

Administrative Staff Council Meeting Minutes

April 3, 2019

Members Present: (26 Members Present)

Rebecca Arant, Lee Aylward, Cecil Barnett, Jeff Borganelli, Craig Clemons, Deborah Cox, Leigh Emerson, Caroline Fletcher, Angela Green, Faderricka Harvey, Cade Holder, Richard Houston, Julie Jackson, Jeff Johns, Nakikke Johnson, Emily Jones, Tricia Killebrew, Charlie King, Paula Lindsey, Hayley Murrell, Cet Oguz, Mary Ruth Phillips, Holly Ray, Christy Riddle, Christie Rocconi, Mary Helen Varner

Members Absent: (20 Members absent)

Laura Abraham, Matthew Bishop, Chip Cooper, Edwin Craft, Kelvin Davis, Dana George, Lisa Giger, Severine Groh, Matt Jones, Mallory Kendall, Michael Lipford, Michael McDonald, Diana McDowell, Heather Miller, Samantha Phillips, Marilyn Read, Amanda Robinson, Temika Simmons, Jeff Slagell, Tarnisha Smith

I. Call to order/Welcome

- Chair, Christie Riddle, officially called to order the meeting of the Administrative Staff Council at 8:34 a.m. in the Simmons Room of the Alumni House.

II. Program

- None

III. Approval of Minutes

- Minutes from March 2019 meeting were distributed via email. The minutes were approved unanimously by the membership.

IV. Officer's Reports

- Chair: Christie Riddle – Christie reminded the membership that the deadline for purchases is 5 p.m. today. We would be receiving our annual evaluation processes soon. The Retirement Ceremony is scheduled for April 26 and the Registrar's office is still looking for volunteers for commencement.
- Chair-Elect: Christy Riddle – No report.
- Past Chair: Marilyn Read – No report.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner (as of 04.02.19):
 - Fund 10 \$1833.87
 - Projects \$1317.45
 - Staff Development \$2719.17
 - Foundation balances per Deborah Cox:
 - Staff Appreciation \$298.05
 - Staff Development \$134.27
 - Projects \$1155.68
- Public/University Relations Coordinator: Amanda Robinson – Absent.
- Ombudsman: Jeff Slagell – No report.

V. Committee Reports:

- Incentives and Recognition: Emily Jones – Emily reported that the Birthday Party was well attended. Prize winners were Rebecca Bouse and Lisa Giger.
- Projects: TBA – No report.
- Salaries & Benefits: Deborah Cox – No report.
- Staff Development: Christie Rocconi reported that Wayne Blansett Staff Development Day is scheduled for May 16.

VI. Faculty Senate & SGA Reports:

- Faculty Senate: No report.
- Student Government Association: Charlie King reported that the recent election. Elizabeth Swindle is our new SGA President. Okrafest and Mental Health Awareness Week are coming up. Charlie shared a thank you to everyone for listening to the needs of students.

VII. Old Business:

- H.L. Nowell Nominations are due April 15 to Dr. Bennett.
- Dress Code Policy – we will meet after this meeting to review our revisions for Christy to present at Cabinet.
- DSU LEADS – Cabinet has approved this program. Everyone is excited about it.
- Presidential Forums – April 16 – we will have a cell phone number to offer for those who wish to ask questions anonymously. Retirees and Dedicated Statesmen are welcome to attend.
- Summer Hours begin May 13 – August 8. Office hours are 7 a.m. – 5:30 p.m. If you have a hardship, see your VP.

VIII. New Business:

- 2019/2020 Holiday Schedule has been published
- New Policies –
 - Employment Eligibility
 - Employment of Retirees
 - Wage and Salary

IX. Announcements:

- Next meeting May 8, 2019 at 8:30 a.m. in the Simmons Room, Walker Alumni House.
- Spring Preview Day – April 12
- Cabinet of Curiosities – open now at the Archives.
- National Library Week Event – April 11 – Escape Room
- Bolivar County Crawfish Boil – April 11

X. Adjournment: 9:16 a.m.