

Administrative Staff Council Meeting Minutes
November 7, 2018

Members Present: (24 Members Present)

Lee Aylward, Deborah Cox, Leigh Emerson, Caroline Fletcher, Lisa Giger, Faderricka Harvey, Richard Houston, Cade Holder, Julie Jackson, Emily Jones, Tricia Killebrew, Charlie King, Rhonda Loper, Heather Miller, Jim Miller, Hayley Murrell, Cet Oguz, Mary Ruth Phillips, Holly Ray, Marilyn Read, Christy Riddle, Christie Rocconi, Jeff Slagell, Mary Helen Varner

Members Absent: (22 Members absent)

Laura Abraham, Rebecca Arant, Jeff Barkman, Cecil Barnett, Matthew Bishop, Jeff Borganeli, Craig Clemons, Chip Cooper, Edwin Craft, Kelvin Davis, Dana George, Severine Groh, Jeff Johns, Matt Jones, Mallory Kendall, Michael Lipford, Paula Lindsey, Michael McDonald, Diana McDowell, Samantha Phillips, Amanda Robinson, Tarnisha Smith

I. Call to order/Welcome

- Chair, Christy Riddle called to order the meeting of the Administrative Staff Council at 8:32 a.m. in the Simmons Room of the Alumni House.

II. Program

- Christy Riddle introduced Lisa Giger from Human Resources. She introduced the dress code policy that has been submitted to Cabinet for discussion.

III. Approval of Minutes

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

IV. Officer's Reports

- Chair: Christy Riddle – Christy shared the renovated cafeteria would have a soft opening after Thanksgiving. Statesmen Boulevard's ribbon cutting was scheduled for Homecoming morning at 8:30 a.m. The Zeigel Hall ribbon cutting is scheduled for Friday at noon. The Tree Lighting for Kent Wyatt Hall is scheduled for November 26.
- Chair-Elect: Tricia Killebrew – No report.
- Past Chair: Christie Rocconi – No report.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner (as of 11.06.18):
 - Fund 10 \$2500.00
 - Projects \$1,317.45
 - Staff Development \$2896.03
 - Foundation balances per Deborah Cox:
 - Staff Appreciation \$412.31
 - Staff Development \$121.37
 - Projects \$1133.68
- Public/University Relations Coordinator: Amanda Robinson – No report.
- Ombudsman: Jeff Slagell – Jeff shared that a comment had been shared with him about the Employee of the Month criteria. Discussions were ongoing.

V. Committee Reports:

- Incentives and Recognition: Emily Jones – Emily reported that there was not an Employee of the Month for October. The Smile on You award is Charlotte McCain. The quarterly birthday party is scheduled for November 13 at 3 p.m. This is for September – December birthdays. Bring your friends.
- Projects: Rhonda Loper – Rhonda shared the Feed-a-Family bags with the membership and reminded them of the deadline for turning in food.
- Salaries & Benefits: Deborah Cox – Deborah reported that the Staff Christmas Breakfast is scheduled for December 13 from 8:30 – 10 a.m. in the Atrium of Kent Wyatt Hall.
- Staff Development: No Report.

VI. Faculty Senate & SGA Reports:

- Faculty Senate: Chet reported that they have been discussing promotion and tenure. They are also hosting an International Thanks.
- Student Government Association: Charlie shared the events for Homecoming week. He also reported that SGA is surveying students about a possible music group/band to bring to campus. Miss DSU is Chesney Mardis.

VII. Old Business:

- Presidential Forums – Christy thanked everyone for participating in them. We had good participation and attendance
- Professional Development Training – if anyone has any other suggestions, please let Christy know.
- Summer 2019 work schedule – if anyone has any other questions or suggestions, please let Christy know.

VIII. New Business:

- None.

IX. Announcements:

- Next meeting December 5, 2018 at 8:30 a.m. in the Simmons Room, Alumni House

X. Adjournment: 9:40 a.m.