Administrative Staff Council
Minutes of the Meeting
March 3, 2011

Members Present: Lynn Buford, Camesha Benson, Patsy Burchfield, Craig Clemons, Kimberly Cooley (M. Gann), John Elliott, Dana George, Travis Hall, Bert Herbison, Teresa Houston, Phyllis Howell, Julie Jackson, Leigh Korb, Heather Kovarcik, Bill Moses (L. Smith), Brett Oleis, Leigh Pickard, Marilyn Read, Dianne Schattner, Suzanne Simpson, Jeff Slagell, Reagan Smith, Vicki Williams, and Judith Winford.

Guests Present: Marcie Behrens, Janet Stewart, and Eric Atchison.

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 Building. Visiting staff members (M. Behrens, J. Stewart, and E. Atchison of IRP) were introduced and recognized for their assistance with the ASC’s Staff Excel Workshops.

II. Approval of Minutes
   Minutes from the February 2011 meeting were distributed by e-mail prior to the meeting (Motion to Approve: Jeff Slagell, Second: Marilyn Read. The motion was unanimously approved by the membership).

III. Program
   • Suzanne Simpson, Chair-Elect introduced Ms. Leigh Pickard, R.D. with DSU/Blue Cross Blue Shield’s Healthy Campus/Community Initiative. Ms. Pickard spoke about upcoming healthy campaigns including: (1) Walk It Out – Pearman Elementary, HCCI Happy Carb., Nutrition Health Champions, and Hometown Heroes (i.e., Linda Overstreet – lost 24 pounds in 3 months). Leigh Pickard is a registered dietitian and as such is available to consult Delta State’s faculty and staff with no out of pocket fees. Please call her at 662.846.4572 or e. Mail her at lpickard@deltastate.edu for nutritional or other related dietary issues.

IV. Officer’s Reports
   • CHAIR: Dana George gave no report.
   • CHAIR-ELECT: Suzanne Simpson gave no report.
   • SECRETARY: Russell Watkins was absent – no report was given.
   • 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 not disclosed as of this date.
     ➢ January birthday party had 6 staff attend. Winners were Undra Williams and Rick Torgerson.
     ➢ The recipient of “Smile on You” award ($25 gift certificate to The Senator’s Place) for February was given to Stella Woods.
     ➢ March birthday party will be held on March 24, 2011 at 2:30pm, 2nd floor of the Union.
   • PROJECTS: Marilyn Read, Chair reported that the Projects Committee is working on a Staff Appreciation Day to be held during a home baseball game.
   • SALARIES AND BENEFITS: Christy Montesi, Chair reported that the Salaries & Benefits Committee is working on an employee survey to be in April’s newsletter seeking ideas for non-monetary incentives. Winning suggestions will be awarded prizes; staff will be rewarded with the incentives/benefits. The Salaries and Benefits Committee is also working on an April 2nd Coffee Break for DSU Staff, a proposed DSU Family Day in conjunction with athletics, and a recognition of DSU Administrative Assistants and related personnel for Secretary’s Day on April 27th. This event is to be co-hosted with Faculty Senate and President’s Cabinet.
   • STAFF DEVELOPMENT: Reagan Smith, Chair reported that there were 53 attendees that took advantage of the ASC’s Excel workshops entitled, “Utilizing Key Tools in Microsoft Excel to Enhance Your Skills,” held
February 15 and 16. Suzanne Simpson and other Institutional Research & Planning Staff (as noted above) were presented with certificates of appreciation for spearheading these internal training events.

- **DSU STAFF...LET’s GET PHYSICAL**: Christy Montesi, Chair reported that they want combine the Ad Hoc Committees of SALARIES AND BENEFITS and DSU STAFF...LET’s GET PHYSICAL due to being very similar in nature. Discussion – none; Chair will combine.

- **YEAR OF GREEN**: Heather Kovarcik, Chair reported that The Year of Green Committee is working on a SGA Aluminum Can Collection event, with possibly the participants keeping all profits.

**VI. Faculty Senate Report**

- **Brett Oleis**, President-Elect reported that they are to adopt a state organization to donate proceeds from their upcoming planned recycling efforts. Plans are for the Facilities Management, through funding from a MDEQ grant, to install around 50 plastic bins around campus for recycling of items. These cans will be painted by DSU art students. In addition to aluminum, paper and plastic items will be recycled. The campus has been recycling cardboard for over 10 years and will continue that procedure as well.

**VII. Old Business**

- **UNIVERSITY BUDGET COMMITTEE**: Dana George reported that not much data has been collected and reviewed in regards to athletics since UBC meetings were postponed due to the GSC tournament. FY2012 may not be as bad as predicted, but as of this date, do not know for sure.

- **STAFF SERVICE VESTING POLICY**: Requested names of staff members with break in service and for proper review, approval of this information from campus departments. There was a hiccup in process but going well now. Staff Council Certificates vs. Human Resources Pins? Should there be a 5 year certificate, and 10 year small plaque and 15 year medium-sized plaque - to be consistent with the lapel pins? Agreed to ask individuals on a case-by-case basis if they want a certificate/plaque or pin? May get too costly if doing both; however, need to show appreciation...from Council and HR.

**VIII. New Business**

- **Chronicle of Higher Education’s 2011 Greatest Colleges to Work For**: Dr. Myrtis Tabb, Ms. Lisa Giger, and Ms. Christy Montesi will be circulating information...survey to be completed by DSU employees. Take the survey, answer honestly in confidence, if rated in top ten, DSU will be recognized in Chronicle.

- **University Calendar** – Encourage staff to submit DSU events to be included on the calendar to Regan Smith @ resmith@deltastate.edu. There is no reservation issues, no policy issues, etc., if items sent to Reagan; they will be included in the electronic calendar.

**IX. Announcements**

- **Staff is encouraged to participate in the American Cancer Society’s Relay for Life on May 6th.** The Administrative Staff Council will have a relay team – please be with us as we Join in. Stand out.

- **March 2nd Career Services and College of Education’s Teacher Recruitment Day** – 9:00am-12:00pm.

- **March 5th Clifton Talbert lecture.**

- **Athletics – GSC tournament, baseball, and softball.**

- **Lunch & Learn series** – contact DSU Division of Continuing Education and Graduate Studies.

- **Walter Sillers Lecture/Presentation upcoming.**

- **500 high school students will be on campus on Saturday, March 5th, MS Municipal League’s Fourth Annual Statewide Youth Leadership Conference** – Admissions and campus departments will have DSU recruiting tables set up at BPAC for interested attendees.

- **Walk it Out continues...contact Healthy Campus/Community Initiative.**

- **Next ASC meeting will be held on April 6, at 8:30am in Jobe Auditorium.**

**X. Adjournment**

- The meeting was adjourned at 9:25am.