

Administrative Staff Council Meeting Minutes
January 11, 201

Members Present: (18 Members Present)

Cecil Barnett, Rebecca Bouse, Patsy Burchfield, Craig Clemons, Deborah Cox, Jennifer Farish, Amber Foster, Richard Houston, Julie Jackson, Paula Lindsey, Davlon Miller, Hayley Murrell, Mary Ruth Phillips, Amanda Robinson, Christie Rocconi, Jeff Slagell, Caitlyn Thompson, Jeanna D. Wilkes

Members Absent: (25 Members absent)

Laura Abraham, Lee Aylward, Jeff Borganeli, Claire Cole, Chip Cooper, Edwin Craft, Emily Dabney, Kelvin Davis, Leigh Emerson, Dana George, Lisa Giger, Tina Gladden, Robert Grant, Cody Hawkins, Ted Hochradel, Emily Jones, Matt Jones, Bevin Lamb, Everett Loper, Rhonda Loper, Heather Miller, Marilyn Read, Christy Riddle, David Tanner, Mary Helen Varner

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.
- Introductions – Amanda Robinson, Secretary for Alumni, she will be the new designated delegate for the Alumni.

II. Program

- None.

III. Approval of Minutes

- Minutes from December 2016 meeting were distributed by e-mail. Jeanna Wilkes 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: Christie Rocconi – Christie announced that the College of Business would now be called the College of Business & Aviation. She reminded the group that Chief Buford's retirement reception was scheduled for Tuesday, January 17 at 3:30 p.m. in the Union 2nd floor west lobby. January 16 is a holiday.
- 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 \$2,305.00
 - Foundation balances per Deborah Cox:
 - Staff Appreciation \$249.94
 - Staff Development \$49.97
 - Projects \$1051.63

- Public/University Relations Coordinator: Jennifer Farish – Jennifer announced that Communications & Marketing were offering head shot photo sessions for faculty and staff on January 17-19 from 9 a.m. – 3:45 p.m. in the Union’s Faculty Lounge.
- Ombudsman: Jeff Slagell – No report.

V. Committee Reports:

- Incentives and Recognition: Emily Jones – No report.
- Projects: Rhonda Loper – Christie Rocconi reported that our Toy Drive collected 453 items. We asked for a number of families we served, but don’t have it yet.
- Salaries & Benefits: Deborah Cox announced the Staff Holiday Breakfast was a great success and thanked everyone who helped set-up, serve and clean-up. The text book loan stipends will be awarded on Friday, January 13.
- Staff Development: Emily Dabney – No report.
- Student Government Association: Cody Hawkins – No report.

VI. Faculty Senate Report:

- Brett Oleis – No Report. (Brett is no longer our liaison from Faculty Senate. His replacement has not been identified at this time.

VII. Old Business:

- None.

VIII. New Business:

- Staff Development Day – Speaker suggestions – if anyone has a suggestion, please share it with Christie Rocconi. Some topics were shared: team building, moral, common goals and how to reach them, professionalism. Daniel Douglass was also shared as a suggestion.

IX. Announcements:

- The Bolivar County Crawfish Boil is scheduled for April 27 and Bolivar County Alumni Night is scheduled for January 12 at the basketball games. The Alumni Magazine will go out in the mail today or tomorrow.
- Athletics – the first 400 students at the basketball game tomorrow will receive a Rowdy Towel and t-shirt. We really want to pack the house.
- Winning the Race – an involvement sign-up sheet was passed around as well as some flyers/posters to share across campus.
- Campus Counseling will offer mindfulness stress based reduction sessions in the Union on Wednesdays from 12-12:30.
- Career Services encourages everyone who still has work study positions available to post them on Statesmen Connect. This can include RSE positions and GA positions.
- BPAC is offering Daniel Tiger on January 24 and Alonzo’s Ballet on January 31.
- Payroll announced that the electronic W-2s are ready and the mailed versions will go out next week. The 1095s will go out at the end of the month – but they are not required when you file your taxes.

X. Adjournment: Christie adjourned the meeting at 9:17 a.m. Next meeting January 11, 2017.