

Administrative Staff Council Meeting Minutes
October 2, 2019

Members Present: (26 Members Present)

Rebecca Arant, Lee Aylward, Cecil Barnett, Craig Clemons, Leigh Emerson, Gerald Finley, Caroline Fletcher, Jerry Frye, Angela Green, Faderricka Harvey, Cade Holder, Jeff Jackson, Julie Jackson, Michelle Johansen, Jeff Johns, Emily Jones, Tricia Killebrew, Paula Lindsey, Chrisa Mansell, Hayley Murrell, Marilyn Read, Christy Riddle, Amanda Robinson, Meagan Smith, Mary Helen Varner, Jon Westfall

Members Absent: (18 Members absent)

Laura Abraham, Edwin Craft, Kelvin Davis, Jackie Dillard, Dana George, Lisa Giger, Richard Houston, Nakikke Johnson, Matt Jones, Mallory Kendall, Michael Lipford, Heather Miller, Sheila Millican, Samantha Phillips, Holly Ray, Temika Simmons, Jeff Slagell, Elizabeth Swindle

I. Call to order/Welcome

- Chair, Tricia Killebrew, officially called to order the meeting of the Administrative Staff Council at 8:30 a.m. in the Simmons Room of the Hugh Ellis Walker Alumni House. Jeff Jackson was introduced as the new At Large Delegate for Skilled Craft. Jeff Johns introduced our guest speaker, Rick Munroe, Vice President for University Advancement and External Relations.

II. Approval of Minutes

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

III. Officer's Reports

- Chair: Tricia Killebrew – Tricia shared that a task force had been created to review and streamline our scholarship processes. Michelle Roberts is serving as chair for a 13 member committee. The Sillers Coliseum roof has its first layer in place, the new LED lights have been installed and they are in the decision making phase for the PA system. Women's basketball is practicing in Wyatt Gym and men's basketball is practicing at a local church's gym. The roofing project for Wright begins today. The construction on the President's home is on schedule. We will begin a feasibility study for the Golf Course to determine its next steps.
- Chair-Elect: Jeff Johns – No report.
- Past Chair: Christie Riddle – No report.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner (as of 10.02.19):
 - 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 – No report.
- Ombudsman: Jeff Slagell – Absent.

IV. Committee Reports:

- Incentives and Recognition: Emily Jones – Emily reported that the employee of the month was Susan Chow, Procurement. She shared that since they are having trouble getting nominations, they are installing boxes around campus for paper nominations. The criteria makes anyone under the Director level eligible, must be full time at DSU for at least one year and does an outstanding job in their role.
- Projects: TBA – No report.
- Salaries & Benefits: TBA – No report.
- Staff Development: Christy Riddle – Christy shared that the processes have begun to secure a date and a speaker.

V. Faculty Senate & SGA Reports:

- Faculty Senate: Jon Westfall – Jon reported that they are working on the timeline changes for faculty evaluations and tenure guideline updates. They are also reviewing some software that may help with faculty evaluations.
- Student Government Association: Elizabeth Swindle – absent.

VI. Old Business:

- Election of the Secretary/Clerical at-large position (Crystal Minter was elected, but is no longer with the university.) Diane McCall was nominated and was elected.
- The faculty/staff appreciation event held in conjunction with the soccer games on Sunday had low attendance. We are working on the next event with athletics.

VII. New Business:

- Staff Council is partnering with the Student Government Association and Faculty Senate to host a blood drive on November 6 and 7. This will be a competition with Mississippi College. It is the week of Homecoming and Pre-Registration, so our traffic for this event should be good.
- Chair positions for the Projects and Salaries/Benefits committees are still available. If you are interested, please see Tricia.

VIII. Announcements:

- October 4 – International Conference on the Blues
- Archives – November 3 – Virginia Wing
- Pre-Registration is November 4-8
- BPAC – October 3, Kool & the Gang; October 17 – Ballet.
- Emergency protocols posters are available for any office/area that has a need for one.
- Continuing Education – holiday classes schedule will be available soon.
- Next meeting November 13, 2019 at 8:30 a.m. in the Simmons Room, Walker Alumni House.

IX. Adjournment: 9:34 a.m.