

Administrative Staff Council Meeting Minutes
December 4, 2019

Members Present: (27 Members Present)

Rebecca Arant, Lee Aylward, Craig Clemons, Terrence Walker (Kelvin Davis), Leigh Emerson, Gerald Finley, Caroline Fletcher, Jerry Frye, Faderricka Harvey, Cade Holder, Julie Jackson, Jeff Jackson, Michelle Johansen, Myles Lofland (Nakikke Johnson), Jeff Johns, Tricia Killebrew, Chrisa Mansell, Diane McCall, Hayley Pinion, Holly Ray, Marilyn Read, Temika Simmons, Jeff Slagell, Meagan Smith, Mary Helen Varner, Jon Westfall, Lizzie Woodard

Members Absent: (19 Members absent)

Laura Abraham, Cecil Barnett, Edwin Craft, Jackie Dillard, Dana George, Lisa Giger, Angela Green, Richard Houston, Emily Jones, Matt Jones, Mallory Kendall, Paula Lindsey, Michael Lipford, Heather Miller, Sheila Millican, Samantha Phillips, Christy Riddle, Amanda Robinson, Elizabeth Swindle

I. Call to order/Welcome

- Chair, Tricia Killebrew, officially called to order the meeting of the Administrative Staff Council at 8:33 a.m. in the Simmons Room of the Hugh Ellis Walker Alumni House.

II. Approval of Minutes

- Minutes from November 2019 meeting were distributed via email. The minutes were approved unanimously by the membership.

III. Officer's Reports

- Chair: Tricia Killebrew – Tricia shared that the new Tobacco Policy does include vape and e-cigarettes. The third layer of the roof at Sillers Coliseum is being laid now and the HVAC system should be completed this week. The roof work at the Art Building is almost completed, but with the recent storms part of it was damaged and had to be replaced.
- Chair-Elect: Jeff Johns – Jeff shared that the Harlem Globetrotters would be on campus January 28, 2020.
- Past Chair: Christie Riddle – Absent.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner (as of 11.27.19):
 - Fund 10 \$2453.00
 - Projects \$916.55
 - Staff Development \$2701.59
 - Foundation balances – updates are unavailable at this time.
 - Staff Appreciation \$338.99
 - Staff Development \$139.67
 - Projects \$1183.18
- Public/University Relations Coordinator: Amanda Robinson – Absent.
- Ombudsman: Jeff Slagell – No report.

IV. Committee Reports:

- Incentives and Recognition: Emily Jones – Emily reported that the employee of the month was Katie Stroup, Financial Aid.

- Projects: Cade Holder – Cade thanked everyone for the food drive donations. We collected 50 full bags and several additional loose items. It was a big success. With giving in mind, she encouraged everyone to donate toys for our toy drive. Each toy donated will give you a ticket for the drawing of a Google mini at our staff breakfast on December 17.
- Salaries & Benefits: TBA – No report.
- Staff Development: Christy Riddle – Absent.

V. Faculty Senate & SGA Reports:

- Faculty Senate: Jon Westfall – Jon reported that they have had two meetings specific to the budget. They have drafted a Letter of Concern for the administration. This draft will be presented to their membership and voted on, hopefully before the fall semester ends. They are recommending that options be developed to keep us as a university from being in this situation again in the future. They are also recommending a standing budget committee be developed and utilized.
- Student Government Association: Elizabeth Swindle – absent.

VI. Old Business:

- Tree Lighting – well attended. It was a nice event.
- Staff Breakfast is scheduled for December 17 from 8:30 a.m. – 10:30 a.m. The majority of the food will be catered with a few additional purchased items. Encourage everyone to attend and dress in a festive manner.
- We are still in need of a chair for the Salaries and Benefits Committee. Please see Tricia if you are interested.
- Fall Blood Drive – we did great and beat MC! We collected 73 units which met our drive's goal.

VII. New Business:

- Enrollment figures were shared for the fall 2019 semester through a handout. Chrisa Mansell shared that our overall total is up across the board.
- We need volunteers to sign-up to help set-up, serve and clean up at the Staff Council Breakfast.
- We were approached about hosting a food drive for our students to assist with the DSU Food Pantry. We have tentatively scheduled it for February 2020.
- The results from the post Presidential Forums are ready to be shared and will be sent via email. If you have questions about them, please see Tricia.
- The power point presentation from the Presidential Forum is available and will be shared via email.

VIII. Announcements:

- Graduation is Friday, December 13. The Registrar's Office will be asking for 50-60 volunteers.
- StarBucks & Chick-fil-A will be opened extended hours during exam week.
- Next meeting January 8, 2020 at 8:30 a.m. in the Simmons Room, Walker Alumni House.

IX. Adjournment: 9:04 a.m.