Administrative Staff Council
Minutes of the Meeting
June 1, 2011

Members Present: Robin Boyles, Patsy Burkfield, Lynn Buford, Craig Clemons, Michael Gann, Dana George, Bert Herbison, Julie Jackson, Emily Jones, Matt Jones, Leigh Korb, Heather Kovarcik, Shirldonn Labastida (M. Martin), Bevin Lamb (L. Vaughn), Matt Logan (B. Fratesi), Lloyd McDowell, Marilyn Read, Dianne Schattner, Suzanne Simpson, Jeff Slagell, Linda Smith, Reagan Smith, Heather Walker, Russell Watkins, Vicki Williams, Judith Winford. Guests Present: Dr. Edwin Craft, Matt Logan, and Shirldonn Labastida.

I. Call to Order/Welcome

- Dana George, Chair called to order the meeting of the Administrative Staff Council (ASC) at 8:35am in the Simmons Room of the Alumni House.

II. Introductions and Program

Visiting staff members were recognized and introduced to the members present.

III. Approval of Minutes

- Minutes from the May 2011 meeting were read at the meeting (Motion to Approve: Marilyn Read, Second: Matt Jones. The motion was unanimously approved by the membership).

IV. Program

- Dana George, Chair announced that the Staff Development/Appreciation Day was very successful.

V. Officer’s Reports

- CHAIR: Dana George gave no report.
- CHAIR-ELECT: Suzanne Simpson thanked all for donating towards the Smithville Relief Campaign (see below).
- SECRETARY: Russell Watkins gave no report.
- PAST CHAIR: Christy Montesi gave no report.
- OMBUDSPERSON: Julie Jackson gave no report.

VI. Committee Reports

- INCENTIVES AND RECOGNITION: Bert Herbison, Chair reported:
  - The Employee of the Month for May was Don Smith of Facilities Management.
  - May birthday party had 6 staff attend. $20 OkraCard winners were Michael Mounce and Eric Atchison.
  - The recipient of “Smile on You” award, a $25.00 gift certificate to Airport Grocery, went to John Little – aircraft repair technician in Commercial Aviation.
  - June birthday party will be held on June 15th at 2:30pm, 2nd floor of the Union.
- PROJECTS: Marilyn Read, Chair reported that the staff picnic went well; lots of volunteers.
- SALARIES AND BENEFITS: Christy Montesi, Chair reported that her committee will host a “Watermelon Walk” in late June per President’s Cabinet approval for same.
- STAFF DEVELOPMENT: Reagan Smith, Chair reported that the annual Staff Appreciation Day went well – all seem to have a good time. She sent “thank you” notes to all that donated items and/or volunteered at the event. She thanked Lloyd for the music, Suzanne & Christy & Marilyn for the door prizes. All went well. Attendance down a little – to survey staff for thoughts and to make sure we are targeting the needs of our staff.
- YEAR OF GREEN: Heather Kovarcik, Chair gave no report.

VII. Faculty Senate Report

- Dr. Ellen Green was not able to attend today’s meeting; therefore, no report was issued.

VIII. Old Business

- UNIVERSITY BUDGET COMMITTEE: Nothing new was reported at today’s meeting.
- Delta State Staff Relay for Life Team – Exceeded $2,000 goal. Planning for future efforts are underway at this time.
- Volunteers – Delta Council and Teach for America - $250 from Delta Council for staff council’s donated services at their event, will go to the council’s rollover account. TFA still needs volunteers.

IX. New Business

- Smithville Relief – Filled trailer and 15 passenger van. $100 donation for gas & food; $100 for gift cards, $200 & $50 & $50 donations for additional gift cards.
- “Volunteer” T-shirts – Reagan Smith suggested that the council design and implement standard volunteer t-shirts for staff council. All agreed good idea and she will gather more information and report back at next meeting.
- Nominations – Chair Elect and Secretary Ballots.
IX. Announcements  
- Next meeting will be July 6th @ 8:30am, Simmons Room of the Alumni House.  
- Camps begin this week for Athletics.  
- Camps to be held by Graduate & Continuing Studies.  
- New Women’s Soccer Coach – Paul Baba.

X. Adjournment  
- The meeting was adjourned at 9:05am.