

Administrative Staff Council Meeting Minutes
June 7, 2017

Members Present: (24 Members Present)

Laura Abraham, Lee Aylward, Cecil Barnett, George Beals, Jeff Borganelli, Rebecca Bouse, Patsy Burchfield, Craig Clemons, Deborah Cox, Leigh Emerson, Amber Foster, Richard Houston, Julie Jackson, Emily Jones, Paula Lindsey, Rhonda Loper, Davlon Miller, Hayley Murrell, Marilyn Read, Christy Riddle, Amanda Robinson, Christie Rocconi, Mary Helen Varner, Jeanna D. Wilkes

Members Absent: (19 Members absent)

Matthew Bishop, Claire Cole, Chip Cooper, Edwin Craft, Emily Dabney, Kelvin Davis, Jennifer Farish, Dana George, Lisa Giger, Tina Gladden, Jeff Johns, Matt Jones, Bevin Lamb, Heather Miller, Mary Ruth Phillips, 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 8:34 a.m. in the Simmons Room. Christie introduced Patrick Hundley, Interim Executive Director of Alumni-Foundation.

II. Program

- None

III. Approval of Minutes

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

IV. Officer's Reports

- Chair: Christie Rocconi – Christie shared that there will be some changes to the schedule for fall convocation. It has been moved to Thursday afternoon at 3 p.m. This allows the departmental and division meets to take what they learn in the President's message and build on it for the year. Lunch is still on Friday at noon in the Union. Christie asked for feedback on the summer work schedule. Some like it and others are still adjusting to it. It was recommended that if by working this schedule, we are saving the university money to share the news of these savings with the campus. She reminded us to balance our staff, so that staff are not working more or less than we are supposed to. Also, Michael Kemp's house burned Sunday evening. If you would like to donate on an individual basis toward a gift card for Michael, please get your donation to Christie or Julie no later than Tuesday. We will get a Visa gift card so we are not limiting what he buys and he can buy what he needs.
- Chair-Elect: Caitlyn Thompson – No report.
- Past Chair: Marilyn Read – No report.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner:
 - Fund 10 \$2,120.00
 - Projects \$1,142.45
 - Staff Development \$2,885.96
 - Foundation balances per Deborah Cox:
 - Staff Appreciation \$633.00

- Staff Development \$70.97
- Projects \$1072.18

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

V. Committee Reports:

- Incentives and Recognition: Emily Jones reported that our Employee of the Month was Rhonda Loper. The Smile on You Award went to Richard Houston. If you are interested in serving on this committee, please see Emily.
- Projects: Rhonda Loper reported that we did really well on our donations for Staff Development Day prizes. We collected over a \$1000 in prize values.
- Salaries & Benefits: Deborah Cox reported that our textbook loan program was for fall and spring only. We had some inquiries about summer, but it is not covered in this program.
- Staff Development: Christie Rocconi reported for Emily. It was a good day. Bingo had some issues, but not so much that it dampened the day. Dr. Beals was amazing.

VI. Faculty Senate & SGA Reports:

- George Beals reported that there is discussion about changing the exam schedule. Possibilities would be a four day exam week instead of 5 making it possible for commencement to be moved to Friday. This could help with staffing of commencement.
- Student Government Association: Layla Young – No Report.

VII. Old Business:

- Delta Council is Friday, June 9. We think we have the stations covered with our volunteers.
- TFA will arrive on Sunday, June 11 and Leigh Emerson still has a couple of spaces left for volunteer help. See her if you are interested.

VIII. New Business:

- Nominations – We need to nominate staff for the following position:
 - Professional/Non-Faculty – 3 positions, Secretary/Clerical – 1 position, Skilled Craft – 1 position, Chair-Elect, and Secretary/Treasurer

IX. Announcements:

- Orientation – we have a Transfer session on Friday. Thank you to all who have volunteered so far.
- Welcome Week – if you have activities you would like included on the schedule, please send them to the Student Life Office.
- BPAC – details on the 2017-18 season are coming soon. We have two upcoming movies: Power Rangers & Smurfs.
- The Amzie Moore House will be open tomorrow from 4-5:30 p.m.
- Relay for Life is at the Expo Center this Friday.
- Next meeting July 5, 2017.

X. Adjournment: 9:41 a.m.