

Administrative Staff Council Meeting Minutes  
May 8, 2024

**Members Present:** (19 Members Present): Mallory Burchfield, Lyle Cole, Mikhail Collins, FaDerricka Harvey, Amber Hays, Jeff Jackson, Julie Jackson, Jeff Johns, Mechelle Jones, Paula King, Kristan Land, Hayley Murrell, Kelsey Overstreet, Collins Phelps, Sydney Pittman, Holly Ray, Marilyn Read, Holly Senter, Nakikke Wallace

**Members Absent:** (18 Members absent): Cecil Barnett, Edwin Craft, Bubba Duke, Nicole Dupre, Caroline Fletcher, Lisa Giger, Tina Gladden, Tijuana Harris, Shaun Kelley, Heather Miller, Sheila Millican, Amanda Robinson, Haley Rooks, Meagan Smith, Tarnisha Smith, Diamond Spiller, Leigh Street, Fawn Ussery

**I. Call to order/Welcome**

- Chair, Holly, officially called to order the meeting of the Administrative Staff Council at 8:35 a.m. and then passed the gavel to the new Chair, Amber Hays.

**II. Program**

- Amber Hays introduced Gary Hays with Health Connect America Therapeutic Foster Care.

**III. Approval of Minutes**

- Minutes from our April 2024 meeting were approved and the membership agreed.

**IV. Officer's Reports**

- Chair: Holly Ray – No Report.
- Chair-Elect: Amber Hays – No Report.
- Executive Secretary/Treasurer: Julie Jackson
  - DSU Fund Balances per Banner (as of 05/02/2024)
    - Fund 10 - \$0
    - Projects - \$89.94
    - Staff Development - \$413.24
  - Foundation Balances
    - Staff Appreciation \$912.77
    - Projects \$852.50
    - Staff Development \$71.87
- Ombudsperson: FaDerricka Harvey – No Report.
- Past Chair: Caroline Fletcher – No Report.

**V. Faculty Senate & SGA Reports:**

- Faculty Senate: Shaun Kelley – Absent.
- Student Government Association: Samantha Kirkhart – absent.

**VI. Committee Reports:**

- Incentives and Recognition: Amber Hays – Amber shared Jeff Johns will transition into the chair of IR as she has moved into the Chair position. Brent Powell was award Employee of the Month. He works in OIT.
- Salaries & Benefits: Heather Miller – Absent.
- Projects: Holly Senter – No Report.
- Staff Development: Nakikke Wallace – Nakikke shared that the plans for SDD were being limited due to no funds available. With great discussion from the membership, a new plan was proposed to the chair for her to share with Cabinet for approval.

**VII. Old Business: None.**

**VIII. New Business:**

- Elections –
  - Chair Elect – Holly Senter
  - Secretary/Treasurer – Lyle Cole
  - At Large Delegate – Paraprofessional – Kirk Mansell
  - At Large Delegate – Secretary-Clerical – Wanda Chouccoli, Kendra Whitehead
  - At Large Delegate – Service Maintenance – Jacqueline Dillard, Brent Powell
  - At Large Delegate – Technical – Kelly Kirkland

**IX. Announcements:**

- Next Meeting – Wednesday, June 5, 2024
- BPAC – Summer Movie Series passes are now available. The Summer Arts camp dates have been sent. Contact Holly Senter if you have questions.
- Career Services – Hand Shake has launched as our new platform to aid students in their job searching.
- Continuing Education – Kids College and Astro Camp have been scheduled. See Marilyn Read with questions.
- Art Department – the Senior Thesis Exhibit will open on Friday, May 10.

**X. Adjournment: 9:33 a.m.**