I. Call to Order and Establishment of Quorum

The meeting was called to order and a quorum established at 3:00 p.m. by Patrick Dierschke.

Senators present: Skip Bolding, Shonda Brooks, Patrick Dierschke, Paula Dowler, Brandy Hawkins, Pam McKnight, Carl Martin, Meghan Pace, Pat Payne, Annette Roberts, Lisa Sheppard, Judy Stanley

Alternates present: Mary Eades, Briza Lopez, Jessica Manning

Visitors signed in: Pauline Balderas, Crystal Braden, John Russell, Duffy Sanders

II. Mr. John Russell

Mr. Russell announced the start of the campus master plan, and reported that assistance is needed from staff on focus groups that will assemble as part of campus facility improvement. Participating in the meetings and getting the word out about the meetings was requested. Aside from positive input, assistance is requested on what improvements should be made, what is working on campus, and what is not – where we need more space for storage, conference rooms, or better technology. Positive and negative suggestions are requested. Meeting will begin the week of February 15, 2010. The meetings will begin with faculty and department heads. Student focus groups will begin in March. Mr Russell wanted information as to the best times to hold focus groups for staff members. High attendance at the meetings is important. Jessica Manning asked about how long the meetings would last. Brandy Hawkins suggested that people be invited to sit on the focus groups. Patrick Dierschke indicated he would like staff senators to be involved and to bring someone to go with them. Mr. Russell wants those on the focus group to be those who want to be involved, and for them to provide input that is representative of their own thoughts and ideas. Groups will be focused on parking, classrooms, and residence life, and technology.

III. Approval of Previous Meeting’s Minutes

The minutes of the previous meeting held January 11, 2010 were presented for approval. Skip Bolding made a motion to accept the minutes as presented, and Meghan Pace seconded the motion. It passed unanimously.

IV. Treasurer’s Report

Annette Roberts reported the Staff Excellence Account has a balance of $509.28, which accounts for expenditures for the Staff Excellence Luncheon, printing costs, and the cash awards distributed on February 16, 2010. The Staff Senate Account has a balance of $1,186.48, which accounted for expenditures for Staff Socials.

V. Committee Meetings

a. Skip Bolding reported the Recycling Committee website is up, and some issues have been resolved and that several student organizations are making pick-ups on campus of recycling items. Carl Martin inquired as to what items are being collected. At this time, pickups are limited to paper and plastic.

b. Jessica Manning reported that she and Ruben Sandoval went to Lubbock to walk thru the Tech campus to see the artwork there. They met with the architect, and designer. The Art Manager position is open currently. More was learned about the process, and their role in the committee.
c. Patrick Dierschke commented that the Parking Committee will be meeting, and requested for comments and suggestions to take to the meeting. ASU is looking at more closely following Tech’s parking arrangements, where there are a few free parking lots.

d. QEP (Quality Enhancement Project) – Skip Bolding reported that in the very near future everyone will be involved in this project. This project is an important part of SACS accreditation.

e. Brandy Hawkins reported that applications will be reviewed for the VPASA position. Patrick Dierschke inquired if a search firm was used, and Brandy reported that there will not be.

f. Patrick Dierschke reported that the VPAA position has been reposted. On-line interviews will be done on Friday, February 19th to determine which applicants will be brought for campus interviews. The university will continue to use a search firm for this position. It is hoped that the position will be filled by the end of March.

VI. Unfinished Business

a. The Staff Excellence Awards Ceremony will be February 16, 2010 at 10 a.m. in the CJ Davidson. Annette Roberts has everything set for the ceremony. The award winners will receive a check for $650.00, and $50.00 to use to purchase a keepsake item at Angelo Awards.

b. The Staff Excellence award luncheon was successfully held on February 8, 2010. A special thank you was made to Tom Nurre for covering the event, and developing the news releases.

c. Patrick Dierschke mentioned the possibility of a new employee reception to be held at Dr. Rallo’s house. This will be moved to Staff Relations on the date, those who will be invited based on the date of hire. Development can assist in scheduling the use of the President’s residence. Skip Bolding suggested October for holding the event. Patrick Dierschke noted that April was a good time for the President, schedule-wise. Shonda Brooks noted that there isn’t a time of year specifically that staff is hired.

VII. New Business

a. Justin Louder, Staff Senate Alternate, took a job at Texas Tech University. Briza Leon Ohlmaier of the Office of Financial Aid accepted the offer to be an alternate in his place on the Staff Senate.

b. It was sorrowfully acknowledged by the Staff Senate and those present, the passing of Janna Boling, a staff member in the Registrar’s office, on February 1, 2010. Patrick Dierschke inquired about a staff memorial in her honor, for the Staff Memorial Garden at the Alumni Center.

Patrick Dierschke entertained a motion to purchase a brick paver in Janna’s memory. Carl Martin made the motion to purchase a memorial brick in memory of Janna Boling. Brandy Hawkins seconded the motion. The motion passed unanimously. A brick paver in Janna’s memory will be purchased, and placed in the Staff Memorial Garden.

Discussion was made on the date of the ceremony, pertaining to what time of year, whether to have a memorial each year, or as needed. Also discussed was how Staff Senate would honor the memory of staff members: sending a plant, card, and purchasing brick pavers. Patrick Dierschke suggested the process needed to be in the by-laws, and a section added to address memorializing staff and retired staff members. This will be sent to the by-laws committee for review. The by-laws review committee members are Johnny Fira, Paula Dowler, Skip Bolding, and Pam McKnight.

c. Dr. Rallo will be invited next month to bring the idea for a need for a shared governance group that is inclusive of all senates, so everyone is involved and informed.
d. A petition is circulating aimed at making San Angelo Smoke-Free. The policy of the university is for no-smoking within 50 ft. of any building entrance. Skip Bolding reported that enforcement is not made on campus of that policy. Meghan Pace suggested that ASUFit might be more involved in this campaign.

e. Staff Relations social will be in the East Annex on March 5, 2010 from 2-4 p.m. in the Office for International Students. Refreshments will be served. Patrick Dierschke suggested Centennial Village for the April meeting location.

f. The Chancellor was on campus, Patrick Dierschke inquired of him about Staff Awards more in line with Faculty Awards. The Chancellor stated that was an interesting idea. Shonda Brooks suggested an “employee of the month” award, and from those 12 awardees, the Staff Excellence Award would be awarded. The Staff Recognition Committee will meet to discuss changes in the Staff Excellence Awards.

**Adjournment**

Pat Payne made a motion to adjourn the meeting, and Brandy Hawkins seconded it. The motion passed unanimously. Patrick Dierschke adjourned the meeting at 3:54 p.m.

Respectfully submitted,

Annette Roberts  
Secretary/Treasurer