

Administrative Staff Council Meeting Minutes
November 3, 2016

Members Present: (29 Members Present)

Lee Aylward, Cecil Barnett, Rebecca Bouse, Robin Boyles, Lynn Buford, Patsy Burchfield, Claire Cole, Deborah Cox, Emily Dabney, Kelvin Davis, Leigh Emerson, Jennifer Farish, Ted Hochradel, Richard Houston, Julie Jackson, Mallory Kendall (for Tina Gladden), Bevin Lamb, Everett Loper, Rhonda Loper, Heather Miller, Hayley Murrell, Mary Ruth Phillips, Marilyn Read, Christy Riddle, Christie Rocconi, Jeff Slagell, Caitlyn Thompson, Mary Helen Varner, Jeanna D. Wilkes

Members Absent: (15 Members absent)

Laura Abraham, Jeff Borganeli, Chip Cooper, Edwin Craft, Jeffrey Farris, Dana George, Lisa Giger, Robert Grant, Cody Hawkins, Emily Jones, Matt Jones, Davlon Miller, April Mondy, Brett Oleis, David Tanner

I. Call to order/Welcome

- Chair, Christie Rocconi, officially called to order the meeting of the Administrative Staff Council at 8:30 a.m. in the Simmons Room.

II. Program

- Craig Rhoden, Head Women's Basketball Coach, shared with us the Lady Statesmen are studying, practicing, and getting ready for their basketball season.

III. Approval of Minutes

- Minutes from October 2016 meeting were distributed by e-mail. Davlon Miller made a motion to approve the minutes. Lee Aylward seconded the motion. The minutes were approved unanimously by the membership.

IV. Officer's Reports

- Chair: Christie Rocconi – Christie announced that the new DSU website would roll out on November 17 – it will allow mobile viewing. She clarified the campus wide email practices from Cabinet – the DSU list serves are used for items that are NEED to know, not WANT to know. November 9 is our next Colloquia and it will feature Bennie Thompson at 6 p.m. in Jobe Hall. December 1 is Carols for Cleveland and will feature several students, faculty and staff. It is also in Jobe Hall. The final decision about the MS flag will be announced this week.
- Chair-Elect: Caitlyn Thompson – No report.
- Past Chair: Marilyn Read – No report.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner:
 - Fund 10 \$2,500.00
 - Projects \$1,195.00
 - Staff Development \$2,885.00
 - Foundation balances per Deborah Cox:
 - Staff Appreciation \$249.94
 - Staff Development \$49.97

- Projects \$1051.63

- Public/University Relations Coordinator: Jennifer Farish – No report.
- Ombudsman: Jeff Slagell – Jeff announced that a staff member would like a Thanksgiving Feed-a-Family bag, to please see him. Also, if you want to share a name of someone in need, you can share it with Jeff to allow the staff member to remain anonymous.

V. Committee Reports:

- Incentives and Recognition, Emily Jones (absent), Marilyn Read reported
 - Employee of the Month for October – No nominees
 - Smile on You – October – Everett Loper, November – has not been awarded yet.
 - Quarterly Birthday Party – November 17 at 1:30 p.m. in the Archives – this includes September – December.
- Projects, Rhonda Loper – Rhonda reported that the Door Decorating Contest was a great success. Winners were as follows: Overall – Student Health, Most Creative – Darla Sisney, Academic Advisor, Homecoming Theme – Student Affairs.
- Salaries & Benefits: Robin Boyles reported that this committee would need a new chair, because she is moving on to a new role off campus. November 30 is her last day. The major upcoming project is the Christmas Breakfast and the Textbook Loan Program.
- Staff Development: Emily Dabney – No report.
- Student Government Association: Cody Hawkins – No report.

VI. Faculty Senate Report:

- Brett Oleis – No Report.

VII. Old Business:

- Elections were held to replace one delegate for Technical/Paraprofessional (elected – Paula Lindsey, BPAC) and Service Maintenance (Craig Clemons, Facilities Management).
- Committee sign-up sheets will be shared with the committee chairs.

VIII. New Business:

- Deborah Cox volunteered to chair Salaries & Benefits.

IX. Announcements:

- FYS Classes are invited to a Career Discovery Fair on Thursday from 2-4 p.m. It is targeting undeclared students or those who want to change their majors.
- ROTC may be coming back to campus. The JSU staff will be on campus November 16 to help us see what the level of interest is.
- Pre-Registration – thank you for sharing the orange signs. If the students bring their new class schedules to Student Success by 5 p.m. Friday, they will be eligible for the door prizes.
- Our annual Food Drive is in full swing. Please take a bag, spread the word and get involved.
- Tuesday is Election Day and the Annual Habitat for Humanity Soup and Cornbread Lunch. It will be at Calvary Episcopal church.

- Today, the Archives is hosting the History of Mexicans.
- Continuing Education is offering Christmas classes for children ages 4-6.

X. Adjournment: Christie adjourned the meeting at 9:20 a.m.