

Administrative Staff Council Meeting Minutes  
March 8, 2017

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

Laura Abraham, Lee Aylward, Cecil Barnett, Rebecca Bouse, Patsy Burchfield, Craig Clemons, Deborah Cox, Emily Dabney, Kelvin Davis, Leigh Emerson, Jennifer Farish, Ted Hochradel, Richard Houston, Julie Jackson, Jeff Johns, Emily Jones, Paula Lindsey, Heather Miller, Hayley Murrell, Mary Ruth Phillips, Christy Riddle, Amanda Robinson, Christie Rocconi, Jeff Slagell, Caitlyn Thompson, Mary Helen Varner, Jeanna D. Wilkes

**Members Absent:** (17 Members absent)

George Beals, Jeff Borganelli, Claire Cole, Chip Cooper, Edwin Craft, Amber Foster, Dana George, Lisa Giger, Tina Gladden, Robert Grant, Cody Hawkins, Matt Jones, Bevin Lamb, Everett Loper, Rhonda Loper, Davlon Miller, David Tanner, Marilyn Read

**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.

**II. Program**

- Ben Bufkin, Brooke Tims and Stephanie Hodnett from the University Health Center and Bolivar Medical Center shared with the group all that the University Health Center has to offer the campus and the Community.

**III. Approval of Minutes**

- Minutes from February 2017 meeting were distributed by e-mail. Jeanna Wilkes made a motion to approve the minutes with one change. Lee Aylward seconded the motion. The minutes were approved unanimously by the membership.

**IV. Officer's Reports**

- Chair: Christie Rocconi – Christie shared that the President's Cabinet has finished their Visioning Process and outlined the Core Values. Staff Council has been tasked with defining our goals to align with the university and the core values defined by Cabinet. It can be activities or efforts we are already doing. The University is under a hiring freeze. She shared that the recent budget cut of 5% is different funding than the funds associated with the new President's Home and Statesmen Boulevard.
- 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 \$689.94
    - Staff Development \$61.97
    - Projects \$1071.63
- 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 for February was Margaret Katembe. The quarterly birthday party is scheduled for this Friday at 2:30 p.m. in the Archives Building. The Smile on You award went to Barbara Knight. Reminder – you can do payroll deduction to donate monies to Incentives and Recognition.
- Projects: Rhonda Loper – No report.
- Salaries & Benefits: Deborah Cox – No report.
- Staff Development: Emily Dabney – Emily reported that they have been asking for ideas. Some that have been shared are Microsoft Office Training, Excellence, Positive Self-worth, and Customer Service.
- Student Government Association: Cody Hawkins – No report.

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

- No Report. (George Beals is the new Faculty Senate Chair Elect.)

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

- Staff Development Day – May 18 is our tentative date for Staff Development Day.

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

- Elect replacement for Everett Loper – Matthew Bishop is our new Service Maintenance At Large member.

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

- Go Green Weekend – April 8. Crosstie is also this weekend.
- University Police/Housing swapped office locations.
- Upcoming events – International Student Month – Taste of the Nations on Mar 21.
- Pre-Registration – April 3-7.
- March 21 – Lebanese in American – Jobe Hall
- March 26 – Open House at the Amzie Moore House
- March 27 & 28 – Winning the Race Conference
- April 2 – L.S. Howarth Women of Achievement Program
- April 6 – Bolivar County Crawfish Boil
- Heather Miller is the new Director of Grants & Contracts.
- Child Development is hosting a fundraiser – selling children's clothes.
- HR is going to offer monthly sessions for the campus – Mar 24 – PERS. The Retirement Ceremony is April 21.
- BPAC Events – March 20 – 42<sup>nd</sup> Street, March 30 – Illusionist.

**X. Adjournment:** Next meeting March 8, 2017 – due to DoE program review.