

**Angelo State University  
Staff Senate Meeting Minutes  
UC 203-204  
December 19, 2011**

**Call to Order and Establishment of Quorum**

The meeting was called to order and a quorum established at 3:00 p.m. by Katie Plum, Chair.

**Senators Present:** Kimberly Adams, Adriana Balcorta, D Chandler, Patrick Dierschke, Carl Halfmann, Shayna Lopez, Katie Plum, Antonella Ward, Audrey Wilson

**Alternates Present:** Mark Allan, Kimberly Wirth

**Visitors signed in:** Kurtis Neal, Greg Pecina

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

The minutes of the previous meeting from November 21, 2011 were presented for approval. Audrey Wilson acknowledged the incorrect date for approval of previous meeting minutes from November 21, 2011 to September 19, 2011. Antonella Ward made a motion to accept the minutes with the updated information and Carl Halfmann seconded the motion. Motion passed unanimously.

**II. Guests:**

**Kurtis Neal, Director of Human Resources**

ASU went live with the Web-Time Entry Project on Friday.

Please complete the Customer Service Survey that is available on the human resources website, as well as the bottom of all human resources e-mails.

Human Resources now has a Facebook page that is communicating all open positions and different tips on being an employee and a manager.

**III. Treasurer's Report:**

Adriana Balcorta reported that the balance of Staff Excellence Account is \$3,500 and the Staff Senate Account is \$1,088.

**IV. Committee Reports:**

Employee Relations – Patrick Dierschke

The committee met regarding co-hosting a welcome back reception with the Faculty Senate. The date has been selected, Thursday January 12<sup>th</sup> from 5:30-8:30 at the CJ Davidson Center. Hors d'oeuvres will be served with a cash bar available. Both senates will contribute \$750 and Dr. Rallo will match that amount. The committee is possibly

going to ask everyone to bring a canned good to donate to the local food bank. The information will be communicated with flyers to departments and everyone e-mails.

Bylaws Committee – Audrey Wilson

The committee is going to review the bylaws and submit any updates at the January Meeting.

Chancellor’s Award and President’s Award Committees

Awards Ceremony set for February 28<sup>th</sup>. Tentatively Staff Appreciation Week will be the same week.

Employee Recognitions – Antonella Ward

Information has been gathered for options for an award to be used for the President’s Award for Staff Excellence. Informal votes were cast for the top 3 favorite awards. The votes will be tallied and the top 3 will be submitted for a formal vote at the January meeting.

**V. Unfinished Business:**

Unfinished Business was addressed during the committee reports.

**VI. New Business:**

No New Business

**VII. Miscellaneous**

Thank you to everyone who participated with the Concho Christmas Lights. If it is something we would like to do again next year, we need a contact person to submit to Marilyn Flage.

Please watch for a formal announcement for the changes to the Vice President for Strategy, Planning, and Policy Office.

**VIII. Adjournment**

Carl Halfmann moved to adjourn, Antonella Ward seconded and the meeting was adjourned at 3:28.