

Administrative Staff Council, Delta State University

April 9, 2025 | 8:30 a.m. | Simmons Room, Hugh Ellis Walker Alumni & Foundation House

MINUTES

Call to Order/Welcome 8:35 a.m.

Chair, Marilyn Read

Approval of Minutes of March meeting Holly S motion, minutes approved.

Guest

Officers' Reports

- Chair, Marilyn Read (2024-2025) – President to announce Spring Town Hall meeting. Special session of Legislature to be held. Budget cut-off dates – May 15 for requisitions; May 23 for grants; Travel cards effective until May 30; Invoices for FY25 July 9. VPs are working on FY26 budget.
- Chair-Elect, Holly Senter (2025-2026) – no report
- Secretary/Treasurer, Lyle Cole
 - ❖ University
 - Fund 10 - \$277.60
 - Projects 700314 – (\$89.94)
 - Development 108609 - \$413.24
 - ❖ Foundation
 - Appreciation - \$953.77
 - Projects - \$1,530.00
 - Development - \$71.87
- Ombudswoman, FaDerricka Harvey – no report
- Past Chair, Holly Ray (2023-2024) – absent

Faculty Senate and SGA Reports

- Faculty Senate – Nora Gough Davis Faculty Senate President Elect (2024-2025) – absent
- SGA – Hayden Kirkhart, SGA President (2024-2025) – absent

Committee Reports

- Salaries and Benefits, Heather Miller – absent
- Incentives and Recognition, Brent Powell – March employee of the month was chosen
- Projects, Holly Senter – Finalizing Fleece jacket order/delivery
- Staff Development Day, Amanda Robinson –
 - 2025 date is May 16, 2025
 - reached out to HR to get a total number of staff members to have a better estimate on lunch. We have 308 staff members.
 - asked HR to send Brent and Amanda employees who have 5, 10, 15 years of service to the university. We are working on those certificates and they will be recognized during the morning program.
 - A work order has been submitted to Campbell requesting photography for this year's event including years of service awards.
 - A survey was created and sent to all staff council members last month to gain a better understanding of what staff would like to see during this year's event. 13 members completed the survey.
 - Activities: Team building exercises
 - How will this day be beneficial for staff? Enhanced morale

- Lunch: BBQ
 - Importance of a SDD tshirt: Somewhat important
- Working on finding donations to support a light breakfast during morning session and our lunch.
- Need volunteers to assist with final planning. Please reach out to me if you would like to help!

Old Business

-

New Business

- Staff Development Day – May 16, 2025
- Potential Summer Hours schedule is being discussed

Announcements

- ZZ Top, April 10, 7:30 p.m., BPAC
- Go Green Weekend, April 11 – 12
- Athletics Hall of Fame Induction Ceremony, April 11, 7:00 p.m., Jobe Auditorium
- Good Friday, April 18
- Bolivar County Alumni Chapter Seafood Boil, May 1
- Graduation will be at the Colosseum; volunteers welcome

Next Meeting: Wednesday, May 7 – 8:30 a.m. – Simmons Room

Adjournment

8:53 a.m.