

**Angelo State University  
Staff Senate Meeting Minutes  
Library Conference Room  
Monday, August 18, 2008 at 2:00pm**

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

The meeting was called to order and a quorum established at 2:02 p.m. by Lynsey Flage.

**Senators present:** Lynsey Flage, Dallas Swafford, Don Boyd, Jody Casares, Aaron Carrillo, Clint Havins, Jeane Irby, Elicia Rankin, and Troi Middleton.

**Alternates present:** none.

**Guests present:** Sally Turner, Mary Eades, Annette Roberts, Patrick Dierschke, Lisa Sheppard, Paul Kalina, Brandy Hawkins, Brenda Stewart, Pay Payned, Meghan Pace and Alicia Henry.

**II. Approval of Previous Meeting's Minutes.**

Troi Middleton made a motion that the July 21<sup>st</sup> minutes be approved and Clint Havins seconded the motion. The ayes carried and the minutes were approved.

**III. Treasurer's Report.**

Dallas Swafford reported that the balance in the Staff Senate account is \$110.55. The balance of the Employee Excellence Award account is \$179.50. There was discussion about the fact that after all expenditures this year, there was not enough money left to purchase the padfolios for the new senators out of this year's budget. An order will have to be placed with Bill Neil at the beginning of the next fiscal year. There is enough money to purchase a digital recorder for the secretary to use at future meetings. Jody Casares is to check on the pricing and forward a requisition for this recorder to Lynsey Flage, who will sign in Flor's absence and forward to Purchasing.

**IV. Committee Reports.**

Lynsey Flage stated that the Health and Wellness Committee have not met, but are planning a kick-off soon and the website is going live soon. No other committee representatives had anything to report at this point because they haven't met.

**V. Unfinished Business.**

**a. Staff Memorial Garden Update**

Flor has been working on this. The granite paver reading In Memory of Angelo State University Staff and 1 brick each for Dana Evans from Payroll, Pete O'Rear from the Registrar's Office, and Matthew Schkade from Facilities Management have been purchased. The LeGrand will charge \$75.00 to book the Center on Monday, October 20<sup>th</sup> at 4:00 p.m. Faculty, staff and families of the deceased will receive invitations. Refreshments will also be served, but after discussion it was decided to possibly go to Sam's since we are not forced to use Chartwell's at the LeGrand Center. It was also decided to not serve alcohol at this event.

**b. Suggestion Box Update**

Lynsey reported that there are a couple of suggestion boxes: 1) for Staff Senate suggestions only through the Staff Senate website. One suggestion has already been submitted. 2) An ASU

Suggestion box through Rampart, the work life tab, faculty and staff resources, determine which office you want to make the suggestion to, and it will be routed through the Finance and Administration office. This box is not meant as a complaint box. Forms should be printed soon. This agenda item is completed.

**c. T-shirts and Convocation Update**

Polo shirts will be in on Wednesday morning, and can be picked up at the Communication and Marketing Office. Please wear at convocation if allowed to do so by your supervisor. There was discussion about if additional polo shirts could be purchased with the money left in our budget. However, Staff Excellence money can't be used to purchase staff senate t-shirts. E-mail will go out from Staff Senate encouraging staff to attend convocation. Minibus schedule will also be sent by e-mail.

**d. Introduce Newly Elected Senators and Alternates, Thank the Outgoing Senators**

Sub-committee of Lynsey, Jody, Clint and Aaron sent out and tallied results. The results were shared with the Senate, and Jody made a motion that the results be accepted, Clint seconded the motion and the ayes carried. The results were accepted. Lynsey then recognized outgoing senators, and introduced the newly elected senators.

**VI. New Business**

**a. Salary Equity Update**

Jesse Gomez requested that this item be placed on the agenda, and he was going to give an update, however, he is unable to attend the meeting because his daughter is sick. This items will be placed on the September agenda.

**b. Formal Staff Training**

This agenda item was submitted through the suggestion box. Lynsey explained to incoming senators how suggestions from this area are handled. Jesse e-mailed Lynsey a response. This response is attached. Funds and a position were requested to develop various programs, including training. IT is developing online training programs projected to be available for fall 2008. As part of ASU's strategic plan, future training and development is a priority and could be developed in the future.

**c. Facilities Management Computer Update**

This item was added to the agenda at the last minute because the agenda item subcommittee received a response from Jay Halbert right before the meeting. Jay submitted an e-mail to the sub-committee stating that Facilities Management computers have been ordered and should be received and installed by the end of September. This should be discussed again at the October Senate meeting.

**VII. Miscellaneous (comments, announcements, round table items).**

Discussion ensued about the sub-committee for agenda items. Lynsey asked if it was helpful, and asked for the Senate's input on if it should continue. It was decided that it was very helpful to keep agenda items in focus and helps with the response process.

**VIII. Adjournment.**

Clint Havins moved to adjourn. Don Boyd seconded the motion. The meeting adjourned at 2:50 p.m.

Respectfully submitted,  
Dallas Swafford  
Secretary/Treasurer