

**Angelo State University  
Staff Senate Meeting Minutes  
Nasworthy Suite, Houston Harte University Center  
April 21, 2014**

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

The meeting was called to order at 3 p.m. by Suzie Dusek, Chair.

**Senators Present:** Maggie Blair, Becky Brackin, Denise Brodnax, Kent Corder, Adra Enos, Luann McCorkle, Mark Multer, Stephen Schkade, and Kristi Wolff

**Alternates Present:** Casey Baccus, Suzanne Campbell and Kerri Mikulik

**Visitors signed in:** Brian Braden, Brian Jackson, Kurtis Neal, Pat Payne, Matt Walsh

**II. RamStar Awards:**

Kristi Wolff, chair of the Staff Recognition Committee, presented Stephen Schkade with a RamStar award for the month of March.

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

Minutes for February 2014 and March 2014 were presented for approval. Denise Brodnax moved to approve the February minutes. Mark Multer seconded. The minutes were approved. Kent Corder moved to approve the March minutes. Stephen Schkade seconded. The minutes were approved.

**IV. Guests:**

Kurtis Neal reminded senators that April 23 is "Denim Day" on campus in observance of Sexual Abuse Awareness/Prevention month. Employees may wear blue jeans on this day. Mr. Neal also reminded the group a representative from Valic will be on campus April 21. As well, Mr. Neal announced that performance reviews cover June 1, 2013 through May 31, 2014. The reviews should be available to managers by mid-May and are due by the end of June.

**V. Treasurer's Report:**

Kent Corder distributed the Treasurer's report of March 17, 2014, as reflected below:

Staff Excellence Awards	
Beginning Balance	\$1,932.50
Available Balance	\$1,932.50
 Staff Senate	
Beginning Balance	\$792.97
April Social	\$-53.82
Available Balance	\$739.15

## VI. Committee Reports:

- a. **Elections Committee** - Ballots for Staff Senate positions should be out for voting this week.
- b. **Staff Recognition** - Gary and Pat Rodgers Committee – Ms. Dusek asked for volunteers from each staff senate category to serve on the selection committee for this award. The staff senate selects the Administrator of the Year award. This committee will meet early in May. Brandy Hawkins and Kristi Wolff volunteered to serve. Any other senator interested in serving may e-mail Ms. Dusek.
- c. **Staff Relations** - Maggie Blair announced the next Staff Learning and Networking event will be 3-4 p.m. Thursday, April 24, with ROTC hosting in the Aerospace Studies department. The department of nursing will host the May event in the simulation lab. The reception for new senators will take place in June. Ms. Dusek asked Ms. Blair to reserve the West Texas Collection lobby for this event. The ice cream social and hot dog social will follow in July and August. E-Learning will host a networking event in September.

## VII. Unfinished Business:

- a. **Staff/Faculty Student Scholarship** – Brandy Hawkins moved to approve a document outlining criteria for the Staff/Faculty scholarship. Adra Enos seconded the motion. The motion carried. The document will be presented to the Faculty Senate again at its meeting on Wednesday, April 23, and then it will be sent to the Office of Development and the Office of Scholarship Programs who will collect funds and administrate the scholarship.
- b. **Service Awards** – Ms. Dusek presented a revised version of the proposed service awards criteria and suggested that this wording apply to staff only as faculty service is calculated differently. Mr. Neal asked that the Staff Senate makes sure the Faculty Senate understands this so it may take appropriate action. Ms. Dusek said that she would speak to this at the next faculty senate meeting.

Mr. Neal asked that the word “regular” under Item 3 be deleted and an asterisk placed after the word “eligible.” Also, the word “temporary” will be deleted from wording at the bottom of the page.

Ms. Dusek noted the criteria document is not retroactive, that once passed, it will affect only employees who meet the criteria from the date approved forward.

Brandy Hawkins moved for approval of the staff service awards proposal with the noted changes. Maggie Blair seconded. The motion carried.

## VIII. New Business:

- a. **Transition to New Staff Senate Year** - New senate members will be installed at the June meeting, and new officers will be elected. Ms. Dusek asked that committee chairs provide reports of their committee’s activities for the Staff Senate year to the May meeting. She will prepare an annual report. She also asked the officers and committee chairs to compile and organize notes to give the next person to take these roles.

- b. **Memorial Gathering in conjunction with Student Government** - Adra Enos was approached by the Student Government Association about the Staff Senate joining in a memorial service for students and staff that died during the last year. LuAnn McCorkle noted the registrar's office does something in this regard and suggested that Ms. Dusek check with Rosalinda Castro in that office. The SGA has planned a service for 7:50 p.m. Thursday, April 29. Notice has not been sent to parents of a deceased student, yet. Ms. Dusek asked if any senators had objections to participating, and none expressed opposition. Mr. Neal noted that it would be preferable to check with the families of the deceased first because, in one case this year, the family did not have a memorial service and asked that there be no other organized events. After speaking with Ms. Castro, Mrs. Dusek will contact Ms. Enos.

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

- a. A "Transfer Day" is scheduled for Friday, April 23.
- b. "Discover ASU" is Saturday, April 24.
- c. Career Development is hosting a Job Search "Grab and Go" Tuesday, April 22.

## **X. Adjournment**

Adra Enos moved to adjourn. Kent Corder seconded, and the meeting was adjourned at 3:35 p.m. The next regularly scheduled meeting is Monday, May 19, 2014, in the Nasworthy Suite (Rooms 202-203) of the Houston Harte University Center.

Approved:

\_\_\_\_\_ Secretary  
\_\_\_\_\_ Date

**This proposal will be presented to the Office of Development and the Office of Scholarship Programs who together will collect (through the employee campus campaign), award and distribute the scholarship funds. The account has a current balance of \$3,866.**

The Staff and Faculty Senates wish to establish a Staff/Faculty Student Scholarship at Angelo State University. The scholarship will be funded by contributions and will be awarded for the first time for the fall 2014 term. The scholarship will continue to be awarded as long as funds are available in the scholarship account. Initially, the scholarship will be awarded up to three recipient(s) in the amount of \$300 each academic year. \$150 will be awarded for each fall/spring term.

The **ASU Staff/Faculty Student Scholarship** will be awarded to deserving undergraduate or graduate students enrolled at ASU who have a strong desire to succeed. Applicants for this scholarship must meet the following criteria:

1. Must have been employed at ASU for 12 continuous months, in a benefits-eligible position, as of the start date of the academic semester in which the employee is applying for the scholarship.
2. Must not have a delinquency in student loans or money owed for previous courses taken.
3. Must be classified as a degree seeking student.
4. Must have a current cumulative GPA of 2.50 or higher on college coursework.
5. Must maintain a cumulative GPA of 2.50 or higher.

The scholarship will not be continuous from year to year. Staff/Faculty will be required to submit a new application each academic year as outlined below.

For the 2014-2015 year, applicants will be required to submit an academic letter of recommendation along with the applicant's current ASU position and a statement of professional/career goals to the Office of Scholarship Programs. The University Scholarship Committee will select the scholarship recipient(s) during their regularly scheduled meeting. Priority will be given completed applications including letter of recommendation requirements at the time of the scheduled committee meeting.

For the 2015-2016 year and beyond, applicants will be required to submit the general ASU Scholarship Application along with a letter of recommendation, current ASU position and a statement of professional/career goals to the Office of Scholarship Programs. The University Scholarship Committee will select the scholarship recipient(s) during their regularly scheduled meeting. Priority will be given completed applications including letter of recommendation requirements at the time of the scheduled committee meeting.