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


Alternates Signed In: Kimberly Adams, Linda Boatright, Susie Dusek, Justina Stark, Alma Valdez, Antonella Ward, and Audrey Wilson

Visitors Signed In: John Russell, Mary Eades, Kurtis Neal, Lori Chandler, Crystal Braden, Melissa Farr, Sandra Rosser, and Mary Anne Lowe

I. Approval of Previous Meeting’s Minutes
The minutes of the previous meeting from May 16, 2011 were presented for approval. Paula Dowler made a motion to accept the minutes, and D’Ann Chandler seconded the motion. Motion passed unanimously.

II. Guest - Kurtis Neal, Director of Human Resources
Briefly outlined the process of moving of all non-exempt employees on to Web Time Entry. Currently the university is utilizing Web Time Entry with our student population and it has worked very well. A large percentage of our supervisors are already familiar with the process of reviewing and approving time. Web Entry will change the once monthly pay schedule to a semi-monthly pay schedule. Floor was opened for discussion and questions. Answers to the questions, which are fairly self-explanatory are listed below:

1. Payroll deductions for benefits, etc. will be evenly distributed between the two pay periods.
2. Longevity pay, for those that receive it, will be processed on the paycheck received on the 25th of the month.
3. New pay dates will be the 10th and the 25th of each month. These dates are necessary to meet all of the requirements to process the information submitted by web in a timely manner.
4. Pay period for the 1st through the 15th will be paid on the 25th of that month and the Pay period for the 15th through the end of the month will be paid on the 10th of the following month.
5. The December pay period, which is normally paid in full on the 2nd of January will be the first pay check affected. The period between December 1st and 15th will be paid on January 2nd. The period between December 15th and December 31st will be paid on January 10th. During the month of January you will receive three (3) paychecks. One of January 2nd, January 10th and January 25th. The check on the 25th will cover the pay period of January 1st through the 15th. This will be the only month this happens.
6. Employees will be paid for the actual hours worked during the pay period instead of a flat half of the month. This means that the pay amounts will not be exactly the same each pay period. Some months have 30 days and others have 31 days
7. The approvers of Web Entry Time will receive reminders to go in and approve their employees’ time.
8. Exempt employees will still be paid once a month.

III. Treasurer’s Report
Shonda Brooks reported that the balance of Staff Excellence Account is $318.86 and in the Staff Senate Account the balance is $384.77, which doesn’t include the latest Hot Dog Social costs.

IV. Committee Reports

Staff Relations Committee:
Paula Dowler reported that the next Staff Appreciation Reception will be held July 7th from 2-4 pm in the CHP.

Elections Committee:
D’Ann Chandler reported that the emails would be going out next week to request nominations for Staff Senate.

V. Unfinished Business:
Shonda Brooks presented the Staff Recognition Committee’s proposal of the “Ram STAR Program.” The purpose is to recognize the tremendous efforts and contributions staff make to Angelo State University by providing individual recognition for outstanding service and actions for more casual day-to-day performance. Once the program is in place any ASU regular staff member may be nominated for a Ram STAR by anyone within the university community and the nomination forms will be available on-line. Mark Allen made a motion for Staff Senate to proceed with the Ram STAR program and Ruben Sandoval seconded the motion. The motion passed unanimously.

Ruben Sandoval announced that the next unfinished business was the Staff Excellence Award. The committee met again and made the senate recommended changes to the process. The main change made was the name from Staff Excellence Award to the President’s Award for Staff Excellence. The four categories will be Commitment to Excellence, Excellence in Leadership, Excellence in Innovation, and Excellence in Customer Service. The revised proposal will be sent out to the staff for feedback and voted on at the next Staff Senate meeting.

VI. New Business:
Ruben Sandoval proposed the establishment of the Staff Scholarship Award Committee if the Staff Senate is willing to adopt the responsibility. This committee’s charge will be to establish the procedure for awarding the funds that have been donated by ASU staff and managed by the Development Office to award to individual staff members. Because the scholarship fund was originally set up as Faculty/Staff Scholarship fund and up to this point there had been no input from Faculty Senate that it should be discussed with the Faculty Senate before we proceed. Audrey Wilson moved that the proposal should be discussed with Faculty Senate prior to changing the name of the scholarship and establishing a committee to oversee the awarding. Ruben Sandoval seconded the motion. Motion passed unanimously.
VII. **Miscellaneous:**
Ruben Sandoval announced that Slade Cozart had resigned from the University and the next alternate in his division of the Staff Senate was Antonella Ward. Antonella was asked if she accepted the responsibility of serving as senator in Slade’s position and she accepted.

Ruben Sandoval asked Kurtis Neal to address the issue of staff members whose positions had been eliminated eligibility to retire. Kurtis Neal stated that with the merging of the two colleges a handful of positions were combined and opened up as new opportunities to support the combined departments. The individuals that were affected by this merge have the option of applying for these positions and other open positions that are only being posted internally. These position postings are only viewable through the Human Resources channel on Ramport under the Worklife tab. If any of the individuals affected wish to retire they must meet the normal criteria and requirements of retirement.

VII. **Adjournment:**
Shonda Brooks moved to adjourn, Katie Dixon seconded and the meeting was adjourned at 4:00 pm.