

Administrative Staff Council Meeting Minutes
July 11, 2018

Members Present: (20 Members Present)

Rebecca Arant, Matthew Bishop, Jeff Borganelli, Deborah Cox, Kelvin Davis, Leigh Emerson, Faderricka Harvey, Richard Houston, Julie Jackson, Emily Jones, Tricia Killebrew, Diana McDowell, Mary Ruth Phillips, Holly Ray, Marilyn Read, Amanda Robinson, Christie Rocconi, Jeff Slagell (S. Dahman), Mary Helen Varner

Members Absent: (25 Members absent)

Laura Abraham, Lee Aylward, Jeff Barkman, Cecil Barnett, Craig Clemons, Chip Cooper, Edwin Craft, Dana George, Lisa Giger, Severine Groh, Cade Holder, Jeff Johns, Matt Jones, Mallory Kendall, Charlie King, Michael Lipford, Rhonda Loper, Michael McDonald, Heather Miller, Jim Miller, Hayley Murrell, Cet Oguz, Samantha Phillips, Christy Riddle, Tarnisha Smith

I. Call to order/Welcome

- Chair, Christie Rocconi, introduced Holly Ray, from Communications & Marketing. She will be the new delegate from their office. She officially called to order the meeting of the Administrative Staff Council at 8:40 a.m. in the H.L. Nowell Union, room 302A.

II. Program

- Christie Rocconi introduced Dawn Wood, Mississippi Blood Services Representative. She presented on the importance of donating blood and our upcoming blood drive.

III. Approval of Minutes

- Minutes from June 2018 meeting were distributed via email. The minutes were approved unanimously by the membership.

IV. Officer's Reports

- Chair: Christie Rocconi – Christie shared the report submitted by Christy Riddle with information from their Cabinet meetings.
- Chair-Elect: Christy Riddle – Absent (Cabinet Advance).
- Past Chair: Marilyn Read – No report.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner (as of 06.06.18):
 - Fund 10 unavailable
 - Projects \$1,317.45
 - Staff Development \$2896.03
 - Foundation balances per Deborah Cox:
 - Staff Appreciation \$133.62
 - Staff Development \$108.47
 - Projects \$1134.68
- Public/University Relations Coordinator: Amanda Robinson – No Report.
- Ombudsman: Jeff Slagell – No report.

V. Committee Reports:

- Incentives and Recognition: Emily Jones – Emily reported that the Employee of the Month for June was Craig Clemons. The Smile on You was Chris Smith, GIS and Christie Rocconi, Financial Aid. The quarterly birthday party is scheduled for July 24 at 1:30 p.m. in the Archives.
- Projects: Rhonda Loper – No report.
- Salaries & Benefits: Deborah Cox – No report.
- Staff Development: No Report.

VI. Faculty Senate & SGA Reports:

- Faculty Senate: Severine Groh reported that they will not meet during the summer.
- Student Government Association: TBA

VII. Old Business:

- The Cummins Fund raised \$2405.
- Elections: Chair Elect - Tricia Killebrew, Secretary/Treasurer - Julie Jackson , At Large: Secretary/Clerical (1) - Hayley Murrell, At Large: Professional/Non-Faculty (2) - Cristyn Cade Holder and Samantha Phillips , At Large: Service Maintenance (2) - Craig Clemons and Cecil Barnett, At Large: Technical/Paraprofessional (1) - Caroline Fletcher .

VIII. New Business:

- Opening Convocation Luncheon – we need volunteers to host/hostess as the guests arrive.
- Campus Police is hosting a CRASE training session for staff on July 26 at 2 p.m. in Union 302A. Please attend and encourage others to attend as well.
- Blood Drive – September 10 & 11 from 11 a.m. – 5 p.m.

IX. Announcements:

- Next meeting August 1, 2018 at 8:30 a.m. in the Simmons Room, Alumni House

X. Adjournment: 9:28 a.m.