

Administrative Staff Council Meeting Minutes
February 5, 2020

Members Present: (26 Members Present)

Rebecca Arant, Lee Aylward, Craig Clemons, Kelvin Davis (Terrence Walker), Leigh Emerson, Gerald Finley, Caroline Fletcher, Angela Green, Faderricka Harvey, Jeff Jackson, Julie Jackson, Michelle Johansen, Nakikke Johnson, Emily Jones, Mallory Kendall, Tricia Killebrew, Michael Lipford, Chrisa Mansell, Diane McCall, Heather Miller, Marilyn Read, Christy Riddle, Amanda Robinson, Jeff Slagell, Jon Westfall, Lizzie Woodard

Members Absent: (18 Members absent)

Laura Abraham, Cecil Barnett, Edwin Craft, Jackie Dillard, Jerry Frye, Dana George, Lisa Giger, Cade Holder, Jeff Johns, Paula Lindsey, Sheila Millican, Samantha Phillips, Hayley Pinion, Holly Ray, Temika Simmons, Meagan Smith, Elizabeth Swindle, Mary Helen Varner

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 December 2019 (No meeting January) meeting were distributed via email. The minutes were approved unanimously by the membership.

III. Officer's Reports

- Chair: Tricia Killebrew – We received an email in early January about our spending plans. This email was expected, but not this early. We may ask Jamie Rutledge to speak to us about this process.
- Chair-Elect: Jeff Johns – Absent.
- Past Chair: Christie Riddle – No report.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner (as of 01.03.20):
 - Fund 10 \$2426.09
 - 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 – Amanda shared some updates to our website and our Facebook pages. She encouraged anyone who had information to add to please share it with her and she will get it posted.
- Ombudsman: Jeff Slagell – No report.

IV. Committee Reports:

- Incentives and Recognition: Emily Jones – Emily reported that their Employee of the Month Luncheon was a great celebration of the 2019 EoM's and Dr. Robinson. The Employee of the month was Cecil Barnett, Facilities Management.
- Projects: Cade Holder – Absent.

- Salaries & Benefits: TBA – No report.
- Staff Development: Christy Riddle – Christy shared that our theme will be based on the Olympics and we hope to have Daniel Vassel as our keynote speaker.

V. Faculty Senate & SGA Reports:

- Faculty Senate: Jon Westfall – Jon reported that in their January meeting they discussed how to access and utilize foundation funds and the response they received in response to their Letter of Concern. Jamie Rutledge will be their guest at the next meeting.
- Student Government Association: Elizabeth Swindle – absent.

VI. Old Business:

- Spring Food Drive for the DSU Food Pantry – we would like to postpone this until July 2020, because the Food Pantry appeared to be well stocked at the grand opening. The Food Pantry is advertised as for students only. If faculty and staff are asked to donate to the pantry, can it include faculty and staff?

VII. New Business:

- Policy Updates: Employee Evaluations – Tricia shared the current policy with the membership and asked for comments/suggestions. The section that discusses the appeal process was discussed. This information is on our evaluations, but has not been included in our policy. The definition of an employee needs to be clarified and the appeal section needs to reflect that as well.

VIII. Announcements:

- Graduate & Continuing Studies is looking for volunteers to serve as monitors and judges at the upcoming science fairs.
- Winning the Race is scheduled for March 22-24. Registration is now open. The theme is Make the Invisible Visible.
- Career Services is hosting the Young Professionals Conference (Feb 12) and the Spring Career Fair (Mar 4).
- Alumni – the Bolivar County Alumni Night for basketball is scheduled for February 29.
- Archives – the Ferriss Museum is open before and between home baseball games. Academy Stories is scheduled for February 18 at 7 p.m. in the Baioni Conference Center.
- Next meeting March 4, 2020 at 8:30 a.m. in the Simmons Room, Walker Alumni House.

IX. Adjournment: 9:22 a.m.