

Administrative Staff Council Meeting Minutes
September 5, 2018

Members Present: (26 Members Present)

Laura Abraham, Rebecca Arant, Lee Aylward, Cecil Barnett, Craig Clemons, Leigh Emerson, Faderricka Harvey, Cade Holder, Julie Jackson, Emily Jones, Tricia Killebrew, Charlie King, Paula Lindsey, Rhonda Loper, Michael McDonald, Diana McDowell, Hayley Murrell, Cet Oguz, Holly Ray, Christy Riddle, Amanda Robinson, Christy Riddle, Amanda Robinson, Jeff Slagell, Tarnisha Smith, Mary Helen Varner

Members Absent: (22 Members absent)

Jeff Barkman, Matthew Bishop, Jeff Borganelli, Chip Cooper, Deborah Cox, Edwin Craft, Kelvin Davis, Caroline Fletcher, Dana George, Lisa Giger, Severine Groh, Richard Houston, Jeff Johns, Matt Jones, Mallory Kendall, Michael Lipford, Heather Miller, Jim Miller, Mary Ruth Phillips, Samantha Phillips, Marilyn Read, Christie Rocconi

I. Call to order/Welcome

- Chair, Christy Riddle called to order the meeting of the Administrative Staff Council at 8:36 a.m. in the Conference Room of the Alumni House. She welcomed Peter Szatmary, the new Director of Communications & Marketing.

II. Program

- Tricia Killebrew introduced Nakikke Johnson from Career Services. Nakikke shared with the membership the upcoming events for the Career Services Office, as well as their projects for the year.

III. Approval of Minutes

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

IV. Officer's Reports

- Chair: Christy Riddle – Christy reminded the membership of the upcoming Blood Drive. When asked about the faculty/staff challenge for the drive, Christy shared that it would be postponed since Faculty Senate had not met yet for the academic year. She shared that Zeigel Hall was complete and that the Cafeteria furniture is scheduled to arrive in October. Christy said that the discussion on the new conceal carry permit was to define public versus private spaces on the campuses. DSU is also reviewing and refining the protocols for lowering the flags on campus.
- Chair-Elect: Tricia Killebrew – No report.
- Past Chair: Christie Rocconi – Absent.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner (as of 08.31.18):
 - Fund 10 2500.00
 - Projects \$1,317.45
 - Staff Development \$2896.03
 - Foundation balances per Deborah Cox:
 - Staff Appreciation \$122.31
 - Staff Development \$114.17
 - Projects \$1144.18
- Public/University Relations Coordinator: Amanda Robinson – The website has been updated and looks good. Go check it out!

- Ombudsman: Jeff Slagell – No report.

V. Committee Reports:

- Incentives and Recognition: Emily Jones – Emily reported that the Employee of the Month for August was Richard Little, Facilities Management. The Smile on You award has not been awarded yet.
- Projects: Rhonda Loper – Rhonda reported that it is almost the giving season. Stay tuned for the Thanksgiving Feed-a-Family and Toy Drive programs.
- Salaries & Benefits: Deborah Cox – No report.
- Staff Development: No Report.

VI. Faculty Senate & SGA Reports:

- Faculty Senate: Chet reported that their first executive meeting is scheduled for this week. A topic they will be discussing is inviting non-profit organizations to campus to offer volunteering opportunities to the campus and community.
- Student Government Association: Charlie reported that the SGA Senate has been given the 12th of September as the deadline to begin their work.

VII. Old Business:

- Blood Drive - September 10 & 11 from 11 a.m. – 5 p.m.
- IHL Commissioner's visit – great turn out for the staff. We had 19 to attend our session.

VIII. New Business:

- Christy apologized for not sending the questions about what to do for the future.

IX. Announcements:

- International Conference on the Blues – September 30 – October 2.
- Pig Pickin is September 21/22.
- Bolivar County College Fair is September 14 in Wyatt Gym.
- DSU Day is scheduled for September 22 from 1-3:30 p.m.
- BPAC – LA Womack is September 18.
- Next meeting August 1, 2018 at 8:30 a.m. in the Simmons Room, Alumni House

X. Adjournment: 9:28 a.m.