asked to see how employee morale was across campus. She also asked for suggestions on how to improve it. If anyone has any suggestions, please send them to Christie. She reported that Political Science is in the teaching out phase – it could take two years to completely finish, but it is no longer a major. The department is recommending a Global Science sort of degree.
- Chair-Elect: Caitlyn Thompson – No report.
- Past Chair: Marilyn Read – No report.
- Executive Secretary/Treasurer: Julie Jackson
  - DSU Fund Balances per Banner (as of 06.28.17):
    - Fund 10 \$428.61
    - Projects \$1,142.45
    - Staff Development \$3,685.96
  - Foundation balances per Deborah Cox:
    - Staff Appreciation \$648.00
    - Staff Development \$73.97
    - Projects \$1077.18
- Public/University Relations Coordinator: Jennifer Farish – No report.
- Ombudsman: Jeff Slagell – No report.

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

- Incentives and Recognition: Emily Jones reported that the Smile on You award was pending. Our Employee of the Month was Regina Haynes. And the quarterly birthday party is scheduled for July 26 at 2 p.m. in the Archives Building.
- Projects: Rhonda Loper – No report.
- Salaries & Benefits: Deborah Cox reported that our textbook loan program information would be sent to the campus soon.
- Staff Development: Emily Dabney reported that they would have a wrap-up meeting soon to officially close out Staff Development Day 2017.

#### **VI. Faculty Senate & SGA Reports:**

- Faculty Senate: George Beals – No Report.
- Student Government Association: Layla Young – No Report.

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

- None

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

- Elections
  - Chair-Elect – Davlon Miller
  - Skilled Craft (1) – Jeff Borganelli
  - Secretary/Clerical (1) – Tarnisha Smith
  - Professional/Non-Faculty (3) – Rebecca Arant, Diana McDowell, Cheryl Oleis
  - Grant Funded (1) – Tricia Killebrew
  - Secretary/Treasurer – Julie Jackson

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

- Orientation – we have sessions on Monday, Tuesday, Thursday and Friday of next week.
- September 15 – DSU will celebrate 92 years of students at DSU – 12 noon at the Clock Tower
- United Way – July 13 BBQ & Brew - \$35 ticket, see Davlon Miller or Jeffrey Farris
- Next meeting August 9, 2017.

#### **X. Adjournment:** 9:28 a.m.