

Administrative Staff Council
Minutes of the Meeting
September 1, 2010

Members Present: *Camesha Benson, Patsy Burchfield, Deborah Cox, Emily Erwin, Michael Gann, Dana George, Bert Herbison, Phyllis Howell, Julie Jackson, Matt Jones, Leigh Korb, Paula Laws, Michael Martin, Christy Montesi, Brett Oleis, Marilyn Read, Dianne Schattner, Suzanne Simpson, Jeff Slagell, Linda Smith, Reagan Smith, Liza Vaughn, Heather Walker, Russell Watkins, Vicki Williams*

Guests Present: *Associate Vice President of Finance and Administration, Dr. Myrtis S. Tabb and Executive Director of Bologna Performing Arts Center (BPAC), Ms. Roseann Buck*

I. Call to Order/Welcome

- Dana George, Chair called to order the meeting of the Administrative Staff Council at 8:38am in the Simmons Room of the Alumni Building.

II. Approval of Minutes

- Minutes from the August meeting were distributed by e-mail prior to the meeting (Motion to Approve: Michael Martin, Second: Paula Laws. The motion was approved unanimously by the membership).

III. Program

- Roseann Buck discussed upcoming programs, ticket offerings, and special events to be held at the BPAC for the 2010-2011 season. In addition to normal promotional efforts, the BPAC has purchased a list of 20,000 names of individuals to target with a marketing campaign with hopes of expanding its patrons. The BPAC administration will announce a reduced-price ticketing program for students, staff, and faculty of DSU. Part of "Welcome Week" will focus on funding via an e-blast, e-mail campaign. The Advisory Board and Executive Management of BPAC will distribute surveys to help determine future shows. In addition, it was noted that a majority of the BPAC 2010-2011 events are already ½ sold out.

IV. Officer's Reports

- CHAIR: Dana George announced the theme for the year for Administrative Staff Council (ASC) as being, "It's Not Easy Being Green! (Growing, Recognizing, Educating, Enhancing, Nurturing). ASC will use this to tie into the university-wide initiative for "Year of Green." And whenever feasible, upcoming ASC projects should relate to the theme.
- CHAIR-ELECT: Suzanne Simpson disclosed that Dr. Luther Brown, Organizer of DSU's Year of Green will present the program at next month's meeting.
- SECRETARY: Russell Watkins reported that the budget beginning balance for ASC's 2010-2011 year is \$1,458.
- 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 King Buffet) was awarded to LaShanta Lewis.
 - The Employee of the Month was awarded to Becky Steed in Financial Assistance.
 - August birthday party had 12 staff attend. Winners were Sheila Rayner and Bevin Lamb.
 - The next Birthday Party will be September 15, 2010 at 2:30 pm, Union, Second Floor.
- Dana George announced that members are to be assigned to committees per their preferences and/or at the discretion of the Chair (to fill a need). The new chairs of ASC Committees are as follows: (1) Incentives & Recognition – Bert Herbison, (2) Projects – Marilyn Reed, (3) Salaries & Benefits – Christy Montesi, and (4) Staff Development – Reagan Smith.
- PROJECTS: Marilyn Read gave no report.
- SALARIES AND BENEFITS: Christy Montesi gave no report.
- STAFF DEVELOPMENT: Reagan Smith gave no report.

VI. Faculty Senate Report

- Brett Oleis, President-Elect gave no report.

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VII. Old Business

- UNIVERSITY BUDGET COMMITTEE: Dana George reported that the UBC has not met since the last ASC meeting.
- DSU STAFF...LET'S GET PHYSICAL CAMPAIGN: Christy Montesi reported that pending approval, Fit-tastic Fridays will continue throughout the fall and hopefully Workout Wednesdays will begin as well. Additionally, the Committee plans on sponsoring a 200-mile walk on Friday afternoon of Fall Break to better the 100-mile "Watermelon Walk" of 2009-2010.
- STAFF SERVICE VESTING POLICY: Dana George is seeking a formal policy from HR in regards to faculty/staff years of service vesting to work towards having a consistent policy for all employees of DSU. Hopefully a consistent policy will be in place before the spring awards presentation.
- 2010-2011 OPEN STAFF COUNCIL POSITIONS: Dana George, Chair informed the committee members that there are open slots for delegates from the following areas: (1) BPAC, (2) CCED and at-large positions from the following areas: (1) Grants-funded and (2) Service/Maintenance. The Executive committee will request delegates from BPAC and CCED and will receive nominations and create a ballot for Grants-funded and Service/Maintenance; the group will vote to fill the at-large seats at next month's meeting.

VIII. New Business

- AMENDMENTS TO BYLAWS (a copy of the proposed bylaws will be emailed to the group). Most of the proposed changes are structural, wording, and grammatical in nature. Otherwise, proposed changes include such items as under Designated Delegates, not only put in alphabetical order but more importantly, add Child Care Development and Institutional Grants Position and delete Student Development Union Delegate/Representative. Add detailed descriptions of duties and/or responsibilities of the four (4) standing committees. Have information available for the at-large committee members to review and to abide by. The committee members were given a copy of the proposed changes for input and comments to Chair and a vote is to take place at next month's ASC meeting.
- Year of the Arts and Health & Wellness Ad-hoc Committees will be dissolved. Let's Get Physical Committee will be enhanced and expanded. Year of Green Committee will be formed. DSU...Let's Get Physical will be chaired by Christy Montesi and Year of Green Committee Chair is yet to be determined.

IX. Announcements

- September 7th – Tobacco Free Campus Kick-Off Ceremony at 11:00 am at Kent Wyatt Hall Atrium.
- September 9th – First home football game this year will be nationally televised via the CBS College Sports Network against Arkansas Tech at 7 pm. All ACS members will be receiving an invitation from the President's Office to attend the football game and a pre-reception in the Billy Dorgan Jr. Student Performance Center to be hosted by President and Mrs. John Hilpert.
- September 16th – Barbecue is the central theme of the Archives newest exhibit.
- September 25th – 25th Anniversary Pig Pickin' BBQ and 19th Annual DSU Triathlon.
- E-mail matt@deltastate.edu or athletics@deltastate.edu to promote any university sanctioned event via the Community Calendar on Delta State Athletics radio broadcasts.
- Football, Men's Soccer, Women's Soccer, and Cross Country teams have numerous fall events scheduled.
- If you know of openings for student workers, contact DSU Career Services at 1.662.846.4646 or via their e-mail address at <http://careerservices.deltastate.edu>.
- Mike Kinnison will be inducted into the Mississippi hall of Fame with a formal presentation in July of 2011.
- Next Staff Council Meeting: Wednesday, October 6 at 8:30am, Simmons Room, Alumni House.

X. Adjournment

- The meeting was adjourned at 9:32am.