

Administrative Staff Council Meeting Minutes
February 6, 2019

Members Present: (25 Members Present)

Lee Aylward, Cecil Barnett, Craig Clemons, Deborah Cox, Edwin Craft, Leigh Emerson, Caroline Fletcher, Lisa Giger, Faderricka Harvey, Richard Houston, Julie Jackson, Emily Jones, Tricia Killebrew, Charlie King, Michael Lipford, Rhonda Loper (Angela Green), Diana McDowell, Jim Miller, Hayley Murrell, Mary Ruth Phillips, Holly Ray, Marilyn Read, Christy Riddle, Christie Rocconi, Mary Helen Varner

Members Absent: (21 Members absent)

Laura Abraham, Rebecca Arant, Jeff Barkman, Matthew Bishop, Jeff Borganelli, Chip Cooper, Kelvin Davis, Dana George, Severine Groh, Cade Holder, Jeff Johns, Matt Jones, Mallory Kendall, Paula Lindsey, Michael McDonald, Heather Miller, Cet Oguz, , Samantha Phillips Amanda Robinson, Jeff Slagell, Tarnisha Smith

I. Call to order/Welcome

- Chair, Christy Riddle, officially called to order the meeting of the Administrative Staff Council at 8:33 a.m. in the Simmons Room of the Alumni House.

II. Program

- Dr. Gray Kane, Director of the Gertrude C. Ford, CTL, gave an overview of what the Center for Teaching and Learning is and what workshops and programs it offers. Dr. Kane shared his with the membership the new leadership training we hope to offer this summer for our own staff. Submit any suggested topics to Christy Riddle (example – social media, project development/management, archiving, customer service, team work, etc.).

III. Approval of Minutes

- Minutes from December 2018 meeting were distributed via email. Marilyn Read made a motion to approve the minutes and Christie Rocconi seconded it. The minutes were approved unanimously by the membership.

IV. Officer's Reports

- Chair: Christy Riddle – Christy shared some facilities project updates – the ribbon cutting was held yesterday for the newly renovated Café, Sillers Coliseum will be getting a new roof, HVAC system and sound system soon. They are surveying the campus sidewalks to see what they need that can be covered in the new grant that was awarded.
- Chair-Elect: Tricia Killebrew – No report.
- Past Chair: Christie Rocconi – No report.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner (as of 02.05.19):
 - Fund 10 \$1,833.87
 - Projects \$1,317.45
 - Staff Development \$2,896.09
 - Foundation balances per Deborah Cox:
 - Staff Appreciation \$361.43
 - Staff Development \$130.37
 - Projects \$1,148.68

- Public/University Relations Coordinator: Amanda Robinson – absent, but Christy reported that the website has been updated.
- Ombudsman: Jeff Slagell – Absent.

V. Committee Reports:

- Incentives and Recognition: Emily Jones – Emily reported that the Smile on You had not been awarded yet. January's Employee of the Month was Janet Horn (Library). The Annual EoM Luncheon went really well and it was great to celebrate Dr. Robinson's birthday with him.
- Projects: (TBA): We are looking for a chair, because Rhonda Loper is no longer on Staff Council.
- Salaries & Benefits: Deborah Cox – Thank you to everyone who helped with the Christmas Breakfast – it went really well. We were able to award 5 winners for the Textbook Loan program. We had 11 applicants and only 3 had received it in a previous semester.
- Staff Development: Christie Rocconi – No report.

VI. Faculty Senate & SGA Reports:

- Faculty Senate: Chet Oguz – Absent.
- Student Government Association: Charlie King – Charlie reported that the SGA is assisting with the raising of funds to help renovate the Chapel. The seniors are discussing their funds for a senior gift. The activity fee that is collected from each enrolled student is going to help with the renovation of the Union. The renovation will add a pool table, arcade games, etc. February 13 is Legislative Day, February 23 is Beat MC Day at Basketball/Swim Meet, March 4 is the State of the Student Union, March 27 – 29 SGA elections, April 11 – Springfest, April 13 – Okrafest, April 26 – SGA Inauguration.

VII. Old Business:

- Toy Drive – 176 toys were collected and donated.
- Dress Code – we will meet after this meeting today. We will send a draft to the membership before submitting it to cabinet.

VIII. New Business:

- Freedom of Speech & Assembly Policy – IHL has recommended that all institutions establish a policy for this. They recommend the MSU version as an example. Review and submit suggestions/corrections to Christy Riddle. We would like to be able to review it at the next cabinet meeting on February 18.
- Staff Emeritus policy – we are reviewing the policy before nominations are submitted.
- HL Nowell Support Staff Award – we are also reviewing this policy. Please be thinking about who you want to nominate for this award.

IX. Announcements:

- Next meeting March 6, 2019 at 8:30 a.m. in the Simmons Room, Walker Alumni House.

X. Adjournment: 9:39 a.m.