

Administrative Staff Council Meeting Minutes
September 11, 2019

Members Present: (28 Members Present)

Laura Abraham, Rebecca Arant, Lee Aylward, Craig Clemons, Leigh Emerson, Caroline Fletcher, Jerry Frye, Angela Green, Faderricka Harvey, Cade Holder, Julie Jackson, Michelle Johansen, Jeff Johns, Nakikke Johnson, Emily Jones, Tricia Killebrew, Paula Lindsey, Heather Miller, Holly Ray, Marilyn Read, Christy Riddle, Amanda Robinson, Temika Simmons, Jeff Slagell, Meagan Smith (Katie Stroup), Elizabeth Swindle, Mary Helen Varner, Jon Westfall

Members Absent: (15 Members absent)

Cecil Barnett, Edwin Craft, Kelvin Davis, Jackie Dillard, Gerald Finley, Dana George, Lisa Giger, Richard Houston, Matt Jones, Mallory Kendall, Michael Lipford, Chrisa Mansell, Sheila Millican, Hayley Murrell, Samantha Phillips

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. She introduced our guest speaker, Coach Mike Kinnison, Athletic Director.

II. Approval of Minutes

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

III. Officer's Reports

- Chair: Tricia Killebrew – Tricia shared that our tuition revenue is at an estimated \$150,000. Construction updates – Sillers Coliseum's roof is expected to be completed by October 1 and then the HVAC and sound systems upgrades will begin. The basketball teams are currently practicing in Wyatt Gym. The Art Department roof and the Nursing Building roof projects will begin later this fall. The sidewalk project is also scheduled to begin in late fall, along with the upgrade to the Union's north handicap ramp. Conversations are beginning about the Bookstore and their needs. If you have suggestions or recommendations about what our bookstore needs to include or change, please share those with Tricia. The President's luncheons with faculty and staff will resume soon. Enrollment news – first time/full time graduate enrollment is up 60% compared to this time last year.
- Chair-Elect: Jeff Johns – No report.
- Past Chair: Christie Riddle – No report.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner (as of 09.10.19):
 - 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 – Amanda asked that we share with her any photos, news, etc. that we would like included on the Staff Council website and Facebook page.
- Ombudsman: Jeff Slagell – No report.

IV. Committee Reports:

- Incentives and Recognition: Emily Jones – Emily reported that the employee of the month was Cayce Freisenhahn, Graduate Studies. She shared the deadline for nominations is September 20.
- 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 the next Faculty Senate meeting was scheduled for tomorrow. In their executive meeting held recently, they discussed a policy review for the faculty evaluation and a plan to better utilize the technology available on campus. He also reminded the members that the deadline to sign up for a university standing committee was September 15. He also reminded everyone that these committees are for both faculty and staff.
- Student Government Association: Elizabeth Swindle – Elizabeth reported that she has a great group of students that are ready to help. She asked that if anyone has anything they need assistance with to contact her and they would do everything they could to help. She reported that they are currently working with Athletics to get more student involvement and they are working on how to increase the school spirit associated with Homecoming.

VI. Old Business:

- Election of the Skilled Craft at-large position (J. Borganeli was elected, but is no longer with the university.) Jeff Jackson was nominated and was elected.
- Opening Convocation/Luncheon/Welcome Back Party – the attendance was low. What are some ways we can increase that attendance? Please share your thoughts and ideas to Tricia.

VII. New Business:

- Nomination of the Secretary Clerical at-large position (C. Minter was elected, but is no longer with the university.) Please send nominations to Tricia.
- Athletics, in conjunction with Faculty Senate and Staff Council are hosting a tailgate event for faculty and staff on September 29 at the Men's & Women's Soccer game against West Alabama at 1 & 3 p.m.
- 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.

VIII. Announcements:

- Dr. Simmons announced that if anyone had programming needs in the areas of breast cancer awareness, ACT prep and local government leadership, to please contact their area.
- The university's 94th anniversary is schedule for September 16 at 12 noon in the Sillers Chapel.
- Career Services is hosting Nurse Recruitment Day tomorrow. Their Young Professionals Conference is scheduled for next week and the Fall Fair is October 2. Also, Nakikke Johnson and Camesha Benson are DSU's representatives for the United Way Campaign. If you have questions or donations, please see one of them.
- Jerry Frye offered a thank you to everyone for being good supporters of the new food service.
- October 4 – International Conference on the Blues
- Pig Pickin' is scheduled for September 21. Tickets and t-shirts are available at the Alumni House.
- BPAC – Craig Morgan is September 19.
- Next meeting October 2, 2019 at 8:30 a.m. in the Simmons Room, Walker Alumni House.

IX. Adjournment: 9:34 a.m.