

**Angelo State University
Staff Senate Meeting Minutes
University Center, Nasworthy Suite
Sept. 15, 2014**

I. Call to Order and Establishment of Quorum

The meeting was called to order at 3:05 p.m. by Brandy Hawkins, 2014-15 Chairperson.

Senators Present: Tracy Baker, Maggie Blair, Becky Brackin, Jeremy Brake, Leonor Constancio, Kent Corder, Brandy Hawkins, Marshall Peter, Ruben Sandoval, Betty Thorpe and Kristi Wolff

Alternates Present: Brook Dickison, Pat Payne

Visitors signed in: Kurtis Neal, Marie-Clare Prisco

II. RamStar Awards:

RamStar awards were presented to: Kimberly Adams, Elva Aguilar, Benjamin Borom, Manny Campos, Whitney Cary, Brook Dickison, Clint Havins, Megan Jones, Mary Anne Lowe, Kailee Malleck, Mark Multer, Judy Polunsky, Elicia Rankin, Don Scott and Lynette Wheeler.

III. Approval of Previous Meeting's Minutes:

Kent Corder moved to approve the meeting minutes from July and August 2014. Maggie Blair seconded. The motion carried.

IV. Guests:

Kurtis Neal introduced Marie-Clare Prisco from Human Resources. Ms. Prisco introduced an initiative by HR to consolidate employee training options within Blackboard. She noted that available courses will be listed as "organizations." She asked that those with training and reference guides already on Rampart or the website go ahead and migrate those over to Blackboard. HR can help with fitting current training and references into the new module.

V. Treasurer's Report:

Jeremy Brake reviewed the Treasurer's report of Sept. 15, 2014, as reflected below:

Staff Excellence Awards (62225)

Beginning Balance	\$3,500.00
Available Balance	\$3,500.00

Staff Senate (62226)

Beginning Balance	\$1,200.00
September Staff Social (committed)	-53.82
Available Balance	\$1,146.18

VI. Committee Reports:

- a. **Staff Relations** – Maggie Blair noted that the next Staff Senate Learning and Networking Opportunity is 2-3 p.m. Wednesday, Sept. 17, at the E-Learning Center, MCS Room 109. The Student Affairs office will host the Oct. 22 event and provide tours. The Office of Development is hosting the event on Nov. 19. Communications and Marketing agreed to host the March event.

VII. Unfinished Business:

- a. **State Employee Charitable Campaign** – Stephen Schkade has the materials and will need assembling packets to distribute to offices and departments. The student workers in Communications and Marketing will be available to help.
- b. **Concho Christmas Light Tour Host Date – Tuesday, Dec. 9** – The signup sheet is located at: www.SignUpGenius.com/go/508044DA8AE2CA20-concho2. Ms. Brackin will send the signup information out again closer to the date.
- c. **Homecoming door decoration contest – Dr. Seuss theme** –Marshell Peter asked for volunteers to help with this project. Brook Dickison is assisting.
- d. **Christmas at Old Fort Concho Volunteer Opportunity** – The fort had a great response with volunteers from ASU last year. Employees interested in helping this year should contact Mary Hernandez at 325-658-7495 or Carol Cummings at 325-657-4441 or visit www.fortconcho.com. The dates are Dec. 5-7.
- e. **Calculation of service time for employee service awards** – This proposal is still pending with Human Resources and the President’s office.
- f. **ASU Faculty/Employee Scholarship** – The first scholarships have been awarded. Michelle Norris in the Scholarship Office has suggestions as to how the criteria could be tailored further.
- g. **New Employee Orientation** – Staff Senate will put a new employee orientation together and is basing content on “what I wish I had known when I first started.” Many suggestions for topics have come in, such as FERPA, risk management, resources for employees, traditions, history and so forth. Ms. Hawkins said that our goal is to complete two modules this year but also have two more in the works to continue with next year. Initial ideas are the four modules are: history and traditions, first things I need to know as an employee, what employees can do to promote ASU, and the employee campaign for Angelo State. We will have rewards such as ASU pins from Development and ASU car emblems for completion of modules.

VIII. New Business:

No new business was presented.

IX. Miscellaneous (comments, announcements, and round table times)

None presented.

X. Adjournment

Betty Thorpe moved to adjourn the meeting. Leonor Constancio seconded. The meeting was adjourned at 4:01 p.m. The next regularly scheduled meeting is Monday, Oct. 20, 2014, in the Nasworthy Suite, Rooms 203-204, and Houston Harte University Center.

Approved:

_____ Secretary
_____ Date