

Administrative Staff Council
Minutes of the Meeting
November 3, 2010

Members Present: *Camesha Benson, Robin Boyle, Lynn Buford, Elsie Lynn Ervin, Michael Gann, Leigh-Anne Gant, Dana George, Bert Herbison, Richard Horton, Teresa Houston, Julie Jackson, Matt Jones, Leigh Korb, Paula Laws, Michael Martin, Lloyd McDowell, Christy Montesi, Bill Moses, Brett Oleis, Marilyn Read, Rosetta Scott, Dianne Schattner, Suzanne Simpson, Reagan Smith, Jeff Slagell, Reagan Smith, Albert Thorne, Liza Vaughn, Heather Walker, Russell Watkins, Vicki Williams, Judith Winford, Teresa Yarbrough (L. Giger)*

Guests Present: *Dr. Richard Houston of Delta State University's Tobacco-Free Campus wide Initiative.*

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. Dana stated that a new list of the ASC 2010-2011 Membership will be circulated highlighting all 51 members' name, department, designated delegate information, campus address, and telephone number. An introduction of the committee members present was completed.

II. Approval of Minutes

- Minutes from the October meeting were distributed by e-mail prior to the meeting (Motion to Approve: Dianne Schattner, Second: Leigh Korb. The motion was approved unanimously by the membership).

III. Program

Suzanne Simpson, Chair-Elect introduced Dr. Richard Houston, Director of Counseling and Assistant Professor of Education, whom presented a program on the DSU Tobacco-Free "Breathe Easy" Initiative. This venture started in 2009 through a smoking cessation committee and expanded with Delta State's association with BC/BS and the Healthy Campus/Community Campaign. On Labor Day 2010, DSU became the first institution of higher learning in the state of Mississippi that instituted a campus-wide ban on cigarette smoking. DSU has partnered with Bolivar Medical Center to provide smoking cessation programs for faculty and staff. As staff members, we are required to help enforce this policy and approach those not abiding with same. If interested, one may join a smoking cessation program - totally free of charge - including participation/medication... or one may participate via Mississippi's smoke free campaign 1.800.QUITNOW. DSU's Marketing and Communication division produced marketing materials (posters and door decals, etc.) to enhance community awareness of this new policy, especially those visiting the campus that are unaware that DSU is now a "smoke-free" campus.

IV. Officer's Reports

- CHAIR: Dana George stated that the Administrative Staff Council's website has a new header - deltastate.edu/staffcouncil. The newly enhanced site contains the organization's bylaws, archive items, minutes of meetings, staff council member listing, and employee of the month information and nomination forms.
- CHAIR-ELECT: Suzanne Simpson stated that at December's SC meeting we will have light breakfast and entertainment (holiday music) presented by the music department.
- SECRETARY: Russell Watkins reported that the budget balance for ASC's account is currently \$1,353.20.
- PAST CHAIR: Christy Montesi gave no report.
- OMBUDSPERSON: Julie Jackson gave no report.

V. Committee Reports

- INCENTIVES AND RECOGNITION: Bert Herbison, Chair reported:
 - The Smile on You (\$25 gift certificate to La Cabana Mexican Grill) was awarded to Kimberly Cooley.
 - The Employee of the Month was awarded to Erma Sanders in the Laundry.
 - September birthday party had 13 staff attend. Winners were Dianne Serio and Delisa Parker.
 - The next Birthday Party will be November 10, 2010 at 2:30 pm, Union, Second Floor. Carmel cake will be served to all staff members and their respective guests in attendance.
- PROJECTS: Marilyn Read, Chair reported that the Halloween Door Decorating Contest went well. Eight (8) doors were judged and the top three doors (Best Overall Door - Institutional Research, Most Creative Door - Undergraduate Admissions, and best use of "GREEN" Material Door - IRC Library) were awarded prizes. Paper bags were distributed to all committee members to place in public offices to solicit donations of non-perishable food from DSU Staff members for the annual "Feed-a-Family" food drive. This event will cease on November 17, 2010. The annual Christmas campaign, "Adopt-a-Family," will begin in December to raise clothes, toys, and other items for 5 children of our community that are in need. The campaign will run through December 10, 2010.
- SALARIES AND BENEFITS: Christy Montesi, Chair gave no report.
- STAFF DEVELOPMENT: Reagan Smith, Chair gave no report.
- DSU STAFF...LET'S GET PHYSICAL: Christy Montesi, Chair reported that the semester schedules for healthy initiative programs for staff to participate in are waiting approval by President's Council at their next scheduled - November 2nd meeting. The next program "Walking Teams for Competition" is tentatively set for Friday November 12th at 11:00am in the Wyatt Gym. Thirty to forty employees participated in the 10.22.2010 "222 Mile Walk" and these individuals completed 104 miles. We have until 11.22.2010 to log the remaining 118 miles. There may be a holiday-themed event the day before fall

