Administrative Staff Council Meeting Minutes
July 6, 2011

Members Present: Lynn Buford, Patsy Burchfield, Robin Boyles, Craig Clemens, Edwin Craft, Michael Gann (L. Walker), Leigh-Anne Gant, Dana George, Bert Herbison, Richard Houston, Matt Jones, Bevin Lamb, Paula Laws, Michael Martin, Loyd McDowell, Christy Montesi, Bill Moses (L. Smith), Leigh Pickard, Marilyn Read, Dianne Schattner, Suzanne Simpson, Heather Walker, Vicki Williams

Guests Present: None

I. Call to Order/Welcome
   Chair, Dana George called to order the meeting of the Administrative Staff Council at 8:35am in the Simmons Room of the Alumni Building.
   Dana welcomed Edwin Craft, Chief Information Officer, who replaces Beverly Fratesi’s position

II. Approval of Minutes
   Minutes from the April meeting were distributed by e-mail. Lynn Buford made a motion to approve the minutes. Michael Martin seconded. The motion was approved unanimously by the membership.

III. Program – No program for July 2011

IV. Officer’s Reports

CHAIR
Dana George had no report.

CHAIR-ELECT
Suzanne Simpson had no report.

SECRETARY
Russell Watkins, not present, had no report.

PAST CHAIR
Christy Montesi, had no report.

OMBUDSMAN
Julie Jackson, not present, had no report.

V. Committee Reports

INCENTIVES AND RECOGNITION: Bert Herbison, Chair
   • The Smile on You for July has not been awarded.
   • The Employee of the Month was awarded to Susan Chow.
   • June birthday party had 3 staff attend. Winners of $20 on their OkraKards were Wayne Blansett and Billie Moore.
   • The next Birthday Party will be July 20, 2010 at 9:30 am., Union, Second Floor

PROJECTS: Marilyn Read, Chair
   • No report
SALARIES AND BENEFITS: Christy Montesi, Chair
- Hosted a successful Watermelon Wiggle with a total of 50 people attending

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 is currently getting the report published and bound.

2011-2012 STAFF COUNCIL EXECUTIVE COMMITTEE BALLOTS
- Ballots for Secretary and Chair Elect were disseminated to the committee
- A quorum was present and members voted:
  - Nominated (Michael Gann and Matt Jones)
    - Matt Jones was named 2011-2012 Chair Elect
  - Nominated (Bevin Lamb)
    - Bevin Lamb was named 2011-2012 Secretary

VIII. New Business

- Volunteer T-shirts
  - Discussed the design for a volunteer t-shirt that staff council member’s would wear when we volunteer for events on campus. Reagan was not in attendance and issue was moved to next month’s business.
- At-Large Nominations
  - Nominations took place for “At-Large” members
    - Open At Large positions
      - 3 seats in Professional/Non-Faculty
      - 3 seats in Secretarial/Clerical
      - 3 seats in Service/Maintenance
      - 1 seat in Skilled Craft
      - 1 seat in Technical/Paraprofessional
- Committee Preferences
  - Ballots were passed out to members to rank their preference to serve on a staff council committee during the 2011-2012 AY
    - Incentives & Recognition, Projects, Salaries & Benefits, Staff Development

IX. Announcements

- If you are interested in participating in Faculty/Staff Intramurals contact Leigh Pickard.
- We will need volunteers to help with the 2011-2012 Opening Session on August 19th, please contact Dana if you can assists.
• Next Staff Council Meeting: 10 August at 8:30 am, Simmons Room, Alumni House.

X. Adjournment

• The meeting was adjourned at 8:47am.