



Staff Senate, Angelo State University

Staff Senate Meeting Minutes

UC 211

Monday, June 26, 2023

I. Call to Order and Establishment of Quorum

Jessica Albus, Staff Senate Chair, called the meeting to order. A quorum was met with 9 Senators present.

- **Senators Present:** Cody Allison, Alma Valdez, Christina van Ittersum, Courtney Wilson, Yvette Nunez, Melissa King, Jessica Albus, Hannah Hoelscher, and Debra Blair.
- **Alternates who Signed-In:** John Mathews, Shant Yagghiyaei, Jordan Swiderski, Kim Marshall, Melissa Wood, Danielle Plecenik, Candace Aguirre, and Quincy Childress.
- **Guests Signed-In:** Dr. Trey Holik, Brittan Wollman, Beatrice Reyes, Melissa Lacy, Jayna Phinney, Aubrey Madler, Klarissa Morales, Brittany Smith, and Jamie Huff.

II. Ram Star Awards

- Heather Hodges
- Jayna Phinney
- James Spencer
- Jaden Aldridge
- Joshua Berthold
- Jordan Swiderski

III. Approval of Previous Meeting's Minutes

- Minutes from May 08, 2023 – In Progress

IV. Guests

- **Dr. Trey Holik**, Faculty Senate Representative
 - i. Thank you for attending and showing support from the Faculty Senate to the Staff Senate!
- **Angie Wright**, VP for Finance & Administration
- **Kurtis Neal**, Director of Human Resources



V. Treasurer’s Report

- Staff Senate Budget - \$922.69

VI. Committee Reports

- Staff Relations
 - Kona Ice or Bahama Bucks – will cost about \$5 per person, at 200 snow cones would deplete all remaining budget.
 - UCPC used to have a snow cone machine and popcorn machine. Staff Relations may look at asking if we could use their machines.
- OP 52.12 – Staff Excellence Awards OP
 - Working to adjust the OP to include semi-finalists. If anyone would like to be a part of that discussion and OP development, let the Staff Senate know at staff_senate@angelo.edu.
- Nominations and Elections
 - Introduction of New Senators

Staff Name	Position	Terms of Service
SENATORS		
Executive/ Administrative/Managerial (3)		
Mr. Sam Spooner	Director of Risk and Emergency Management Environmental Health, Safety, and Risk Management	2022-2024
Ms. Heather Crawford	Assistant Director of Admissions - Communications Office of Admissions	2022-2024
Ms. Kimberly Adams	Director of Development and Alumni Services Alumni Association	2023-2025
Professional (6)		
Ms. Courtney Wilson	Student System Administrator Office of the Registrar	2022-2024
Ms. Jessica Albus	Service Desk Administrator III & Project Lead Information Technology	2022-2024
Ms. Hannah Hoelscher	Campus Visit Specialist Office of Admissions	2022-2024
Mr. Zachary Deere	Network Administrator III Information Technology	2022-2024
Mrs. Christina van Ittersum	Instructional Designer Center for Digital Learning and Instruction	2023-2025
Office Support (5)		



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Mrs. Sandra Fuentes	Senior Administrative Assistant Office of Vice-President of Student Affairs	2022-2024
Mrs. Debra Blair	Office Coordinator II Department of Mathematics	2022-2024
Mrs. Melissa King	Lead Admissions Assistant Office of Admissions	2023-2025
Ms. Yvette Nunez	Academic Administrative Assistant to Dean College of Education	2023-2025
Mrs. Alma Valdez	Office Coordinator II Department of Political Science and Philosophy	2023-2025

Service/Maintenance/Skilled Craft (2)

Ms. Maria Wilson	Police Officer II University Police Department	2022-2024
Mr. Cody Allison	Fire Safety and Controls Systems Technician Facilities Management	2022-2024
Mr. Neal Aylor	Groundskeeper	2023-2025

ALTERNATES

(Listed in order by vote count, most to least)

Executive/Administrative/Managerial (2)

Mrs. Brittney Miller	Director of Communications & Marketing Office of Communications and Marketing	2023-2024
Mr. Robert Sport	Associate Director of Admissions - Recruitment Office of Admissions	2023-2024

Professional (6)

Mrs. Candace Aguirre	Liaison Program Coordinator Office of Vice-President of Student Affairs	2023-2024
Mrs. Christabel Romine	Director of Lambs to Rams Norris-Vincent College of Business	2023-2024
Mrs. Vianey Sanchez	Academic Coach & Coordinator of Up and Coming Scholars Program Freshman College	2023-2024
Mrs. Quincy Childress	Accountant Controller's Office	2023-2024
Mr. John Mathews	Service Desk Specialist III Information Technology	2023-2024
Ms. Danielle Plecenik	Title IX Officer Title IX	2023-2024



Office Support (6)

Mrs. Melissa Wood	Academic Administrative Assistant to the Dean College of Science and Engineering	2023-2024
Mr. Jordan Swiderski	Materials Handling Assistant Central Receiving/Supply	2023-2024
Mrs. Kim Marshall	Office Coordinator I Controller's Office	2023-2024
Ms. Sierra Ruiz	Admissions Assistant I Office of Admissions	2023-2024
Vacant		
Vacant		

Service/Maintenance/Skilled Craft (2)

Mr. Ray Simmons	HVAC Technician II	2023-2024
Mr. Shant Yagghiyaei	Police Dispatcher	2023-2024

- Executive Board Voting
 - Chair
 - Christina van Ittersum nominated Sam Spooner for Chair, and Cody Allison seconded the motion.
 - Vice Chair, Secretary, and Treasurer will be voted on by Senators through a Qualtrics vote and approved in the next Staff Senate meeting.
 - Jessica Albus, Christina van Ittersum, and Cody Allison were interested in being on the ballot for all 3 positions. Debra Blair was interested in being on the ballot for the Treasurer position again.

VII. Unfinished Business

- Suggestion Forms
 - i. Parking for Employees
 1. Fees for the permits and citations are used to fund Parking Services, UPD, parking lot maintenance, and much more. It has always been felt that since we charge students, staff, and faculty should also be charged.
 2. Our permit cost is extremely low compared to other TTU schools and peer schools. Negative impact on perception and operations if the fees were eliminated, or decreased, for staff and faculty but not for students.
 3. Getting a free parking permit would be up to Administration, so either President Hawkins or Angie Wright. If interested in pursuing this, we may need to create a committee to begin working toward this idea.

VIII. New Business

- Suggestion Forms



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i. Conversational Spanish

1. Dr. Ashworth-King is excited to help support this program. She did ask that a more concrete plan be developed so that she can have a better idea of expectations for her faculty.
2. If someone is interested in developing a plan for this suggestion, please contact the Staff Senate at staff_senate@angelo.edu.

IX. Miscellaneous

- Workbook for Office Coordinators
 - This was something several past office coordinators were developing as a guide to help other staff around campus.
 - Debra Blair to ask Sandy Seidel about this workbook.
 - The workbook is still a draft, so updates/edits are still ongoing.

X. Adjournment

- Cody Allison motioned to adjourn the meeting. Hannah Hoelscher seconded the motion.

XI. Meeting Recording

- https://angeloedu-my.sharepoint.com/:v:/g/personal/jalbus1_angelo_edu/EdkFTwdxp_hNqs_Q_3TAkMgBPJfJQLP7zmTcMMBa_YElfA?e=eGj5gT
- Skip to 11:00 in the recording, as we had audio connection issues at the beginning of the meeting.