

Administrative Staff Council Meeting Minutes
October 3, 2018

Members Present: (26 Members Present)

Laura Abraham, Rebecca Arant, Lee Aylward, Craig Clemons, Deborah Cox, Edwin Craft, Leigh Emerson, Faderricka Harvey, Richard Houston, Cade Holder, Julie Jackson, Jeff Johns, Emily Jones, Charlie King, Rhonda Loper, Diana McDowell, Heather Miller, Jim Miller, Hayley Murrell, Cet Oguz, Mary Ruth Phillips, Marilyn Read, Christy Riddle, Amanda Robinson, Jeff Slagell, Mary Helen Varner

Members Absent: (20 Members absent)

Jeff Barkman, Cecil Barnett, Matthew Bishop, Jeff Borganeli, Chip Cooper, Kelvin Davis, Caroline Fletcher, Dana George, Lisa Giger, Severine Groh, Matt Jones, Mallory Kendall, Tricia Killebrew, Michael Lipford, Paula Lindsey, Michael McDonald, Samantha Phillips, Holly Ray, Christie Rocconi, Tarnisha Smith

I. Call to order/Welcome

- Chair, Christy Riddle called to order the meeting of the Administrative Staff Council at 8:35 a.m. in the Simmons Room of the Alumni House.

II. Program

- Christy Riddle introduced Jamie Rutledge, CFO and Edwin Craft, CIO for Delta State University. Jamie and Edwin shared with the membership the training opportunities available on campus for staff members. They also shared some of the upcoming projects related to technology, such as a new and faster network, a new phone system, possible new connections in buildings, a data cleanup system for the Registrar's Office, etc.

III. Approval of Minutes

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

IV. Officer's Reports

- Chair: Christy Riddle – Christy shared that the new dining hall should be ready to go this month and plan to begin serving in November. The Laundry building will be used collaboratively by the DMI and the Art Department. The President's Home construction will begin soon. She shared the date for the Presidential Forums – November 6. (Staff at 10 a.m. in Union 302A)
- Chair-Elect: Tricia Killebrew – Absent.
- Past Chair: Christie Rocconi – Absent.
- Executive Secretary/Treasurer: Julie Jackson
 - DSU Fund Balances per Banner (as of 09.30.18):
 - Fund 10 2500.00
 - Projects \$1,317.45
 - Staff Development \$2896.03
 - Foundation balances per Deborah Cox:
 - Staff Appreciation \$397.31
 - Staff Development \$118.37
 - Projects \$1148.68

- Public/University Relations Coordinator: Amanda Robinson – Amanda shared several upcoming events and reminded everyone to check out our updated website.
- Ombudsman: Jeff Slagell – No report.

V. Committee Reports:

- Incentives and Recognition: Emily Jones – Emily reported that there was not an Employee of the Month for September. The Smile on You award is Devin Christian.
- Projects: Rhonda Loper – Rhonda reported that we are about to kick off our Giving Season.
- Salaries & Benefits: Deborah Cox – No report.
- Staff Development: No Report.

VI. Faculty Senate & SGA Reports:

- Faculty Senate: Chet reported that Dr. McAdams was their guest at the last meeting. He discussed tenure and promotion and the common rubric used for the campus.
- Student Government Association: Charlie reported Homecoming is just around the corner. The theme is Psychedelic Statesmen. We will have display boards and the parade this year. Homecoming elections have gone well so far. He also reported that SGA voted to change Mr./Mrs. Green & White to Mr./Mrs. DSU.

VII. Old Business:

- Blood Drive Update – our goal was 90. We had 100 register to donate and 85 of the 100 donated. The breakdown of those who registered was 70 students, 25 staff, and 2 faculty.

VIII. New Business:

- Christy shared that the Cabinet plans to make their decision in the early spring about the summer work schedule. If anyone has thoughts, ideas or suggestions, please share them with her. Be sure to ask those in your departments and the areas you represent.

IX. Announcements:

- Pre-registration is early November.
- Next meeting November 7, 2018 at 8:30 a.m. in the Simmons Room, Alumni House

X. Adjournment: 9:40 a.m.