Administrative Staff Council
Minutes of the Meeting
May 3, 2011

Members Present: Camesha Benson, Robin Boyles, Patsy Burchfield, Lynn Buford, Kimberly Cooley (M. Gann), Chris Gaines (H. Walker), Dana George, Travis Hall, Bert Herbison, Laura Howell, Phyllis Howell, Julie Jackson, Emily Jones, Matt Jones, Leigh Korb, Shirldonn Labastida (M. Martin), Christy Montesi, Bill Moses (L. Smith), Brett Oleis, Leigh Pickard, Marilyn Read, Dianne Schattner, Suzanne Simpson, Jeff Slagell, Reagan Smith, Vicki Williams, Judith Winford.

Guests Present: Kimberly Cooley, Chris Gaines, Ellen Green, Shirldonn Labastida, Bill Moses, and Caitlyn Thompson

I. Call to Order/Welcome
   Dana George, Chair called to order the meeting of the Administrative Staff Council (ASC) at 8:30am in the Simmons Room of the Alumni House. Visiting staff members were recognized and introduced to the members present.

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

III. Program
   Dana George, Chair announced that there was to be no program at this meeting today.

IV. Officer’s Reports
   - CHAIR: Dana George gave no report.
   - CHAIR-ELECT: Suzanne Simpson gave no report.
   - SECRETARY: Russell Watkins gave no report.
   - 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 April was Teresa Yarbrough.
     - April birthday party had 5 staff attend. $20 OkraKard winners were Dora Williams and Kathy Givens
     - The recipient of “Smile on You” award, a $25.00 gift certificate to Ala Carte went to Lisa Giger, Associate Director Human Resources.
     - May birthday party will be held on May 11 at 2:30pm, 2nd floor of the Union.
     - Years of Service Awards will be presented at opening of Staff Development Day.
   - PROJECTS: Marilyn Read reported that her committee is working on the Staff Picnic which will be held on May 24th. Volunteer opportunities are available.
   - SALARIES AND BENEFITS: Christy Montesi, Chair reported that her committee distributed business cards w/ holders to 75 administrative assistants across campus. The comments were great.
   - STAFF DEVELOPMENT: Reagan Smith, Chair reported that Daniel Vassel will be the speaker at the Staff Development Day. Details for the day are in the works.
   - YEAR OF GREEN: Heather Kovarcik, Chair was absent – no report. Congratulations are in order – Heather is getting married this weekend.

VI. Faculty Senate Report
   Brett Oleis, President gave no report. He did state that on May 13th DSU Flight Team are going to a competition. Brett introduced Dr. Ellen Green, new President of the Faulty Senate – their representative to the Administrative Staff Council.

VII. Old Business
   - UNIVERSITY BUDGET COMMITTEE: Jeff Slagell reported that prepared remarks were presented to the AD. Waiting on his response. All will be available for all to review.
   - Chronicle of Higher Education’s 2011 Greatest Colleges to Work – thanks for your participation.
   - Delta State Staff Relay for Life Team – Robin Boyles reported that we exceeded our monetary goal. Good response from bake sale Okra Decals. Need two people to be mascots, need additional walkers, and generator.

New Business
   - DELTA COUNCIL – need 25 to 30 volunteers to help w/ serving lines at 11:00am. Delta Council donates $250. To ASC for volunteering.
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- TEACH FOR AMERICA – volunteers needed to help with Registration Day (June 12th) and Catfish Day (June 17th).
- Tornadoes – Suzanne Simpson is spearheading efforts to seek donations for Smithville. Watch for details. Matt will check w/ Nehi for donations.  HCCI has a trailer the committee may use to transport items.

**Announcements**
- Next meeting will be June 1st @ 8:30am, Simmons Room of the Alumni House.
- Job postings for summer – get to Christy Montesi in Career Services.
- BPAC – summer art camps.
- Kids College and Soccer Camp – coming up.
- Athletics camps upcoming.

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