

**Administrative Staff Council**  
**Minutes of the Meeting**  
October 6, 2010

**Members Present:** *Camesha Benson, Patsy Burchfield, Lynn Buford, Craig Clemons, Kimberly Cooley (M. Gann), Elsie Lynn Ervin, Beverly Fratesi, Dana George, Miriam Hart (D. Cox), Bert Herbison, Griffin Hite, Phyllis Howell, Lisa Giger, Julie Jackson, Matt Jones, Emily Erwin Jones, Leigh Korb, Michael Martin, Lloyd McDowell, Christy Montesi, Bill Moses, Brett Oleis, Suzanne Simpson, Reagan Smith, Liza Vaughn, Russell Watkins, Vicki Williams, Judith Winford*

**Guests Present:** *Lee Aylward of Delta Center for Cultural and Learning a/k/a Delta Center.*

**I. Call to Order/Welcome**

- Dana George, Chair called to order the meeting of the Administrative Staff Council at 8:30am in the Simmons Room of the Alumni Building.

**II. Approval of Minutes**

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

**III. Program**

Lee Aylward on behalf of Dr. Luther Brown, Organizer of DSU's Year of Green, discussed upcoming programs and special events to be held campus-wide as part of this year's green initiative. If you or someone you know would like to volunteer on the Year of Green Steering Committee, please contact Dr. Brown via his e-mail address: [lbrown@deltastate.edu](mailto:lbrown@deltastate.edu). Facilities Management is ready to put recycle bins across campus for collection of paper and aluminum cans. Drs. Gary Jennings and Charles Westmoreland will present a green film series in the spring semester. There will be a recycle project w/ COE and local elementary schools. Green T-shirts will be designed and available through Lynn Hubbard of the COE Healthy Initiative Campaign. Throughout the upcoming year, there will be several speakers/lectures being held on campus on such matters as the history of recycling. Dr. Riding is to label trees located on the DSU grounds. Dr. Haynes of FCS will have an exhibit of recycled clothes. Ms. Robyn Moore will showcase green movies at the Delta International Film Festival. On November 16<sup>th</sup>, there will be an Environmental Symposium, lectures, awards reception and community lunch w/ Dr. Hilpert. The university is seeking to have DSU campus designated "A Tree Campus, USA" w/ the National Arbor Day Foundation. There will be a big "save energy" push by labeling light switches to remind one to turn off the lights, other signage may be tied towards water conservation, and other promotional campaigns may be geared towards not wasting paper. Ms. Alyward stated that the campus could save a lot of ink by printing items using Century Gothic font on the personal computers across campus.

**IV. Officer's Reports**

- CHAIR: Dana George stated that staff members may make donations to the staff council's incentive or projects operating fund directly or via payroll deductions. If interested, you may contact Dana George via her e-mail address at [dgeorge@deltastate.edu](mailto:dgeorge@deltastate.edu).
- CHAIR-ELECT: Suzanne Simpson gave no report.
- SECRETARY: Russell Watkins reported that the budget balance for ASC's account is currently \$1,353.20.
- PAST CHAIR: Christy Montesi stated that Dianne Schattner is working on the ACS website.
- 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 Patsy Burchfield.
  - The Employee of the Month was awarded to Jim Ervin in Athletic Communications.
  - August birthday party had 12 staff attend. Winners were Margie Gladden and Robert McDaniel.
  - The next Birthday Party will be October 13, 2010 at 2:30 pm, Union, Second Floor.
- PROJECTS: Julie Jackson, Secretary of the Projects committee, on behalf of Marilyn Read, Chair, reported that the committee has met and that they have scheduled a Halloween Door Decorating Contest for all staff offices on campus. The preliminary judging is scheduled to take place on Wednesday, 10.27.10. Prizes will be given for: Best Overall Door, Most Creative, and Best use of Green materials. Staff Council annual food-drive a/k/a "Thanksgiving Feed-A-Family," will begin 11.3.10 through 11.17.10. The Agency has been established for the

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Christmas Adopt-A-Family campaign. The annual event will be held in December but this year it will be opened to all staff members throughout the DSU campus to participate in. The items donated will be distributed to five (5) children of need (as determined by the Agency) in the Cleveland community. The Projects Committee also had preliminary discussion in regards to the annual staff appreciation day and picnic.