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graduation. If any department would be interested in hosting a "Fit-tastic Friday" event at your site, please contact Christy Montesi to arrange same.

- YEAR OF GREEN: Need three more volunteers to be part of this committee.

VI. Faculty Senate Report

- Brett Oleis, President-Elect reported that the Faculty Senate is to add a Parliamentarian – non-voting member. The members are being proactive, reviewing all committees, to eliminate any committees that are non-functioning. Faculty Senate is proposing a joint meeting with the Staff Council to be addressed by Dr. John Hilpert in regards to the budget and other university issues - see new business section below.

VII. Old Business

- UNIVERSITY BUDGET COMMITTEE: Dana George reported that the UBC met a couple of weeks ago to complete an overview of athletics. Next UBC meeting will be November 5th. Staff Council Representation discussion – Teresa Houston has decided to be back on ASC to remain on UBC. Other ASC representatives on the UBC are Dana George and Christy Montesi.
- STAFF SERVICE VESTING POLICY: Dana George reported that we are waiting the policy draft from Incentives and Recognition and Salaries and Benefits to proceed with this endeavor.
- 2010-2011 OPEN STAFF COUNCIL POSITIONS: A quorum being declared by Dana George, Chair resulted in a special election being held for the 2010-11 open at-large delegate positions from the following areas: (1) Secretary/Clerical and (2) Service/Maintenance. By a majority vote, Camesha Benson was elected to serve as delegate representative from Secretary/Clerical area and Travis Hall was elected to serve as delegate representative from Service/Maintenance area.

VIII. New Business

- AGENDA ITEMS AND NEWLY FILLED STAFF POSITIONS: From this date forth, please contact Dana George to submit any items that you wish to be added to an ASC Agenda and/or to submit any new staff member's name and title to be announced. Please bring any new staff member to ASC meeting for welcoming – introduction and participation.
- SC/FS JOINT MEETING WITH DR. HILPERT: Mr. Eckward McKnight, Faculty Senate President suggested that there be a joint meeting mid-week, mid-November at 4:00 P.M. with the President of Delta State University. Further details and/or additional information will be forthcoming.

IX. Announcements

- November 17th – "Which Fork Do I Use?" – Dining Etiquette Luncheon for students – 12:00pm Union State Room. Please let DSU Career Services know if you would be interested in being a Sponsor and/or to be a Partner at this event.
- November 12th – Lunch & Learn – contact Graduate & Continuing Studies.
- Yearbooks are on sale @ \$25.00 – deadline is 12.1.10.
- DSU yearbooks (1928+) are being digitally scanned and may be accessed at eyearbooks.com.
- November 11th – "Most Beautiful Pageant"
- If interested in participating in an "on-campus" Weight Watchers program (meetings being proposed during lunch on each Thursday), please contact Teresa Houston. \$100 per ten-week program.
- Contact Swindle Kitchen in regards to their on-line pantry – staff ordering program.
- The Okra Kard system has been upgraded to a virtual server.
- Remind students withdrawing and/or graduating (leaving campus) to turn in their post office box key and provide a forwarding address.
- Contact Matt Jones in regards to basketball, football, and numerous other sporting events and details of athletic programs.
- Next Administrative Staff Council meeting will be on December 1st at 8:30am in the Simmons Room of the Alumni Building.

X. Adjournment

- The meeting was adjourned at 9:30am.