

Administrative Staff Council Meeting Minutes
October 7, 2009

Members Present: Lynn Buford, John Elliott, Elsie Lynn Ervin, Emily Erwin, Jeffrey Farris, Becky Foster, Chiquikta Fountain, Beverly Fratesi, Dana George, Miriam Hart (Cox), Bert Herbison, Teresa Houston, Julie Jackson, Paula Laws (Mullins), Beverly Lindsey, Eckward McKnight (Faculty Senate), Christy Montesi, Deborah Moore, Marilyn Read, Dianne Schattner, Suzanne Simpson, Renea Singley, Jeff Slagell, Linda Smith, Heather Walker (Heslep), Sam Washington

I. Call to Order/Welcome

- Chair, Christy Montesi called to order the meeting of the Administrative Staff Council 8:30am in the Simmons Room.

II. Approval of Minutes

- Minutes from the September meeting were distributed by e-mail. Becky Foster made a motion to approve the minutes. Sam Washington seconded. The motion was approved unanimously by the membership.

III. Program – Heather Short, *Locals*

Discussed upcoming classes to be held and local Delta artists on display at Locals

IV. Officer's Reports

CHAIR

Christi Montesi mentioned that she would now be the staff council representative for the following committees

- BPAC Advisory Board
- Health Campus/Community Committee

CHAIR-ELECT

Dana George thanked Dianne Schattner for assisting with the monthly newsletter and asked that if anyone had anything they wanted shared with staff to let her know so that it can be put in the upcoming newsletter.

SECRETARY

Suzanne Simpson had no report.

PAST CHAIR

Beverly Lindsey had no report.

OMBUDSMAN

Jeff Slagell described the duties of Ombudsman.

V. Committee Reports

INCENTIVES AND RECOGNITION: Bert Herbison, Chair

- The Smile on You has not been awarded yet.
- The Employee of the Month was awarded to Kay Saia
- September birthday party was held on September 16th with 14 staff attending. Winners were Marjorie Gladden and Paula Laws.
- The next Birthday Party will be October 8, 2009 at 9:30 am., Union, Second Floor

PROJECTS: Gerald Jordan, Chair and Co-chair (TBA)

- No Report

SALARIES AND BENEFITS: Sam Washington, Chair and Co-Chair (TBA)

- No Report.

STAFF DEVELOPMENT: Jeffrey Farris, Chair and Co-Chair (TBA)

- No Report.

VI. Faculty Senate Report

- Eckward Mcknight stated that faculty senate was revisiting Merit Pay (resolution) and Textbook Costs (resolution).

VII. Old Business

EVALUATION OF SUPERVISORS

- A letter needs to be formed from the ASC to Dr. Tabb concerning staff members evaluating supervisors. The letter needs to be a direct initiative from staff council asking for supervisor evaluations.
- Sam Washington will take the lead on this and find out the rules regarding SACS and ask other units what they do on campus.
- The item has been tabled until further research is completed.

DIAPER CHANGING STATION AT FOOTBALL STADIUM

- The changing station has been installed and paid for
- The plaque has not been put up, but will be soon

UNIVERSITY BUDGET COMMITTEE

- The committee will be going through an extensive review process for Academic units and Athletics

STRATEGIC PLANNING COMMITTEE

- Beverly Lindsey had no report (committee has not met).

YEAR OF THE ARTS AD-HOC COMMITTEE

- The committee is hoping to put on a staff art show, possible karaoke, and possible demonstration area for cooking, etc.
- Possible date March 8th or 9th
- Kappa Pi (art fraternity) will sell food as a fund raiser

HEALTH & WELLNESS AD-HOC COMMITTEE (Todd Davis, Chris Giger, Michael Gann, Beverly Lindsey, Leigh Pickard, Marilyn Read)

- Fall Break event will take place on Friday October 16, 2009
- Bring own lunch
- Drinks provided by staff council
- Events will be (volleyball, Frisbee, poker walk)

AMENDMENTS TO BYLAWS (if any member needs a copy of the proposed bylaws and updated bylaws, please contact Christy Montesi; cmontesi@deltastate.edu)

- The proposed changes to section I. A (amendment 1): The membership of Staff Council shall include **designated delegates**, at large members, and non-voting members.
 - Item passed unanimously
- **Designated Delegates**: (amendment 2) Shall be either the Director of a department or a staff member of the department who is appointed by the Director to serve a one-year term. Designated delegates may be re-appointed. One delegate shall represent each of the following departments: See proposed bylaws for list.
 - Item passed unanimously
- The proposed changes to section I. B (amendment 3): At large members shall be elected in August from the following areas and serve a two-year term. At large members may be re-elected.
 - Item passed unanimously
- The proposed changes to section I. B (amendment 4): Redistribution of total at large members to be elected: changed numbers are:
 - § Five (5) At-Large Members - Professional Non-faculty
 - § Three (3) At-Large Members - Secretarial/Clerical
 - § One (1) At-Large Member - Skilled Craft
 - § One (1) At-Large Member - Technical/Paraprofessional
 - § Five (5) At-Large Members - Service/Maintenance
 - § One (1) At-Large Member – Grant Funded
 - Item passed with a 20-2 vote
 - Will take nominations by email for new additions to above at large members

VIII. New Business

BRYCE GRIFFIS PRESIDENTIAL ENDOWMENT FUND

- The award is a \$500 mini grant
- A proposal has been submitted on behalf of staff council for staff development funds
 - Half day staff development training in customer service skills

TEACH FOR AMERICA HOST FAMILIES

- Staff Council has been approached to help the community be a part of hosting Teach for America students this coming summer and over the next couple of years that TFA is in Cleveland
- The host family will be a contact person for the TFA student (emergency situations, etc.)
- The host family will not have to “house” the student

IX. Announcements

- Audit of University has been completed and received a clean audit report
- Homecoming November 7th
- Breast Cancer Awareness month (CCED hosting several events)
- Contact Teresa Houston if you would like to be a part of the Contract Committee for Aramark and Follett
 - Will be looking at textbook costs; t-shirt of year, and food ideas for cafeteria
 - Will be selling precooked casseroles for Thanksgiving
- Next Staff Council Meeting: 4 November at 8:30 am, Simmons Room, Alumni House

X. Adjournment

- The meeting was adjourned at 9:54am.