

Administrative Staff Council Meeting Minutes

April 4, 2018

Members Present: (25 Members Present)

Rebecca Arant, Lee Aylward, Matthew Bishop, Jeff Borganeli, Craig Clemons, Deborah Cox, Kelvin Davis, Leigh Emerson, Amber Foster, Richard Houston, Julie Jackson, Nakikke Johnson, Emily Jones, Tricia Killebrew, Michael Lipford, Michael McDonald, Diana McDowell, Mary Ruth Phillips, Christy Riddle, Amanda Robinson, Christie Rocconi, Jeff Slagell, Tarnisha Smith, Mary Helen Varner, Layla Young

Members Absent: (19 Members absent)

Laura Abraham, Jeff Barkman, Cecil Barnett, Claire Cole, Chip Cooper, Edwin Craft, Dana George, Lisa Giger, Tina Gladden, Severine Groh, Jeff Johns, Matt Jones, Paula Lindsey, Rhonda Loper, Chrisa Mansell, Heather Miller, Hayley Murrell, Marilyn Read, David Tanner

I. Call to order/Welcome

- Chair, Christie Rocconi, officially called to order the meeting of the Administrative Staff Council at 8:35 a.m. in the Simmons Room of the Alumni House. Christie introduced Nakikke Johnson as the new Career Services representative in Davlon's absence.

II. Program

- Chair Elect, Christy Riddle introduced Patrick Hundley and Gary Bouse as our program. They shared and discussed the university's new fundraising protocols.

III. Approval of Minutes

- Minutes from March 2018 meeting were distributed via email. The minutes were approved unanimously by the membership.

IV. Officer's Reports

- Chair: Christie Rocconi – Christie reported that the new musical rocks (Music Across the Campus) would be broadcasting the DSU radio station. If you are hosting an event and the music is detracting from your event, contact OIT ahead of time and they can adjust them for your event. There are 30 rocks and the can broadcast 100'. They were paid for with private funds. We will be hiring a part-time radio manager. The summer hours will begin May 7 and are as follows: Monday-Thursday 7 a.m. – 5:30 p.m. If you cannot work this schedule, you must speak with your supervisor. The latest gun bill in the MS Legislation was briefly discussed.
- Chair-Elect: Christy Riddle – No report.
- Past Chair: Marilyn Read – No report.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner (as of 04.03.18):
 - Fund 10 \$2373.94
 - Projects \$1,142.45
 - Staff Development \$3,685.96
 - Foundation balances per Deborah Cox:
 - Staff Appreciation \$544.62
 - Staff Development \$100.97
 - Projects \$1122.18

- Public/University Relations Coordinator: Jennifer Farish – Absent.
- Ombudsman: Jeff Slagell – Christie reported that Jeff was contacted with an inquiry about a possible full staff absence at Facilities Management being closed on the Friday of Spring Break. This inquiry was investigated and was unfounded.

V. Committee Reports:

- Incentives and Recognition: Emily Jones – Emily reported that the Smile on You for April is Rachel Becker (Human Resources), and March’s Employee of the Month is Gregory Sassenrath-Cole (Library Services).
- Projects: Rhonda Loper – No report.
- Salaries & Benefits: Deborah Cox – No report.
- Staff Development: Christie Rocconi reported that the planning for our annual Staff Development Day was in progress. May 10 is our tentative date. Tricia Killebrew’s cooking team will be doing the cooking for the day (BBQ, slaw, chips, etc.) Our theme is Mind, Body and Spirit. We need everyone to help with door prizes.

VI. Faculty Senate & SGA Reports:

- Faculty Senate: TBA
- Student Government Association: Layla Young – the State of the Student Union is scheduled for April 9 at 7 p.m. New officers inauguration is scheduled for April 23 at 5 p.m. Charlie King is the new SGA President. Springfest is April 12. Go Green Weekend is April 27/28.

VII. Old Business:

- Staff Development Chair

VIII. New Business:

- New policy – Employment Status. Christie passed out a copy of the new policy and asked for any discussion. With no discussion, the policy was approved from our membership.

IX. Announcements:

- Next meeting May 2, 2018 at 8:30 a.m. in the Simmons Room, Walker Alumni House.
- BPAC is hosting a Prince/Princess Extra Event in the Atrium of Kent Wyatt Hall at 5:30 p.m. before the Cinderella performance.
- Graduation – the Registrar’s office is asking for volunteers.
- Passport to Success – hosted by Career Services and the Alumni Association is April 10.
- Spring Preview Day – hosted by the Admissions’ Office is April 27.

X. Adjournment: 9:32 a.m.