

**Texas Tech University Staff Senate Suggested Agenda**  
**Wednesday, August 03, 2016**  
*(Please silence all cell phones.)*

1. Call to Order
2. Welcome from President
  - a. Introduction of new Executive Officers
3. Administrative Business:
  - a. Roll Call                      Quorum \_\_\_\_
  - b. Approve past minutes
  - c. Treasurer's Report
4. New Business:
  - a. New Senator Orientation (PR/ADV)
  - b. Committee sign ups
  - c. Other:
    - i. Homecoming 2016 Royalty Candidate Screening Committee
    - ii. Panel Hearing Committee (formerly Student Disciplinary Committee)
    - iii. Staff Senate Meeting Speaker Coordinator (PR/ADV)
    - iv. New Employee Orientation Coordinator (PR/ADV)
    - v. Athletic Ticket Giveaway Coordinator - Billy Tiongco
      1. Football tickets giveaway (Sept 03 game - Stephen F. Austin)

Standing Staff Senate Committees:

- Constitution/By-Laws - Randy Baker
- Elections/Nominations - Needs Chair
- Grievance - Needs Chair
- Issues - Needs Chair
- PR/ADV - Pamela Carrizales
- Scholarships - Christy Rosson
- Technology - Needs Chair
- OP Review - Needs Chair

Standing University Committees:

- University Parking - Billy Tiongco
- Faculty Senate - Liz Inskip-Paulk
- Academic Council - Ashlee Brown
- Provost Council - Liz Inskip-Paulk
- President's Cabinet - Liz Inskip-Paulk

Ad Hoc Committees (as needed):

- Ethics Center Advisory Committee - Needs someone
- Joint Child Care Facility - Needs someone
- Sexual Assault/Title IX - Needs someone
- SharePoint - Needs someone?
- Strategic Planning Council - Liz Inskip-Paulk

- Traffic & Pedestrian Safety - Liz Inskip-Paulk

## **STAFF SENATE COMMITTEE DESCRIPTIONS:**

### **1. By-Laws/Constitution - Randy BAKER**

"Shall be composed of a minimum of five Senators. The duties of the Committee shall be to accept proposed changes to the Bylaws and Constitution, study the proposals, and prepare the recommendations to the Senate in accordance with Article VI of the Constitution. The Chair of the Committee shall advise the President on actions not in accordance with the Constitution or Bylaws."

### **2. Elections/Nominations - Needs Chair**

"Shall be composed of one Senator from each EEO classification to be chosen by a majority vote of those Senators present of each EEO classification at the first regularly-scheduled meeting of each year where official business is conducted. If no members of the EEO classification present are able to serve on the Elections Committee, the Nominations Committee may appoint Committee members from within the EEO classification. The duties of the Committee shall be to handle all nomination and election procedures in accordance with Article III, Section 1 of the Constitution."

### **3. Grievance - Needs Chair**

"Shall be composed of one Senator from each EEO classification to be chosen by a majority vote of those Senators present of each EEO classification at the first regularly-scheduled meeting of each year where official business is conducted. If no Senators of the EEO classification are able to serve on the Grievance Committee, the Nominations Committee shall appoint Committee members within that classification. The duties of the Committee shall be to handle Senator Grievances or concerns that may be expressed by any Senator and/or the University community in accordance with Article IV, Section 2 of the Constitution."

### **4. Issues - Needs Chair**

"Shall be composed of a minimum of five Senators. The duties of the Committee shall be to study issues that have been submitted to the Issues Committee by a Texas Tech University staff member, make recommendations back to the Board regarding handling and disposition of each issue, and notify the author of any action resulting from the Committee's study. The Chair shall be responsible for tracking issues submitted and the resolution of each issue. Approval from the Board shall be obtained for each Resolution before notification to the author. Upon approval, the issue and resolution shall be reported to the Senate in the Committee meeting report."

### **5. PR/ADV - Pamela CARRIZALES**

**"Shall be composed of a minimum of five Senators. The duties of the Committee shall be to plan and coordinate activities at which University staff employees may meet their Senators and learn about Senate projects. The Committee shall serve as the public relations agent of the Senate, and work with the news media and human resources area to publicize the Senate and its endeavors. The Committee shall serve as the editor and publisher of the Staff Insider (the Senate newsletter). The chair of the Committee shall serve as the public information office of the Senate. As such, the Chair shall approve public notices concerning the Senate or its activities, seeking advice from the Board or other Senators as appropriate to ensure consistency and accuracy of information. The Committee shall handle all acknowledgements sent from the Senators to members and others as specified."**

**6. Scholarships - Christy Rosson**

**"Shall be composed of a minimum of five Senators. The duties of the Committee shall be to update the information sheet and application yearly (before the Fall semester), accept, review, and award applications for the Staff Senator Texas Tech University Employee Scholarship. The Committee shall coordinate with the Scholarship Office to verify each applicant before review by the Committee."**

**7. Technology - Needs Chair**

**"Shall be composed of a minimum of five Senators. The duties of the Committee shall be to maintain and update the Senate website, maintain the lottery system, and work in conjunction with the Communications/PR Committee to obtain information needed to post TechAnnounce messages."**

**8. OP Review - Needs Chair**

*Note re: Ad hoc Committees (as needed):*

**"Any ad hoc Committee may be called by the President and approved by the Board as deemed necessary. Members shall be appointed through the standard nominations process and be disbanded when the Committee's purpose has been served. Any Committee appointments and duties shall be determined by the Board."**