Administrative Staff Council
Minutes of the Meeting
January 5, 2011


Guests Present: None

I. Call to Order/Welcome
   Dana George, Chair called to order the meeting of the Administrative Staff Council at 8:33am in the Simmons Room of the Alumni Building. No new staff or visiting staff members were in attendance to be introduced and no program was scheduled for this date. It was noted that Kimberly Cooley and Lyn Hubbard were in attendance representing their fellow co-workers – those on Staff Council that could not make today’s meeting (see above).

II. Approval of Minutes
   Minutes from the December 2010 meeting were distributed by e-mail prior to the meeting (Motion to Amend: Dianne Schattner, pointed out needed change - BPAC program title under Section IX. – Announcements - from “Spirit of Christ” to “Spirit of Christmas.” Motion to Approve with Recommended Change: Lyn Buford. Second: Marilyn Read. The amended motion was unanimously approved by the membership.).

III. Program
   Suzanne Simpson, Chair-Elect reported that there would be no (third-party) program being presented at today’s meeting.

IV. Officer's Reports
   - CHAIR: Dana George gave no report.
   - CHAIR-ELECT: Suzanne Simpson gave no report.
   - SECRETARY: Russell Watkins reported that the budget balance for ASC’s account is currently $1,085.10.
   - 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 December was awarded to Edna Jefferson of Facilities Management. Ms. Jefferson is a Custodian in the Library.
     – December birthday party had 9 staff attend. Winners were Marilyn Johnson and Richard Houston.
     – The recipient of “Smile on You” award was not disclosed at this meeting.
     – The annual Employee of the Month luncheon will be held on January 19, 2011. The attendees will be made up of past winners of the award (current academic year), their nominators, and their supervisors. Thirty-five people have been invited to participate in this event. The Incentives and Recognition’s benefactor, Dr. James Robinson, will also celebrate his birthday at this event.
   - PROJECTS: Marilyn Read, Chair of the Projects Committee and Phyllis Howell, Project Leader for the 2010 Christmas “Adopt-A-Family” campaign reported that the event was a success. Thanks to the personal donations of the Staff Council, five children of families in need shared in a car load (inside/trunk) of gifted items. The Projects Committee thanks all Staff Council members for their time, donations, and support.
   - SALARIES AND BENEFITS: Christy Montesi, Chair reported that thanks to her committee’s work and support, she and Julie Jackson, and Russell Watkins got to visit the offices of the university to deliver
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candy canes and notes of appreciation to all staff members throughout the campus. On the Wednesday morning before winter break, her committee also served an appreciation breakfast (various breads, donuts, and juice) to the staff of Facilities Management. The public reorganization was done as a “Thank You” for all that Facilities Management does for the Staff Council all year long. The Salaries and Benefits Committee is working on an incentive campaign for the spring – hope to have non-monetary incentive items such as restaurant coupons, discount tickets, etc., to distribute to DSU staff.

- **STAFF DEVELOPMENT:** Reagan Smith, Chair reported that her committee is working on an Excel workshop to be held in spring for the faculty and staff of DSU. Suzanne Simpson, Staff Development Committee Member, will be teaching the Microsoft Office/Excel/Outlook Email classes.
- **DSU STAFF...LET’s GET PHYSICAL:** Christy Montesi, Chair reported that the spring semester schedules are currently in the works. “Fit-Tastic” Fridays will continue this year as well.
- **YEAR OF GREEN:** The make-up of this committee is in progress. Hope to have meeting, officers elected, and ideas/event plans to report to next month’s Staff Council.

VI. **Faculty Senate Report**
- Brett Oleis, President-Elect gave no report since their committee has no December meeting. However, Oleis did extend warm wishes for a Happy New Year.

VII. **Old Business**
- **UNIVERSITY BUDGET COMMITTEE:** Dana George reported that the UBC will meet again on January 7, 2011. There was nothing new to report since the UBC’s December meeting was postponed due to DSU football schedule and the fact that vital participants would not be in attendance – UBC is currently reviewing the athletic department.
- **STAFF SERVICE VESTING POLICY:** Dana George reported that the Incentives and Recognition and Salaries and Benefits Chairs are working on this endeavor. Hope to have an all-inclusive policy in place so that both faculty and staff may be recognized for total years of service to the university.

VIII. **New Business**
- **POSSIBLE NEW MEETING LOCATION FOR THE STAFF COUNCIL MEETINGS:** A motion was entertained that the Staff Council change the location of their future meetings. It was discussed but the Administrative Staff Council in attendance decided to keep the meetings at their current location – Simmons Room of the Alumni Building.

IX. **Announcements**
- **February 3rd and 4th DSU Career Services annual trip to Sanderson Farms – “Super Chicken Road Show.”** If interested in participating, please contact Christy Montesi or Amy Korb at 846.4336. Sanderson Farms is looking for students/recent graduates for their summer internship program and management training program.
- **Please contact Career Services if you know of any Work Study or RSE job openings.**
- **Gingerbread houses will continue to be on display until January 23rd at Capps Archives & Museum.**
- **Beginning January 23rd, Seeing Red by Jane Robbins Kerr:** Capps Archives & Museum. For further information please contact Emily Jones at 846.4781.
- **Athletics:** Basketball going full court, baseball starts in February, and softball begins end of February. Women’s basketball team first in nation.
- **Congratulations to Reagan Smith on her recent engagement.**

X. **Adjournment**
- The meeting was adjourned at 8:47am.