

Administrative Staff Council Meeting Minutes
November 13, 2019

Members Present: (23 Members Present)

Rebecca Arant, Lee Aylward, Cecil Barnett, Craig Clemons, Jerry Frye, Angela Green, Faderricka Harvey, Cade Holder, Richard Houston, Jeff Jackson, Julie Jackson, Michelle Johansen, Tricia Killebrew, Chrisa Mansell, Diane McCall, Holly Ray, Marilyn Read, Temika Simmons (LaSheka Bell), Jeff Slagell, Meagan Smith, Mary Helen Varner, Jon Westfall, Lizzie Woodard

Members Absent: (23 Members absent)

Laura Abraham, Edwin Craft, Kelvin Davis, Jackie Dillard, Leigh Emerson, Gerald Finley, Caroline Fletcher, Dana George, Lisa Giger, Jeff Johns, Nakikke Johnson, Emily Jones, Matt Jones, Mallory Kendall, Paula Lindsey, Michael Lipford, Heather Miller, Sheila Millican, Hayley Murrell, Samantha Phillips, Christy Riddle, Amanda Robinson, Elizabeth Swindle

I. Call to order/Welcome

- Chair, Tricia Killebrew, officially called to order the meeting of the Administrative Staff Council at 8:32 a.m. in the Simmons Room of the Hugh Ellis Walker Alumni House. Diane McCall was introduced as the new At Large Delegate for Secretary/Clerical and Lizzie Woodard was introduced as the new designated delegate for the Foundation.

II. Approval of Minutes

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

III. Officer's Reports

- Chair: Tricia Killebrew – Tricia shared that the budget has been the main topic in Cabinet meetings. The updates on our construction projects are Sillers is close to being completed. The roof project at Holcomb Norwood and Wright are coming along, as is the construction on the President's home.
- Chair-Elect: Jeff Johns – Absent.
- Past Chair: Christie Riddle – Absent.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner (as of 11.02.19):
 - Fund 10 \$2500.00
 - Projects \$916.55
 - Staff Development \$2701.59
 - 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 – Absent.
- Ombudsman: Jeff Slagell – No report.

IV. Committee Reports:

- Incentives and Recognition: Emily Jones – Emily reported that the employee of the month was Karey Westfall, Teacher Education.

- Projects: Cade Holder – Cade shared that everyone should have received a bag for the upcoming food drive, along with the flyer to advertise the food and toy drives. The deadline for food donations is this Friday (11/15/19) and the toys will be collected until the Staff Breakfast.
- Salaries & Benefits: TBA – No report.
- Staff Development: Christy Riddle – Absent.

V. Faculty Senate & SGA Reports:

- Faculty Senate: Jon Westfall – Jon reported that the faculty have many concerns about the budget. They had a meeting yesterday to discuss their next steps.
- Student Government Association: Elizabeth Swindle – absent.

VI. Old Business:

- Blood Drive – we collected 73 units during our two day drive last week. We met our goal. We have been asked to host another drive in the spring. More to come later.
- Committee Chair positions – Cade Holder has agreed to chair the Projects committee, but we still need someone to chair the Salaries and Benefits committee.

VII. New Business:

- President's Forums – the attendance and participation were great. The feedback after the forums is very mixed. Cabinet approved a joint survey from Staff Council and Faculty Senate. It was sent campus wide last week. The deadline to complete one is Friday, November 15. This survey was designed to gauge the impressions from the forums. It is anonymous.
- Annual Christmas Tree Lighting is scheduled for Tuesday, December 3 at 3 p.m. in the Leroy Morganti Atrium of Kent Wyatt Hall.
- Annual Staff Holiday Breakfast is scheduled for Tuesday, December 17. We have been discussing the location. Please share your thoughts about having it in Kent Wyatt versus the State Room with Tricia. We are also working on the food budget. If you have suggestions for local restaurants that can assist, please share this information with Tricia.

VIII. Announcements:

- Graduation is Friday, December 13. The Registrar's Office will be asking for 50-60 volunteers.
- The dates for our Winning the Race Conference are March 22-44.
- Continuing Studies will be looking for volunteer judges for three science fairs hosted on our campus in the early spring.
- Next meeting December 4, 2019 at 8:30 a.m. in the Simmons Room, Walker Alumni House.

IX. Adjournment: 9:01 a.m.