

Administrative Staff Council Meeting Minutes
July 10, 2019

Members Present: (25 Members Present)

Laura Abraham, Rebecca Arant, Cecil Barnett, Craig Clemons, Leigh Emerson, Gerald Finley, Caroline Fletcher, Jerry Frye, Angela Green, Faderricka Harvey, Cade Holder, Julie Jackson, Jeff Johns, Nakikke Johnson, Emily Jones, Tricia Killebrew, Paula Lindsey, Michael Lipford, Heather Miller, Marilyn Read, Christy Riddle, Jeff Slagell, Meagan Smith, Tarnisha Smith, Jon Westfall

Members Absent: (18 Members absent)

Lee Aylward, Matthew Bishop, Jeff Borganelli, Deborah Cox, Edwin Craft, Kelvin Davis, Dana George, Lisa Giger, Richard Houston, Matt Jones, Mallory Kendall, Hayley Murrell, Samantha Phillips, Holly Ray, Amanda Robinson, Temika Simmons, Elizabeth Swindle, Mary Helen Varner

I. Call to order/Welcome

- Chair, Christy 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. Christy introduced Meagan Smith (Director of Financial Aid) in her official capacity.

II. Approval of Minutes

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

III. Officer's Reports

- Chair: Christy Riddle – No report.
- Chair-Elect: Tricia Killebrew – Tricia reported that she attended the President's Advance yesterday. The main topics discussed were scholarships and the Master Plan updates.
- Past Chair: Christy Rocconi – No report.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner (as of 07.07.19):
 - Fund 10 \$2500.00
 - Projects \$1317.45
 - Staff Development \$2785.66
 - Foundation balances per Deborah Cox:
 - Staff Appreciation \$420.78
 - Staff Development \$139.67
 - Projects \$1164.18
- Public/University Relations Coordinator: Amanda Robinson – Absent.
- Ombudsman: Jeff Slagell – Absent.

IV. Committee Reports:

- Incentives and Recognition: Emily Jones – Emily reported the Employee of the Month will be announced after this meeting.
- Projects: TBA – No report.
- Salaries & Benefits: Deborah Cox – Absent

- Staff Development: Christie Rocconi – Absent

V. Faculty Senate & SGA Reports:

- Faculty Senate: Jon Westfall – No report.
- Student Government Association: Elizabeth Swindle – Absent.

VI. Old Business:

- DSU LEADS – going well. Today is session #3.
- Elections –
 - Professional/Non-Faculty (2) – Michelle Johansen & Chrisa Mansell
 - Service Maintenance (1) – Jackie Dillard
 - Skill Craft (1) – Jeff Borganelli
 - Secretary/Clerical (1) – Crystal Minter
 - Chair Elect – Jeff Johns
 - Secretary Treasurer – Julie Jackson

VII. New Business:

- Bylaws – we will be reviewing the bylaws and updating areas as needed, including EEOC codes, percentages of representations and others.

VIII. Announcements:

- Next meeting August 7, 2019 at 8:30 a.m. in the Simmons Room, Walker Alumni House.

IX. Adjournment: 9:30 a.m.