



Staff Senate, Angelo State University

## Staff Senate Meeting Minutes

UC 211

Monday, May 20, 2024

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

- Sam Spooner called the meeting to order. A quorum was met with 16 Senators and alternates present. Sam Spooner thanked Kimberly Adams for arranging refreshments for a meet and greet prior to the meeting.
  - **Senators Present:** Kimberly Adams, Courtney Wilson, Christina Van Ittersum, Sandra Fuentes, Debra Blair, Yvette Nunez, Alma Valdez, Zachary Deere, Sam Spooner, Melissa King, Cody Allison, John Mathews
  - **Alternates Present:** Robert Sport, Jordan Swiderski, Kim Marshall, Quincy Childress
  - **Guests Present:** Flor Leos, Monica Castillo, Lance Hartman, Marissa McShane, Janie Soupiset, Linda Jenkins, Jennifer Fischer, Brit Heppler, Jessica Harlin, Shannon Sturm, Margaret Alexander, Bradley Petty, Angie Wright, Danielle Spencer, Brittney Smith, Mary Anne Lowe, Aubrey Madler

### II. Acknowledgement and Comments from Guests

- **Ronnie D. Hawkins Jr., President**
  - Unable to attend.
- **Angie Wright, VP for Finance & Administration**
- **Kurtis Neal, Director of Human Resources**
  - Jessica Harlin attended on behalf of Kurtis Neal.
- **Flor Leos, Chief Core Values, Leader Development, & Community Engagement**
  - Provided insight into the decision-making process for Bring Your Child to Work day; leave required for staff members due to HR policy; faculty members do not accrue leave.

### III. Ram Star Award Presentations

- Dr. Kenneth Carrell
- Jason Elliott
- Randy Young
- Casey Young
- Kassidy Feldman
- Victor Chhuor
- Rosalinda Jenkins
- Amber Carr
- Adriana Flores
- Emily Smith
- Lance Hartman
- Monica Castillo



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#### IV. Approval of Previous Meeting's Minutes

- Debra Blair motioned for approval. Alma Valdez seconded. Minutes from April 15, 2024, were unanimously approved.

#### V. Treasurer's Report

- Debra Blair reported:
  - Staff Excellence Account - \$3,500
  - Staff Senate - \$1,074.46
- Sam Spooner to check with Alicia Crisp in President's office on dollars due for annual staff awards.

#### VI. Committee Reports

- Committee Sign-Up Reminder – [File found under Microsoft Teams](#)
- Successful Awards Ceremony on May 2, 2024, from 4-6 PM in CJ Davidson
  - Special thank you to Christina Van Ittersum for all her effort throughout the process.
- Congratulations to all nominees and annual award winners!
  - Chancellor's Colonel Rowan Award for Execution
  - President's Award for Staff Excellence (Innovation, Excellence, Leadership, and Customer Service)

#### VII. Unfinished Business

- Employee Tuition Exemption Program update – February 1, 2024 – Quarterly Budget Meeting; Budget Meeting team requested more fidelity into actual dollar figures annually based on enrollment; item not addressed at Budget Meeting on May 1, 2024. President requested cabinet re-review. No update at this time.

#### VIII. New Business

- **Revised Rubric for President Awards based on Committee discussion.**
  - Kim Adams recommended the inclusion of minimum and maximum word count for award section submissions; between 50 and 250 words per each of the respective four sections defined per award.
- **Recommendations for agenda discussion:**
  - Emergency procedures – how to appropriately respond to campus and area weather emergency alerts (with discussion & Q&A). Dr. Madler noted her concern with library members sheltering in the basement and not being aware of weather situation due to technology limitations. Sam Spooner will reach out to San Angelo NWS for a presentation on their notification procedures and recommended actions in weather scenarios for the June meeting.
    - UPD and Communications and Marketing updated ASUAlert messaging to remind personnel to check local weather information: *"Angelo State stand by for an important weather alert. The National Weather Service in San Angelo has issued a TORNADO WARNING for Tom Green County. Repeat, a tornado warning has been issued*



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*for Tom Green County. Those in the impacted warning area should take immediate shelter now. Again if you are in the area impacted by this warning, move to a predesignated shelter area, basement or lowest level interior room. If possible, cover yourself to provide added protection or hide under a sturdy object. Consult local weather to determine if you are in the impacted area. Remain alert for updates or further warnings. Good-bye “*

**IX. Miscellaneous (comments, announcements, and roundtable items)**

- Values in Action website: <https://www.angelo.edu/live/forms/2524-values-in-action>

**X. Adjournment**

- **Kim Adams motioned to adjourn. Sandra Fuentes seconded. The meeting adjourned at 3:50 PM.**

**XI. Meeting Recording**

[https://angeloedu-my.sharepoint.com/:v:/g/personal/sspooner\\_angelo\\_edu/ERGWk9CHN8VLnlp4FgZQ72sBopAr0Y4VeWfyotLL6A0pmQ?referrer=Teams.TEAMS-ELECTRON&referrerScenario=MeetingChicletGetLink.view.view](https://angeloedu-my.sharepoint.com/:v:/g/personal/sspooner_angelo_edu/ERGWk9CHN8VLnlp4FgZQ72sBopAr0Y4VeWfyotLL6A0pmQ?referrer=Teams.TEAMS-ELECTRON&referrerScenario=MeetingChicletGetLink.view.view)