

**Angelo State University
Staff Senate Meeting Minutes
UC 203-204
November 21, 2011**

Call to Order and Establishment of Quorum

The meeting was called to order and a quorum established at 3:02 p.m. by Katie Plum, Chair.

Senators Present: Kimberly Adams, Mark Allan (acting senator for Audrey Wilson), Adriana Balcorta, Crystal Braden, Patrick Dierschke, Katie Dixon, Justine Gaskamp, Katie Plum, Ruben Sandoval, Antonella Ward, Cindy Weeaks (acting senator for Judy O’Rear)

Alternates Present: Susie Dusek, Mary Escobar, Jeff Riels, Justina Stark

Visitors signed in: Jessica Harbin, Jenny Hock, Kurtis Neal

I. Approval of Previous Meeting’s Minutes:

The minutes of the previous meeting from November 21, 2011 were presented for approval. Ruben Sandoval made a motion to accept the minutes and Crystal Braden seconded the motion. Motion passed unanimously.

II. Guests:

Kurtis Neal, Director of Human Resources

Kurtis Neal reported Human Resources sends out regular e mails to effectively and efficiently communicate information as soon as it is available. Senators are a communication tool back to the campus.

The Tobacco User Premium: Between now and December 9th is the self-reporting time period. If you or dependents on your health insurance plan are tobacco users you need to get online and self-report. You will have to pay \$30 per person, with a \$90 family maximum, on your health care premiums. You only have to self-report if you are a tobacco user. There will be a penalty if you withhold information, including but not limited to payment of back premiums and potential charges of insurance fraud.

Web-time entry project will have 3 training sessions prior to the go live date of December 16th. This is only for classified/non-exempt/hourly employees. These employees will move from a once-a-month pay schedule to a twice-a-month pay schedule. For example:

Time Worked	Pay Date
December 1-15	January 2 (actual pay date will be Jan 3, due to bank holiday)
December 16-31	January 10
January 1-15	January 25
January 16-31	February 10

Deductions will be split in half; however, longevity pay cannot be split and it will be paid on the 25th. Payroll calendar for 2012 is available on the HR website (http://www.angelo.edu/dept/human_resources/non_exempt_web_time_entry.php).

III. Treasurer's Report:

Adriana Balcorta reported that the balance of Staff Excellence Account is \$3,500 and the Staff Senate Account is \$1,088.

IV. Committee Reports:

The Employee Recognition Committee will select top 5 favorite awards (plaques/desk awards) for recipients of the President's Award for Staff Excellence to submit to the senate for a vote. The past 2 years a \$50 allowance has been given to the recipients to pick out their own award and Dr. Rallo has expressed a desire for us to return to an actual award.

The Employee Recognition Committee will also create an online form for submission of nominees for the Ram Star Awards. Once the form is available an announcement will be made to the campus.

Katie Plum tasks all committees to conduct one meeting by the January Staff Senate meeting.

V. Unfinished Business:

Staff Senate will be volunteering for the Concho Christmas Lights Tour on December 16th from 6:00-12:00. We need volunteers for 2 hour shifts, please sign up.

VI. New Business:

Katie Plum received a proposal from Martha Sleutel, President of Faculty Senate, to co sponsor a holiday party. Possibly a little too late for this year, yet there is a possibility for a welcome back party in January. Ruben Sandoval made a motion to proceed with the proposal for a January event and Antonella Ward seconded the motion. Motion passed unanimously. The Employee Relations Committee will proceed.

Roscoe's Den has been relocated and the hours have changed. There have been comments about it only being open from 11-1 and wondering if it could be extended to 11-2. The information will be taken to the Concessions Committee for feedback. Justina Stark will e mail the information about the next Concessions Committee which is an open forum meeting.

VII. Miscellaneous

Staff Senate Suggestion Box: Up until a month ago it was not being routed to anyone. It has been fixed and it now goes to finance and administration. There is a procedural

statement that says we will respond to the e-mails in 10 days; however, if the e-mail is sent anonymously there is no one to follow up with. If someone wants us to follow up individually, they have to include contact information.

Please review Operating Policies 52.17, Grievances and Appeals Policy, and 52.02, Ethics and Standard of Conduct Policy. There are some items the staff senate can address and there are some items that are outside of the staff senates responsibilities.

The staff senate has received comments about not receiving communication in a timely fashion. Make sure we, as representatives, communicate back to our fellow coworkers. Ensure we are utilizing the communication efforts that are available to you. For example, angelo.edu and RamPort.

Dr. James Limbaugh has accepted a position in Montana as the Chancellor and will be leaving the university after December 31st. We will not know anything on the hiring process until the Board of Regents meets in December. Ruben Sandoval made a motion to acknowledge Dr. Limbaugh with our appreciation of his contribution to the university. Crystal Braden seconded and the motion passed unanimously.

January meeting will be postponed until January 23, 2012, due to the university being closed on January 16th.

VIII. Adjournment

Ruben Sandoval moved to adjourn, Katie Dixon seconded and the meeting was adjourned at 4:01.