

Administrative Staff Council Meeting Minutes
September 2, 2009

Members Present: Christy Montesi, Dana George, Jeff Slagell, Becky Foster, Lisa Giger (Tabb), Dianne Schattner, Suzanne Simpson, Paula Laws (Mullins), Beverly Lindsey, Emily Erwin, Heather Walker (Heslep), Christie Ayers, Beverly Fratesi, Teresa Houston, John Elliott, Bert Herbison, Gerald Jordan, Renea Singley (Dallas), Linda Smith, Chiquikta Fountain, Julie Jackson, Jeffrey Farris, Michael Gann, Marilyn Read, Linda Ross, Miriam Hart (Cox), Richard Houston

I. Call to Order/Welcome

- Chair, Christy Montesi called to order the meeting of the Administrative Staff Council 8:36am in the Simmons Room.

II. Approval of Minutes

- Minutes from the August meeting were distributed by e-mail. Dianne Schattner made a motion to approve the minutes. Richard Houston seconded. The motion was approved unanimously by the membership.

III. Officer's Reports

CHAIR

Christi Montesi mentioned the theme for the year for Administrative Staff Council (ASC) "Painting our pART of the DSU Canvas". ASC will use this to tie in to the university wide initiative for "Year of the Arts".

CHAIR-ELECT

Dana George asked for suggestions for monthly staff council programs.

SECRETARY

Suzanne Simpson had no report.

PAST CHAIR

Beverly Lindsey had no report.

OMBUDSMAN

Jeff Slagell had no report.

III. Program – Renea Singley, Bologna Performing Arts Center

Discussed upcoming program/events to be held at the BPAC for the 2009-2010 season.

Additionally, it was noted that the BPAC annual membership is up from the 2008-2009 season.

IV. Committee Reports

INCENTIVES AND RECOGNITION: Bert Herbison, Chair

- The Smile on You was awarded to Bill Moses
- The Employee of the Month was awarded to Judy Haney
- The next Birthday Party will be September 16, 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)

- Staff Textbook awards have been chosen and will be announced soon.

V. Faculty Senate Report

- Eckward Mcknight—no report

VI. Old Business

OPENING SESSION VOLUNTEERS

- Volunteers will more than likely only be needed in the Union during the 2010-2011 year—more to come next year during opening session.
- The box filled with “I love DSU” buttons that Beverly Lindsey was handing out during the opening session at the BPAC is missing. Please return if found.

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.

DIAPER CHANGING STATION AT FOOTBALL STADIUM

- ASC received \$250 for volunteering at the Delta Council luncheon. Beverly Lindsey proposed that we use that money to buy a diaper changing station for the football stadium.
- Linda Ross made a motion to approve the diaper changing station. Teresa Houston seconded. The motion was approved unanimously by the membership to purchase the diaper changing station for the football stadium.
- Facilities Management will install.

UNIVERSITY BUDGET COMMITTEE

- No report

STRATEGIC PLANNING COMMITTEE

- Beverly Lindsey volunteered to replace Christy Montesi as an ASC representative for the 2009-2010 year.

VII. New Business

2009-2010 GOALS FOR ASC

- *Increase awareness of Staff Council to DSU staff*
- *Promote increased involvement of Staff Council in campus initiatives*
- *Collaborate with the Health Campus/Community initiative to establish a health and wellness project for DSU staff*
- *Identify non-monetary incentives to promote improved staff morale*
- *Create a project to promote “The Year of the Arts”*
- *Assist in the development/updating of staff job descriptions*
- *Investigate additional development opportunities offered to staff throughout the year*

YEAR OF THE ARTS AD-HOC COMMITTEE

- Committee is formed to assist in keeping staff council informed about “Year of the Arts” events, etc. (Volunteers for committee: Bert Herbison, Teresa Houston, Linda Ross, Renae Singley and Linda Smith)

HEALTH & WELLNESS AD-HOC COMMITTEE (THIS COMMITTEE WILL ALSO ASSIST IN THE PLANNING OF THE FALL BREAK EVENT)

- Committee is formed to assist in keeping staff council informed about “Healthy Campus/Healthy Community Initiative” events, etc. (Volunteers for committee: Michael Gann, Beverly Lindsey and Marilyn Read—also participating is Leigh Pickard & Todd Davis)
- Dr. Hilpert has approved for ASC to host an afternoon of Potluck and Games in support of this initiative the Friday afternoon of Fall Break. More details will follow.

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

- The proposed changes to section I. A: The membership of Staff Council shall include **designated delegates**, at large members, and non-voting members.—
- **Designated Delegates**: Shall be either the Director of a department or a staff member of the department who is appointed by the Director to serve a two-year term. Designated delegates may be re-appointed. One delegate shall represent each of the following departments: See proposed bylaws for list.
 - The members discussed changing the proposed 2 year term to a 1 year term
 - The change will be made to the proposed bylaws to reflect a 1 year term at the next meeting with a vote to occur in October
 - Changes are proposed to take effect in November
- The proposed changes to section I. B: 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.
 - Discussion occurred due to the two year term
 - Members proposed using a formula to define representatives from each staff area in order to reflect the majority
 - The formula will be produced by Institutional Research and proposed at the next meeting

VIII. Announcements

- Dianne Schattner and Dana George will be working on the Newsletter and Website during the 2009-2010 year
- Next Staff Council Meeting: 7 October at 8:30 am, Simmons Room, Alumni

IX. Adjournment

- The meeting was adjourned at 10:00am.