- SALARIES AND BENEFITS: Christy Montesi, Chair reported that her committee should meet by the end of October. The first item that they will be working on is in regards to non-monetary opportunities for staff.
- STAFF DEVELOPMENT: Reagan Smith gave no report.
- DSU STAFF...LET'S GET PHYSICAL: Christy Montesi, Chair reported that there will be an October "Fit"-tastic Friday on October 22, 2010, fall break, for the staff to participate in. The event tentatively to be known as "Spook-tacular Sports," is scheduled to take place on the Intramural Field. They hope to offer volleyball, walking, and other activities/events that the staff can be a part of.

**VI. Faculty Senate Report**

- Brett Oleis, President-Elect reported that all is going well – nothing new to report at this time.

**VII. Old Business**

- UNIVERSITY BUDGET COMMITTEE: Dana George reported that the UBC has asked for continued representation from the staff council on their committee. The ASC's current representatives on the UBC are Dana George, Christie Montesi, and former staff committee member, Teresa Houston. Dana asked that the current ASC members evaluate current representatives or need for new representatives and express any concerns to Julie Jackson or her. Both Dana and Christie would like to continue to serve and represent the interests of the staff and staff council. Since no one commented on this matter, it will be brought forward to next month's meeting in anticipation of council input in the meantime.
- STAFF SERVICE VESTING POLICY: Dana George could not locate written policy in regards to staff years of service vesting. She is to seek faculty vesting policy from Faculty Senate. In her research, in the May 2004 Cabinet notes, a statement was recorded that the vesting policy was continuous. Hopefully the ASC can write a policy that may be adapted to the '04 transcript to have a continuous service vesting period for staff and hopefully the policy will be approved and will be retroactive to this timeframe. HR recommends each department keep up with the numbers Dana suggested, and it was accepted, that Incentives and Recognition Chair, Bert Herbison and Salaries and Benefits Chair Christy Montesi work jointly towards having a consistent policy for all employees of DSU. Hopefully a consistent policy request will be prepared and presented to Cabinet at their December meeting. ASC and its representatives are seeking resolution to be in place before the spring awards presentation.
- 2010-2011 OPEN STAFF COUNCIL POSITIONS: A quorum being declared by Dana George, Chair a special election was held for the 2010-11 at-large positions from the following areas: (1) Grants-funded and (2) Service/Maintenance. By a majority vote, Leigh Pickard was elected to serve as delegate representative from Grants-Funded area and Albert Thomas was elected to serve as delegate representative from Service/Maintenance area.

**VIII. New Business**

- AMENDMENTS TO BYLAWS (a copy of the proposed bylaws were emailed to the group). A Motion to Approve: Michael Martin, Second: Matt Jones. The request to complete all structural, wording, and grammatical items was approved unanimously by the membership. Under Designated Delegates, request for adding four new delegates, all were approved – adding Child Care Development delegate passed by a vote of 25/2, adding Delta Center for Cultural and Learning delegate passed by a vote of 25/2, adding Institutional Grants delegate passed by a vote of 27/0, and adding Internal Auditor delegate passed by a vote of 23/4.

**IX. Announcements**

- October 15-17 – 2010 Homecoming – A Full Schedule of Events was circulated and highlighted by Liza Vaughn of Alumni.

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- Leigh Korb of the President's office requested volunteers to be door greeters at the event – Special Presentation to Delta State University by William N. LaForge, Esq. - at the Roberts-LaForge Library - on Friday, 10.15.2010, at 1:30pm.
- November 5 – Men's Basketball vs. Ole Miss – Alumni Event.
- November 8 – Men's Basketball vs. MVSU – Greenville Convention Center.
- November 9 - Alumni Event in Brookhaven.
- The Clarion-Ledger Lifestyle Section Sunday (10.3.10) Edition had an article on Alum J. Everett.
- Contact Matt Jones of the Athletics Department at [matt@deltastate.edu](mailto:matt@deltastate.edu) for free advertising and/or publication of department events.
- Phyllis Howell reported that the COE Alumnus of the Year is Dr. Thorn Burnum, Superintendent of Mississippi Department of Education.
- Child Development Center received NEYC accreditation, 4 out of 5 possible stars.
- Career Fairs 10.13.10 COB and 10.27.10 Teacher Recruitment.
- SON accreditation site visit today, 10.06.2010.
- November 13 - Emily Jones stated BBQ Exhibit and Luncheon at the Capps Archive – “Portraits of Bar-B-Que.”
- Kimberly Cooley stated that DSU's Facebook page is now up and running with over 3,000 fans/friends joining site in just 3 to 4 days. Trivia prize give-a-ways continues on DSU Facebook site.
- B-PAC show has tickets available for its upcoming 7:30pm show .

#### X. **Adjournment**

- The meeting was adjourned at 9:27am.