



**Staff Senate Meeting Minutes**  
**Hardeman Student Service Center, room 206**  
**November 21, 2016 @ 3 p.m.**

**I. Call to Order and Establishment of Quorum**

Eddie Rodriguez, Chair, called the meeting to order at 3:06 p.m., and quorum was established.

**Senators Present:**

Paula Dowler, Farrah Lokey, Kerri Mikulik, Michelle Norris, Bradley Petty, Judy Polunsky, Eddie Rodriguez, Kelsey Samsel, Judy Stanley, Chris Steele

**Senators Excused:**

Leonor Constancio, Elicia Rankin

**Alternates who Signed-In:**

Sandra Rosser, Purnell Curtis

**Visitors who Signed-In:**

Erin Johnson (Business Manager – Library), David Parker (Director - Environmental Health, Safety and Risk Management)

**II. RAMStar Awards**

Certificates awaiting signatures.

**III. Approval of Previous Meeting's Minutes**

Kerri Mikulik moved to approve the previous minutes. Judy Polunsky seconded, and the motion carried.

**IV. Guests**

David Parker (Director - Environmental Health, Safety and Risk Management)  
– The department is working on research grants that could improve services.

**V. Treasurer's Report**

Staff Excellence Awards (62225)  
    Beginning Balance           \$3,500.00  
    Available Balance           \$3,500.00

Staff Senate (62226)



Beginning Balance	\$1,200.00
Available Balance	\$1,200.00

## VI. Committee Reports

### Staff Recognition

Michelle Norris:

- After reviewing the RAMStar nomination form and hearing from directors and recipients, we decided to update the form to include the supervisor's name, email, and department.

## VII. Unfinished Business

### Staff Employee Scholarship

- Michelle Norris:
  - The committee reviewed the original criteria from 2011 and revisions made in 2014.
  - Human Resources has a tuition exemption program that the Scholarship Programs Office could tag along with since the criteria is the same. Tying in to that program in HR and managing it through the Scholarship Programs Office will streamline transitions with the Staff Senate.
  - A motion to update the scholarship process and add the procedures to the Bylaws passed.

### State Employee Charitable Campaign

- Sandra Rosser:
  - We exceeded our goal and raised \$20,970.04. The giveaways are in Farrah's office awaiting the committee's decision on how to distribute the giveaways. If the participants want a mug for giving a certain percentage, they need to fill out a form with Becky in HR.

## VIII. New Business

### Suggestion Form – Janitorial Survey

- “Would like ASU to conduct a campus-wide survey in regards to the level of service we are receiving through our janitorial contract. It could be anonymous, but the buildings need to be identified, to understand which areas need improvement. Also, provide a form to report issues. Look into the possibility of bringing this service in-house. Thanks!”
- The Senate recommended that Farrah Lokey forward the suggestion to Hal Peter and Jennifer Lennon.

### Suggestion Form – Staff Senate Picture

- “I would like to have a photograph taken of the ASU Staff Senate and have it posted on our webpage and possibly on some of the ASU social media sites if everyone is in agreement.”
- The Senate recommended that Farrah Lokey contact the university photographer to see if and when we can get a photo.

### Suggestion Form – RamPage Concerns



*Staff Senate, Angelo State University*

- “I would like the staff senate to review and discuss the November 11, 2016 edition of the Ram Page. Beyond the continual use of incorrect grammar and the like, this issue contains photographs (specifically having to do with Ram Rugby) which have proven to evoke unfavorable comments from staff as well as the public. In my building, I have found several copies wadded up and discarded on the ground (not even in a trash can). My personal opinion is that these photos, combined with the poor editorial content and presentation in the paper as a whole, are not in keeping with the level of expertise that should be put forth since it represents an institution of “higher education”. This publication, while it occasionally contains some meritorious content, needs to be supervised and edited in order to produce a paper that better represents ASU. Should the Staff Senate issue a request for change to the Ram Page editor?”
- The Staff Senate recommended no action be taken as the Senate does not have ties to the RamPage or the faculty advisor.

Suggestion Form – ASU Employee Dependent Scholarship

- “I have been contacted by David Faught from the Faculty Senate about the ASU Employee Dependent scholarship. They are asking if the award amount could be increased from \$1000 to \$1200. I told him I would ask to have this added to the agenda.”
- While Faculty/Staff Senate does not have the final approval on the scholarship, the Senate voted in favor of the following:
  - Unanimous vote to keep the award at \$1,000
  - Unanimous vote that only one parent per student may complete the application for the award
  - In regards to dependents receiving the scholarship for graduate level work, the Senate requested a definition of an eligible dependent from Human Resources .

## **IX. Miscellaneous (comments, announcements, and roundtable times)**

Kerri Mikulik:

- She requested 6-8 volunteers for shifts at the Concho Christmas Light Tour, and asked if that was necessary. Kelsey Samsel confirmed that Friday is very busy, so it would be necessary.

## **X. Adjournment**

Paula Dowler moved to adjourn the meeting. Michelle Norris seconded, and the motion carried. The meeting was adjourned at 3:58 PM.

Approved:

Farrah Lokey, Secretary