

**Angelo State University  
Staff Senate Meeting Minutes  
University Center, Nasworthy Suite  
January 25, 2016, 3 p.m.**

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

The meeting was called to order at 3:05 p.m. by Kent Corder, 2015-2016 Chairperson. A quorum was established.

**Senators Present:** Jason Brake, Jeremy Brake, Leonor Constancio, Kent Corder, Paula Dowler, Farrah Lokey, Kevin Owens, Marshall Peter, Bradley Petty, Elicia Rankin, Joe'l Sefcik, Kristi Wolff

**Alternates Present:** N/A

**Visitors signed in:** Kurtis Neal

**II. RamStar Awards:**

RamStar awards arrived late, award winners will have their certificates and pins hand-delivered to their offices.

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

Paula Dowler moved to approve the 11/16/15. Leonor Constancio seconded; the motion carried. No minutes for the 12/14/15 due to lack of quorum.

**IV. Guests:**

Kurtis Neal, Director, Office of Human Resources.

**V. Treasurer's Report:**

Staff Excellence Awards (62225)	
Beginning Balance	\$3,500.00
Available Balance	\$3,500.00
Staff Senate (62226)	
Beginning Balance	\$1,172.10
University Assembly	-\$350.00
Available Balance	\$822.10

**VI. Committee Reports:**

a. Staff Relations – February 15, 2016 President Awards Presentation

b. Other committee reports – N/A

## **VII. Unfinished Business**

Sending notifications to all President’s Excellence nominees and their managers. Finishing up planning for Staff Excellence luncheon and presentation.

Results of the State Employees Charitable Campaign (SECC). We had 96 contributors and the total contribution amount was \$20,608.00.

## **VIII. New Business:**

Everyone e-mails. Kurtis Neal, Becky Brackin, Kent Corder, and Craig Schell got together to discuss the Everyone email policies. The electronic communication policy, in general, needs to be updated. Those updates will encompass the everyone email policies. Becky is researching how other colleges and places of business address this item. The committee will be meeting again and will be visiting with other groups to get input on the updated policies.

Kent will be handing over the employee orientation videos to Marie-Clare Prisco to included in the Human Resources employee support materials.

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

Next year ASU will be helping with the Christmas Lights tour on Friday night rather than Wednesday night. The tour is open until Midnight on Fridays.

## **X. Adjournment**

Paula Dowler moved to adjourn; Elicia Rankin seconded, motion carried. The meeting was adjourned at 3:18 p.m.

Approved:  
Marshall Peter, Secretary  
\_\_\_\_\_ Date