

Administrative Staff Council Meeting Minutes  
August 7, 2019

**Members Present:** (22 Members Present)

Dawn Carver (OIT), Craig Clemons, Jackie Dillard, Leigh Emerson, Gerald Finley, Caroline Fletcher, Jerry Frye, Cade Holder, Julie Jackson, Michelle Johansen, Jeff Johns, Nakikke Johnson, Tricia Killebrew, Paula Lindsey, Chrisa Mansell, Heather Miller, Crystal Minter, Holly Ray, Marilyn Read, Christy Riddle, Amanda Robinson, Jon Westfall

**Members Absent:** (23 Members absent)

Laura Abraham, Rebecca Arant, Lee Aylward, Cecil Barnett, Jeff Borganeli, Kelvin Davis, Dana George, Lisa Giger, Angela Green, Faderricka Harvey, Richard Houston, Emily Jones, Matt Jones, Mallory Kendall, Michael Lipford, Sheila Millican, Hayley Murrell, Samantha Phillips, Temika Simmons, Jeff Slagell, Meagan Smith, Elizabeth Swindle, Mary Helen Varner

**I. Call to order/Welcome**

- Chair, Tricia Killebrew, officially called to order the meeting of the Administrative Staff Council at 8:34 a.m. in the H.L. Nowell Union, room 302A. Tricia introduced our new members: Jackie Dillard, Chrisa Doss, Michelle Johansen and Crystal Minter, as well as our guest: Myles Loflan, Assistant Director of Career Services.

**II. Approval of Minutes**

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

**III. Officer's Reports**

- Chair: Tricia Killebrew – No report.
- Chair-Elect: Jeff Johns – No report.
- Past Chair: Christie Riddle – No report.
- Executive Secretary/Treasurer: Julie Jackson
  - DSU Fund Balances per Banner (as of 08.04.19):
    - Fund 10                   \$2500.00
    - Projects                   \$1317.45
    - Staff Development       \$2785.66
  - Foundation balances – updates are unavailable at this time.
    - Staff Appreciation       \$420.78
    - Staff Development       \$139.67
    - Projects                   \$1164.18
- Public/University Relations Coordinator: Amanda Robinson – No report.
- Ombudsman: Jeff Slagell – Absent.

**IV. Committee Reports:**

- Incentives and Recognition: Emily Jones – The employee of the month was Holly Ray, Communications and Marketing. The birthday party was held on July 23.
- Projects: TBA – No report.
- Salaries & Benefits: TBA – No report.

- Staff Development: TBA – No report.

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

- Faculty Senate: Jon Westfall – Jon reported that Faculty Senate Chair, Chet Oguz recommends that their meeting minutes be made public, similar to cabinet minutes. They will also extend an invitation through Canvas to all full time faculty to increase involvement in Faculty Senate
- Student Government Association: Elizabeth Swindle – Absent.

#### **VI. Old Business:**

- Nominations for Skilled Craft at-large position (J. Borganelli was elected, but is no longer with the university.) Jeff Jackson was nominated.
- Bylaws – we will be reviewing the bylaws and updating areas as needed, including EEOC codes, percentages of representations and others.

#### **VII. New Business:**

- Athletics has asked for our input on how to get more faculty and staff to attend athletic events. Tricia Killebrew and Chet Oguz met with Barkley Falkner to discuss ideas and develop a plan. They want to highlight each sport and offer food deals, giveaways, special seating, etc. For each home football game, a different department on campus will be highlighted – recognized during the game, have seating in the tailgate area, etc. If you have ideas, please share them with Tricia.
- Opening convocation is scheduled for Thursday, August 15 at 3 p.m. in the BPAC. The Welcome Back party will be Thursday, August 15 at 6 p.m. at the Warehouse. The convocation luncheon is scheduled for Friday, August 16 at noon in the Union. We need volunteers to host for the luncheon.

#### **VIII. Announcements:**

- Parking decals will be available soon. An email will be sent soon about payroll deduction being an option for decal purchases.
- Pig Pickin' is scheduled for September 21 and Homecoming is scheduled for November 9.
- BPAC – the opening performance is Kansas on August 22.
- Delta Dining (Sodexo) is offering faculty/staff meal plans through payroll deduction. The plan offers a 42% off the door price per meal. \$304 for 50 meals and \$100 flex.
- Next meeting September 11, 2019 at 8:30 a.m. in the Simmons Room, Walker Alumni House.

#### **IX. Adjournment: 9:03 a.m.**