Administrative Staff Council  
Minutes of the Meeting  
February 2, 2011

**Members Present:** Lynn Buford, Patsy Burchfield, Craig Clemons, Brenda Dumas (L. Gant), Elsie Lynn Ervin, Michael Gann, Dana George, Travis Hall, Bert Herbison, Phyllis Howell, Lisa Giger, Julie Jackson, Matt Jones, Leigh Korb, Heather Kovarcik, Michael Martin, Lloyd McDowell, Christy Montesi, Bill Moses (L. Smith), Brett Oleis, Leigh Pickard, Rosetta Scott, Suzanne Simpson, Reagan Smith, Albert Thorne, Russell Watkins, Vicki Williams, and Judith Winford

**Guests Present:** Todd Davis (Program), Brenda Dumas, Ted Hochradel, Lyn Hubbard, and Bill Moses.

I. **Call to Order/Welcome**
   - Dana George, Chair called to order the meeting of the Administrative Staff Council at 8:30am in the Simmons Room of the Alumni Building. New staff (T. Hochradel) and visiting faculty/staff members (T. Davis, B. Dumas, L. Hubbard, and B. Mosses) were introduced.

II. **Approval of Minutes**
   - Minutes from the January 2011 meeting were distributed by e-mail prior to the meeting (Motion to Approve: Michael Martin, Second: Leigh Korb. The motion was unanimously approved by the membership).

III. **Program**
   - Suzanne Simpson, Chair-Elect introduced Mr. Todd M. Davis, MS, CPRP - 'Dave Heflin Professorship' and Program Coordinator for Recreation Leadership & Director of Outdoor Recreation. Mr. Davis informed the committee about the reinstituted outdoor recreation leadership degree program at DSU, which will have its first graduate this year. He further discussed the outdoor adventure/education component under his leadership housed in the division of HPER under the COE. Mr. Davis encouraged the staff to get involved in the services they offer such as, touring “free” national parks, hiking, biking, paddling, canoeing, fishing, camping, skiing, skydiving, etc. One of their upcoming trips will consist of a self-sufficient, seven day trip in the outback of Rio Grande River, Texas. Davis is planning a leadership/trust “high-rope” element course training workshop to hopefully be held in April at the MS Gulf Coast and he would invite any staff that are interested to participate in same. Tuition fees will be waived for staff on any course offered buy this division; just have to pay trip fees. This year is the first year that all trips have filled and have a waiting list.

IV. **Officer’s Reports**
   - CHAIR: Dana George gave no report.
   - CHAIR-ELECT: Suzanne Simpson gave no report.
   - SECRETARY: Russell Watkins reported that the balance in the ASC’s account is currently $1,046.86.
   - PAST CHAIR: Christy Montesi gave no report.
   - OMBUDSPERSON: Julie Jackson gave no report.

V. **Committee Reports**
   - INCENTIVES AND RECOGNITION: Bert Herbison, Chair reported:
     - The Employee of the Month for February was awarded to Stella Woods, Senior Secretary of Social Sciences.
     - January birthday party had 7 staff attend. Winners were Reagan Smith and Jim Taylor.
     - The recipient of “Smile on You” award for January was given to Cathy Conico and for the month of February was presented to Michael Martin.
     - The annual Employee of the Month luncheon was held on January 26, 2011. There were around 30 people in attendance including Dr. Hilpert. The Incentives and Recognition’s benefactor, Dr. James Robinson, celebrated his birthday at this event.
     - February birthday party will be held on February 16, 2011, at 2:30pm, 3rd floor of the Union. Strawberry cake will be served.
PROJECTS: Marilyn Read was absent – no report was given.

SALARIES AND BENEFITS: Christy Montesi, Chair reported that her committee is scheduled to meet on 2.15.2011, at 10:00am.

STAFF DEVELOPMENT: Reagan Smith, Chair reported that her committee will provide four one-hour Excel workshops entitled, “Utilizing Key Tools in Microsoft Excel to Enhance Your Skills,” to be held February 15 and 16 and which will be facilitated by Suzanne Simpson and Eric Atchison. Staff Development awarded four text book loan staff vouchers this semester. Due to lack of demand, they were able to carryover two text book vouchers for next semester.

DSU STAFF...LET’s GET PHYSICAL: Christy Montesi, Chair reported that she will meet with Lyn Hubbard of DSU Healthy Campus/Community Initiative this month to plan “Fit-Tastic” Friday’s programs for this year.

YEAR OF GREEN: Heather Kovarcik has been elected Chair of the newly formed ASC “Year of Green” Committee. She met with her committee and has circulated stickers in residence halls to remind students to turn off lights and conserve water. She is to circulate an e-mail flayer at end of each week to remind faculty and staff about environmental issues and how we can conserve energy and save dollars, save jobs. Hopefully the committee can sell reusable water bottles and/or specially designed t-shirts as a fund raiser to pay for future “Green” promotions.

VI. Faculty Senate Report
- Brett Oleis, President-Elect gave no report.

VII. Old Business
- UNIVERSITY BUDGET COMMITTEE: Dana George reported that the UBC is still reviewing athletics.
- STAFF SERVICE VESTING POLICY: Christy Montesi reported that Human Resource Officials met with Vice President of Finance and DSU now has an all-inclusive policy in place so that both faculty and staff may be recognized for total years of service to the university – not continuous years of service. HR will circulate more information to the staff as soon as possible. Hopefully all affected will receive their service award pins at April’s presentation.

VIII. New Business
- None

IX. Announcements
- DSU Post Office can now accept credit cards.
- Mr. Ted Hochradel has been hired as Assistant Director of Facilities Management.
- February 5th “Walk-It-Out-Cleveland” 10:00am at DSU Fitness Trail.
- February 10th Career Services and College of Business’ Spring Business Career Fair – 9:00am-12:00pm.
- February 12th – Athletics – “Make a Wish” Event and “Pink Out”
- March 2nd Career Services and College of Education’s Teacher Recruitment Day – 9:00am-12:00pm.
- Athletics – basketball, baseball, softball, swimming, diving, and tennis...check it out!
- Next ASC meeting will be held on March, 2 at 8:30am in the Simmons Room of the Alumni Building.

X. Adjournment
- The meeting was adjourned at 8:57am.