



**Staff Senate Meeting Minutes**  
**Hardeman Student Service Center, room 206**  
**March 20, 2017 @ 3 PM**

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

Eddie Rodriguez, Chair, called the meeting to order at 3:02 p.m., and quorum was established.

**Senators Present:**

Jason Brake, Leonor Constancio, Paula Dowler, Michelle Norris, Judy Polunsky, Elicia Rankin, Eddie Rodriguez, Judy Stanley, Chris Steele

**Senators Excused:**

Farrah Lokey, Kerri Mikulik

**Alternates who Signed-In:**

Sandra Rosser, Aaron King, Purnell Curtis

**Visitors who Signed-In:**

Kurtis Neal, Tanya Biggs, Jeane Irby,

**II. RAMStar Awards**

Tanya Biggs and Chris Steele were presented with RAMStar Awards. Jackie Droll, Kristi Flores Rebecca Schkade, and Stephen Schkade were announced as recipients.

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

Leonor Constancio moved to approve the previous minutes. Michelle Norris seconded and the motion carried.

**IV. Guests**

Kurtis Neal, Director of Human Resources

- The pay period is a common concern for staff, and one that has seen a couple of different changes. The first change was changing monthly paychecks to semimonthly, and the latest change was made due to the FSLA where we changed many employees from exempt to non-exempt.
- In order to pay non-exempt employees in concordance with state regulations and to pay based on hours actually worked, we are not able to pay employees every two weeks because those two weeks cross over months. The pay periods have to be contained in a month, so TRS and ERS payments are deducted correctly. For example, retirement and health benefits have to be deducted based on a month's worth of pay.



Staff Senate, Angelo State University

- The 16<sup>th</sup> through the end of the month is varied, especially February, where your pay will be lower because there are fewer hours in that pay period. There are also other pay periods from the 16<sup>th</sup> to the end of the month where you will get 96 hours instead of 72 hours.
- The payroll calendar shows you how many hours are in each pay period and the date it will be paid. The hours per month average 173 hours.  $173 \times 12 = 2,080$  hours, which would be the total amount paid if we did the pay out over 12 months. 2,080 is the standard average for full-time that HR uses.
- We made up for the lower paid pay period with the 96 hours pay period 2 periods prior, and we will have another 96 hour pay period the first week of April. While every pay check does not look the same, you are getting paid for the hours you work in each period.
- Michelle Norris - Suggested that supervisors see this as an educational opportunity, so we make them aware of the lower paid months. Are they being paid the same amounts going from salary to hourly?
- Kurtis Neal - Not necessarily. When you are paid monthly, we take the annual salary and divide it by 12. Now they have an hourly rate. The state does not allow staff to have deferred pay like faculty, which is take from what your monthly pay is so we can pay you equally throughout.

**V. Treasurer’s Report**

Staff Excellence Awards (62225)

Beginning Balance	\$3,500
Company Printing	- \$341.60
Concho Business Solutions	- \$116.16
Staff Excellence Award Nominee Lunch	- \$1,283.01
Angelo Awards	-\$412.80
Available Balance – February 20, 2017	\$2,172.03

Staff Senate (62226)

Beginning Balance	\$1,200
Available Balance – January 17, 2017	\$1,200

**VI. Committee Reports**

Kerri Mikulik, Staff Relations Committee Chair

- The Independence Day Celebration will be July 6<sup>th</sup> at the Pavilion. Since staff senate didn't have to pay any money for the spring welcome back event, we will foot the bill. They were happy about that because they had some unexpected expenses this year.
- Autumn Barnes is team captain for Helping Hands, and we have a good volunteer group for that. Staff senate will be paying for the volunteers lunches that day (April 1).
- Team ASU Relay for Life is actively fundraising and also has a good team going.
- I asked international studies if they wanted to host an open house with staff senate in their new space but they said it will be a while until they feel presentable, so we can check back next year.



- Sandra Rosser: The OneCard and Parking Services offices would like to do an open house.

## VII. Unfinished Business

N/A

## VIII. New Business

N/A

## IX. Miscellaneous (comments, announcements, and roundtable times)

Michelle Norris, Staff Recognition Committee Chair

- I have made the hard decision to step down, and give the opportunity to an alternate to step up into the senator position. It has become too stressful on our 3 person office to have 2 staff members actively involved in Staff Senate.

Leonor Constancio, Chancellor's and President's Awards Organization Committee Chair

- We have received a complaint regarding the selection process, so we need to review the selection process.  
“...it feels like those of us who are not in direct line reporting to the top couple of levels of administration do not get consideration. The awards seem to go to those who work on initiatives that directly report to these top levels. Folks on lower levels feel devalued.”
- Kurtis Neal: You can't force people to nominate or choose who they nominate.
- Chris Steele: Each president award has nomination criteria, but not a category criteria. Dr. May has asked us to review rules on how often a staff member can win. Whether it is once you win you can never win again or you have to wait 5 years before you can win again.
- Michelle Norris: If we have a winner from each category, we would have to divide the award by how many categories there are.
- Leonor Constancio: I think the misconception is that Dr. May is selecting the recipients. Actually, it's a committee of peers from various employment categories. Dr. May just approves our recommendations for the award.
- Sandra Rosser: We might need to explain that process further in the emails or on the website.

Leonor Constancio

- I received a recommendation that we revive the coed softball team competition.
- Kurtis Neal: Just remember that workers compensation doesn't cover that.

Judy Polunsky

- The new seals on the awards for the president and chancellor's awards are really great!

Chris Steele, Vice Chair

- We need to start elections for new staff senate, so that committee needs to reach out to HR and review the transition notes on the R drive.



*Staff Senate, Angelo State University*

Kurtis Neal

- We are updating the system where people go to apply for jobs.
- Rams Clay Target team actively competes against students from other organizations across the nation. They are also hosting a Sporting Clay Shoot benefit on May 20 in conjunction with the ASU Foundation to establish scholarships for their members. I am the advisor, so let me know if you have any questions or want to participate.

[www.angelo.edu/ramsreload](http://www.angelo.edu/ramsreload)

## **X. Adjournment**

Leonor Constancio motioned to adjourn the meeting and Paula Dowler seconded the motion. The meeting was adjourned at 3:52 PM.

Approved:

Farrah Lokey, Secretary