

**Angelo State University
Staff Senate Meeting Minutes
University Center, Nasworthy Suite
Nov. 17, 2014**

I. Call to Order and Establishment of Quorum

The meeting was called to order at 3:00 p.m. by Brandy Hawkins, 2014-15 Chairperson.

Senators Present: Tracy Baker, Jeremy Brake, Leonor Constancio, Kent Corder, Brandy Hawkins, Marshall Peter, Mark Multer, Ruben Sandoval, Betty Thorpe and Kristi Wolff

Alternates Present: Brook Dickison, Pat Payne , Mary Anne Lowe and Paul Hamilton

Visitors signed in: Kurtis Neal, Stephen Schkade and Tara Hart

II. RamStar Awards:

RamStar awards were presented to: Jason Galihadd, Tara Hart and Hector Rios.

III. Approval of Previous Meeting's Minutes:

Kent Corder moved to approve the minutes from the October 2014 meeting. Mary Anne Lowe seconded, and the motion carried.

IV. Guests:

Kurtis Neal spoke about July open enrollment. The TRS issue (pay on TRS statement was incorrect due to missing the last pay period) with bi-monthly paid employees is corrected and an email is being sent to those employees explaining the error.

V. Treasurer's Report:

Jeremy Brake reviewed the Treasurer's report of Nov. 17, 2014, as reflected below:

Staff Excellence Awards (62225)

Beginning Balance	\$3,324.10
Available Balance	\$3,324.10

Staff Senate (62226)	
Beginning Balance	\$1,092.36
November Staff Social (encumbered)	-53.82
Homecoming door décor (encumbered)	-59.03
File Cart (Procard) (encumbered)	-35.95
Available Balance	\$943.56

VI. Committee Reports:

- a. **Staff Relations** – Brook Dickison noted that the next Staff Senate Learning and Networking Opportunity is from 2-3 p.m. Wednesday, November 19, at the Office of Development, Administration Lobby.

VII. Unfinished Business:

- a. **Concho Christmas Light Tour Host Date – Tuesday, Dec. 9** – The signup sheet is located at: www.SignUpGenius.com/go/508044DA8AE2CA20-concho2. If you have not signed up and would like to participate, please sign up. If there are not any spots available, still feel free to come.
- b. **New Employee Orientation** – Story boards are progressing and Marie-Claire is partnering with the group. Tracy Baker, Becky Brackin and Brook Dickison are working on their sections. Pat Payne indicated that everything for Risk Management had been created and is on their website. The senate would like Becky Brackin to look at it and see if this is what Communications and Marketing would like all new employees to know or if there is further information needed.
- c. **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.

VIII. New Business:

- a. **Toastmaster's**- Further review and feedback is needed for interest. Kent Corder has taken the lead on this to see if there is interest.
- b. **Employee Excellence Awards**- Nominations will be out the first week of December. The luncheon for the nominees will be 2-10-2014 in the Alumni Center if it is available. The awards will be presented 2-12-2014 at 10a.m. in the CJ Davidson Center.
- c. **The Christmas Tree Lighting**- The Student Senate is hosting the Christmas Tree Lighting. This is an opportunity for the staff to support our students. The Staff Senate would like to send out an email of support and ask the staff to come out and support. There will be hot chocolate, Roscoe & Bella, Ice Skating Rink.

- d. **Staff Senate Socials and Tours for New Employees**- Ruben Sandoval moved that Staff Senate provide campus tours for new employees at the staff socials. Betty Thorpe seconded. The motion carried.
 - a. Each Senator will take the Golf Cart Training.
 - b. Housing and Residential Programs will allow the Senate to borrow the golf cart each month.
 - c. Each Senator will be assigned a month for each social to give the tour during that social.
 - d. Kent Corder is taking the first month and making a list for the tour, so the tours can be consistent. Each Senator will then add to the list or adjust as needed or items and/or traditions are added to the campus so it stays updated.
 - e. Becky will send out a Sign-up Genius for the months for the remainder of this year.

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

- a. High School Drill Meet – Betty Thorpe wanted everyone to know about the meet. If you would like to come out and support, it would be appreciated. It is from 8 a.m.-3 p.m. April 11, 2015.

X. Adjournment

Meeting was adjourned at 4 p.m.

Approved:

_____ Secretary
_____ Date