I. Call to Order and Establishment of Quorum
The meeting was called to order and a quorum established at 3 pm by Ruben Sandoval, Chair.

Senators Present: Katie Dixon, Paula Dowler, D Chandler, Judy O’Rear, Slade Cozart, Ruben Sandoval, Shonda Brooks, Pat Payne, Judy Stanley, and Katie Plum.

Alternates Present: Audrey Wilson, Susie Dusek and Linda Boatright

Visitors signed in: John Russell, Mary Eades, Becky Brackin, Luann McCorkle, Becky Sparks, and Kurtis Neal

II. Approval of Previous Meeting’s Minutes
The minutes of the previous meeting from January 21, 2011 were presented for approval. Judy Stanley made a motion to accept the minutes, and Katie Dixon seconded the motion. The motion passed unanimously.

III. Rebekah Brackin, Director of Community Relations
Ms. Brackin revisited Staff Senate to confirm that we are still interested in helping with tours of campus that are not Admissions related (direct recruiting). She reported that there were several tours to be held during the next couple of months and needed volunteers to assist with these and she could be happy to accommodate volunteer’s schedules. Several Senators expressed they were still interested in assisting. Paula Dowler made a motion to continue to have Staff Senate support the tours as volunteers and Pat Payne seconded the motion. It passed unanimously. Requests for volunteers will be sent to Pat Payne and she will forward to Senators and Alternates.

Kurtis Neal, Director of Human Resources
Mr. Neal announced that training has started for the Performance Reviews. He encouraged anyone that evaluates employees to attend this important training. Performance Reviews are due in his office by April 1, 2011. He also mentioned that he wanted to reestablish the monthly meetings with the Chair of the Senate and any other officers he wished to bring. Opportunity to voice Senate’s needs and concerns with Human Resources and share ideas. Ruben Sandoval requested clarification on the policy of why Senate couldn’t award gift cards as prizes during Staff Appreciate Week. Mr. Neal explained that ASU didn’t have a policy in place and we therefore had to abide by TTUS’ policy, which has a disallowance of any gift card that has a cash value.

IV. Treasurer’s Report
Shonda Brooks reported that the balance of Staff Excellence Account is $321.50 and in the Staff Senate Account the balance is $734.85. Ruben Sandoval questioned if the Staff Excellence balance could be transferred to the Staff Senate account or if the balance rolled over to the next fiscal year. Pat Payne brought up that we still needed to purchase an additional Staff Excellence plaque to be displayed in the University Center.
V. Committee Reports
Paula Dowler reported that Employee Relations Committee was happy to announce the first winners of the drawings for prizes during Staff Appreciation Week. They were Rosalinda Castro in the Registrar’s Office and Martha Hicks in Residential Programs. The Staff Reception for new employees hired from August 1st 2010 to January 31st 2011 will be held February 28th from 6 pm till 7:30 pm at Dr. Rallo’s home. Invitations will be sent out by the President’s office.

VI. Unfinished Business
Audrey Wilson reminded everyone that the new staff ID cards were available and that anyone wishing to exchange for an ID card that is not a MasterCard was welcome to come by the One Card office and do so at no charge.

VII. New Business
1. Ruben Sandoval distributed and went over a proposal to be reviewed by all on proposed suggestions for changes to the present Staff Excellence Awards procedures. He outlined various options that could be adopted into the present procedures that would align the Staff Excellence Awards procedures more closely to the Faculty Senate Awards procedures. Questions and discussions were held. Katie Plum suggested a committee be formed to study the proposal and ramifications to make recommendations to the Senate for approval or disapproval. John Russell strongly recommended that Staff Senate go back to their constituents and talk to staff about these suggestions for changes to procedures and ask for their input because this is too large of an item to be decided by Staff Senate alone. Katie Plum recommended that Human Resources be involved also. Slade Cozart made the motion to create a committee to refine the details and Katie Plum seconded. Motion passed unanimously.

2. John Russell commented on the great job by Staff Senate with the Staff Excellence Awards. With that said he was concerned about the changes that Staff Senate has had in its governing group and with the drastic changes that were being proposed to Staff Excellence Awards. He emphasized that Senate members need to be aware of what this responsibility means, and their willingness to commit, not only to show up to the meetings but to do the work that is required in this Senate position.

3. Katie Plum brought up that she noticed that we have had lot of meetings that a lot of Senators and Alternates have not been present. This is a big concern. If you have more than three consecutive unexcused absences it is in the by-laws that you be removed from your seat. Ruben stated that the by-laws will be followed and Senators will be replaced with alternates.

VIII. Miscellaneous
1. Ruben Sandoval thanked Pat Payne for all of her hard work on the Staff Excellence Awards and brought up the importance of the committee in charge of Staff Excellence Awards stepping up to the plate and performing the work necessary to put on the Ceremony.

2. Pat Payne mentioned that Staff Senate doesn’t have any Senators or Alternates represented from the Service group except for Ruben Sandoval.

3. Audrey Wilson asked about the photos of Senators and Alternates on the Staff Senate web page. Katie Plum explained that the photos were there and how to access them. Several of the Senators haven’t had their photos taken so they weren’t available.
4. John Russell suggested that when notices are sent out to the staff that we include photos of different Senators each time highlighting the area they represented. That way the staff would know who they need to contact when they have issues they would like brought up. Several agreed this was an excellent idea.

5. Slade Cozart requested that a committee be formed before the meeting adjourned so that work could begin on the proposed changes to the Staff Excellence Awards. Ruben Sandoval and asked for volunteers. Slade Cozart, Judy O’Rear, Linda Boatwright, Audrey Wilson and Ruben Sandoval all agreed to serve.

IX. Adjournment
Katie Plum moved to adjourn, Paula Dowler seconded and the meeting was adjourned at 3:50 pm.