

Administrative Staff Council Meeting Minutes  
August 9, 2017

**Members Present:** (25 Members Present)

Laura Abraham, Rebecca Arant, Lee Aylward, Craig Clemons, Deborah Cox, Emily Dabney, Leigh Emerson, Jennifer Farish, David Hebert, Richard Houston, Julie Jackson, Jeff Johns, Emily Jones, Paula Lindsey, Michael Lipford, Diana McDowell, Davlon Miller, Hayley Murrell, Cheryl Oleis, Mary Ruth Phillips, Christy Riddle, Amanda Robinson, Christie Rocconi, Tarnisha Smith, Mary Helen Varner

**Members Absent:** (22 Members absent)

Jeff Barkman, Cecil Barnett, Matthew Bishop, Jeff Borganeli, Claire Cole, Chip Cooper, Edwin Craft, Kelvin Davis, Amber Foster, Dana George, Lisa Giger, Tina Gladden, Matt Jones, Tricia Killebrew, Rhonda Loper, Michael McDonald, Heather Miller, Marilyn Read, Jeff Slagell, David Tanner, Caitlyn Thompson, Layla Young

**I. Call to order/Welcome**

- Chair, Caitlyn Thompson, officially called to order the meeting of the Administrative Staff Council at 8:30 a.m. in room 302A of the H.L. Nowell Student Union.

**II. Program**

- None

**III. Approval of Minutes**

- Minutes from July 2017 meeting were distributed by e-mail. Emily Dabney made a motion to approve the minutes. Davlon Miller seconded the motion. The minutes were approved unanimously by the membership.

**IV. Officer's Reports**

- Chair: Caitlyn Thompson – Caitlyn shared that the cabinet retreat went well. Some of the topics discussed were our budget issues, the vision of the 17-18 academic year, and establishing principles.
- Chair-Elect: Davlon Miller – Davlon asked if anyone has program ideas or recommendations, please share them with him.
- Past Chair: Marilyn Read – No report.
- Executive Secretary/Treasurer: Julie Jackson
  - DSU Fund Balances per Banner (as of 08.09.17):
    - Fund 10 \$2500.00
    - Projects \$1,142.45
    - Staff Development \$3,685.96
  - Foundation balances per Deborah Cox:
    - Staff Appreciation \$678.00
    - Staff Development \$79.97
    - Projects \$1087.18
- Public/University Relations Coordinator: Jennifer Farish – No report.
- Ombudsman: Jeff Slagell – No report.

**V. Committee Reports:**

- Incentives and Recognition: Emily Jones reported that there were no submissions for Employee of the Month and encouraged everyone to nominate their co-workers. The quarterly birthday party was well attended – all the cake was eaten.
- Projects: Rhonda Loper – No report.
- Salaries & Benefits: Deborah Cox reported that our textbook loan program information would be sent to the campus soon. There are 5 scholarships available of \$100 each. They are first come, first serve. Priority is given to those who have not been awarded before.
- Staff Development: Emily Dabney reported that they have a wrap-up meeting scheduled for Friday. They plan to develop a Do/Don't list, goals for ongoing staff development/training, and mentoring.

**VI. Faculty Senate & SGA Reports:**

- Faculty Senate: David Hebert – No Report – have not met yet.
- Student Government Association: Layla Young – No Report.

**VII. Old Business:**

- None

**VIII. New Business:**

- None

**IX. Announcements:**

- Volunteers are needed to assist with Convocation Luncheon on Friday.
- Career Services – post any positions you have available in your offices on Statesmen Connect. There is a local job fair scheduled for August 24.
- BPAC's season begins August 24.
- Archives will be hosting DSU's 92<sup>nd</sup> anniversary event in Whitfield Gym on September 13 at noon. Also, October 1 will be the Chinese Reunion.
- Police – parking decals are available now.
- University Calendar – we have lost many spaces for this academic year (i.e. State Room, Jobe Auditorium) – please think about any events you are hosting well in advance as spaces are being booked early to avoid not being able to host an event.
- Next meeting September 6, 2017.

**X. Adjournment:** 9:04 a.m.