

**Administrative Staff Council Meeting Minutes**  
**August 10, 2011**

**Members Present:** Lynn Buford, Patsy Burchfield, Brenda Canady (J. Winford), Craig Clemens, Jeffrey Farris, Donna Fitzgerald (J. Rutledge), Annie Garcia (B. Lindsey), Dana George, Lisa Giger, Bert Herbison, Richard Houston, Julie Jackson, Emily Jones, Leigh Korb, Bevin Lamb, Paula Laws, Loyd McDowell, Heather Miller, Christy Montesi, Bill Moses (L. Smith), Leigh Pickard, Rosetta Scott, Suzanne Simpson, and Russell Watkins.

*Guests Present: None*

**I. Call to Order/Welcome**

- Chair, Dana George called to order the meeting of the Administrative Staff Council at 8:33am in the Simmons Room of the Alumni Building.

**II. Approval of Minutes**

- Minutes from the June and July meeting were distributed by e-mail. Lynn Buford made a motion to approve the minutes. Leigh Korb seconded. The motion was approved unanimously by the membership.

**III. Program – No program for August 2011**

**IV. Officer's Reports**

*CHAIR*

Dana George had no report.

*CHAIR-ELECT*

Suzanne Simpson announced that the group that DSU made donations through for Smithville Tornado Relief raised and donated \$84,000 towards the Smithville Project, which is the same amount that was given to Tuscaloosa area.

*SECRETARY*

Russell Watkins had no report.

*PAST CHAIR*

Christy Montesi thanked Dianne Schattner for updating the Staff Council's Website and for doing an excellent job on the monthly newsletter.

*OMBUDSMAN*

Julie Jackson, not present, had no report.

**V. Committee Reports**

*INCENTIVES AND RECOGNITION: Bert Herbison, Chair*

- The Smile on You for July to Becky Finley in the Registrar's Office. The August recipient has not been announced as of this date.
- The Employee of the Month was awarded to Bert Herbison of the Division of Arts & Sciences.
- June birthday party had 5 staff attend. Winners of \$20 on their OkraKards were Susan McCreary and Heather Miller.
- The next Birthday Party will be August 16, 2011 at 2:30pm, Union, Second Floor

*PROJECTS: Marilyn Read, Chair*

- No report

*SALARIES AND BENEFITS: Christy Montesi, Chair*

- Hosted a successful Watermelon Wiggle with a total of 40 or more faculty and staff in attendance with 20 wiggles participating in the event. The Salaries & Benefits had a successful year with special events, appreciation breakfast, handing out candy canes, presenting business cards to administration assistants around campus, with the staff professional development/appreciation day, and among other happenings around DSU campus.

*STAFF DEVELOPMENT: Reagan Smith, Chair*

- No report

*YEAR OF GREEN: Heather Kovarcik, Chair*

- No report

**VI. Faculty Senate Report**

- Ellen Green, not in attendance.

**VII. Old Business**

*UNIVERSITY BUDGET COMMITTEE*

- Committee has completed review of Athletics and the report is now published. Greg Redlin sent out an e-mail on how to access the UBC Website.

*VOLUNTEER T-SHIRTS*

- “Volunteer” T-shirts. Reagan has not had an opportunity to do anything with this project since last meeting. ASC feels it is a group valid project...will proceed with the research and report findings as soon as possible.

*AT-LARGE BALLOTS*

- Ballots for 2011-12 Staff Council At-Large Ballots were disseminated to the committee
- A quorum was present and members voted:
  - Professional/Non-Faculty (3)
    - Eric Atchison
    - Patsy Burchfield
    - Reagan Smith
  - Secretary/Clerical (3)
    - Cheryl Ballard
    - Bert Herbison
    - Stella Woods
  - Service/Maintenance (3)
    - Butch Pugh
    - Rosetta Scott
    - Danny Tharp
  - Skilled Craft (1)
    - James Marquis
  - Technical/Paraprofessional (1)
    - Kim Cooley

**VIII. New Business**

- Year of The Student
- Co-chair Christy Montesi discussed that there will be numerous events this year in celebration of DSU students. A volunteer sign-up sheet was circulated for staff council members to help out at the 2011-2012 Year of the Student, Fall 2011 – Residence Hall Move-In Day to be held Sunday, August 21, 2011.

**IX. Announcements**

- DSU Opening Conclave – 08.19.11. Greeters needed from ASC.
- Next ASC meeting to be held at Capps Archives to install new chair – Suzanne Simpson and newly-elected officers.
- Faculty and Staff HR Benefits' Fair - 08.17.11.
- King's Speech – BPAC – 08.22.11.
- President's invitation to football reception and game – 08.27.11.
- Book signing Railroad Museum 3-5pm – 08.27.11.
- Any work study or RSE or GA openings, please contact Career Services.
- Numerous Alumni Events upcoming – please visit their Website.
- Parking Decals are available.

**X. Adjournment**

- The meeting was adjourned at 9:04am.