



**Staff Senate Meeting Minutes**  
**University Center, Nasworthy Suite**  
**August 15, 2016 @ 3 p.m.**

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

Farrah Lokey, Secretary, called the meeting to order at 3:08 p.m., and quorum was not established.

**Senators Present:**

Jason Brake, Leonor Constancio, Farrah Lokey, Bradley Petty

**Senators Excused:**

Paula Dowler, Kerri Mikulik, Judy Polunsky, Elicia Rankin, Chris Steele

**Alternates who Signed-In:**

Sandra Rosser, Kate Holdridge

**Visitors who Signed-In:**

Brian Jackson

**II. RAMStar Awards**

RAMStar Awards were not available.

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

Quorum was not established.

**IV. Guests**

Project RamPort – Brian Jackson, Information Technology

- New RamPort is tentatively scheduled to launch September 17, 2016. The Project RamPort team is currently reviewing demos with members of our ASU community. Any occurrences during the content review period or future stages of the project could alter the timeline and launch date.
- Version 5.3 of RamPort looks completely different and is mobile friendly. The design is set up to be user friendly and task oriented. For example, managers who approve leave will be able to locate and complete this task quickly – less scrolling, less searching, less clicking.
- To request a demo of version 5.3 of RamPort, please go to [www.angelo.edu/content/forms/823-request-a-demo](http://www.angelo.edu/content/forms/823-request-a-demo).



- Dr. Petty: Will we be able to customize our pages to see the items we need and sort them accordingly?
  - o Brain Jackson: No. A supervisor will see different items than their support staff. If you approve time sheets, you will see that task. A staff member who does not approve time will not see that task.
- Farrah Lokey: Can I see what the students see on their RamPort? I, and other student services staff, walk students through the steps of viewing their bill, accepting awards, and applying for scholarships.
  - o Brian Jackson: No. Screen shots are available on the website ([www.angelo.edu/rampport/screenshots](http://www.angelo.edu/rampport/screenshots)) to assist you. Self-service will be the same, so your instructions at that point shouldn't change. The new RamPort should prevent you from having to walk students through the steps of finding these items or tasks.

### V. Treasurer's Report

#### Staff Excellence Awards (62225)

Beginning Balance	\$2,079.42
Available Balance	\$2,079.42

#### Staff Senate (62226)

Beginning Balance	\$236.37
Available Balance	\$114.82

### VI. Committee Reports

#### Staff Relations

N/A

#### Other Committee Reports

N/A

### VII. Unfinished Business

#### Staff Employee Scholarship

- The Staff Recognition Committee did not meet.

### VIII. New Business

#### State Employee Charitable Campaign (SECC):

- August 18 form 11:30 – 3:00 p.m. in the UC, room 201 (lunch provided).
  - o Sandra Rosser: We collected promotional items to use for a drawing for those who participate.



*Staff Senate, Angelo State University*

- Eddie Rodriguez, Chris Steele, Farrah Lokey, and members of the Staff Relations Committee met with Ashley Ammons, Lubbock Area United Way Division Director to discuss plans for the State Employee Charitable Campaign.
  - The SECC gives state employees the option to give to their favorite local and national charities through a simple payroll deduction.
  - Even just a \$3 monthly deduction feels a little easier on your checking account than a \$36 dollar check around Christmas. If every ASU employee was to donate \$3 a month, we could raise about \$29,880 for our favorite charities.
  - All charities in the campaign must meet strict eligibility criteria – less than 25% of donated funds go to administrative costs.
  - 95 employees participated last year raising \$20,608.

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

Joint Staff Senate Meeting:

- Few were able to participate due to short notice and the length of the meetings.

Leonor Constancio:

- Thursday during the university address, they will present the Gary and Pat Rodgers Award. Any senators and alternates available should attend.

#### **X. Adjournment**

The meeting was adjourned at 3:47 p.m.

Approved:

Farrah Lokey, Secretary