

Staff Senate Minutes

October 5, 2005

Escondido Theater, Student Union Basement

www.depts.ttu.edu/staffsenate

- **Welcome**
- **Pledge of Allegiance**
- **Roll Call**

Senators present: Jana Atkins, Gene Bals, Estella Barron, Joan Blackmon, Eric Burrell, Jaclyn Byrd, Gerald Cunningham, Bobby Davila, Crystal Davis, Lori Dudley, Travis Findley, Sandy Gellner, Scott Hall, Martha Hise, Teresa Impson, Marcia Kawecki, Marlene Kenady, Michelle Kiser, Rick Loper, Barbara McArthur, Bill McDonald, Teresa Neal, Rebecca Owens, Donna Perry, Donna Rogers, Laurie Smerud, Randy Smith, Carol Ann Stanley, Linda Stracener, Richard Verrone, Barbara White, Leigh Wilson

Senators absent: Louisa Arriaga, Yolanda Coronado, Sheryl Epperson, Maria Fernandez, Rick Fullerton, Rocky Gauna, Brent Guinn, Donna Hurtado, Carolyn Kennedy, Guadalupe Luna, Kathy Nordstrom, Patti Perkins, Eddie Ramirez, Don Roulain, Ryan Scheckel, David Shuping, Kevin Tunnell

Guests: Nathanael Haddox, Tai Kreidler, T. Gilmour Reeve

- **Minutes**
 - Motion made by Randy Smith to accept the minutes.
 - Seconded by Barbara White
 - Motion carries
- **Treasurer's Report**
 - Some adjustments were made to the accounts, but only the balance has changed. \$12,885.03 is being carried forward to this year and has been submitted to Tom Anderes for approval. This will be added to our beginning yearly budget of \$11,000.
 - Motion made by Jaclyn Byrd to accept the Treasurer's Report.
 - Seconded by Lori Dudley
 - Motion carries

- **Speakers**

Kay Whyburn Rhodes, Assistant Vice President, Office of the CIO

Use of Social Security Numbers on campus

The phone book is going to be submitted today and should be back later this month. The Staff Senate now has a page in the front section.

Last February, TTU finalized a deal to purchase the Banner Student and Financial Aid system. Tech belongs to the Texas Connection Consortium, a group of colleges in the state that work together to receive support for state mandates. The current student system, called PLUS, is moving away from being supported over the next 4-5 years. Tech has the option to move to the Banner system at no charge for the software. "We researched and recommended that TTU should adopt this system to the Provost and administration." It will give everyone web-based access that is always available. This system will be used by all campuses, since students are shared. The Banner system has a "Banner ID" that becomes the unique identifier for all students and faculty that uses web for students or web for faculty. Social Security Number is no longer the primary identifier, although the system would still contain that information. The project was in planning all summer and kick-off was in

September. The project team is led by Kerrie Iseral from Information Systems. Dale Ganus from Admissions is the TTU lead. Mike Smith is HSC lead.

Tentatively, Admissions will begin using the new Banner system in June 2007 for students admitted Fall 2008. Registrar and Financial Aid should begin using the system in February or March 2008 for Fall 2008. TTU's Financial Aid calendar runs Sept – Aug while HSC's runs June-May. HSC (or Tech) cannot be impacted to change fiscal year to accommodate the new system.

The status today is business process analysis training is completed, which trains people to analyze business process. The training for Banner general is scheduled this fall. More information is needed about how Banner and Banner ID work and all the interactions with everything else before a timeline can be determined. Another group has just kicked off an effort to replace the financial and personnel systems. Since TTU is already agreed to work with the Banner system, this team was formed to research the Banner financial and personnel systems. Through these three systems, all information on a single person is contained in one record: student information, personnel information, etc. A report is due in November on the status of this research, which includes contacting other institutions currently using these systems.

A survey among departments was conducted last spring to determine the extent of social security number usage on campus. Although all departments are required to respond, some have not yet done so.

A license would be purchased and vendor updates would be provided. There are many things that go into this, but she doesn't have any estimates on hand at the moment. The prices for these systems are negotiated under state contract through the Texas Connection and DIR. These are discounted prices. Any applications purchased for sharing between institutions are cost-shared by the institutions on a percentage basis determined by FTE.

There's always a stabilization period with new systems such as this, and IT staff ends up working lots of extra hours. The directive and project team is researching changing processes so the baseline system can be used as much as possible. One way is to look at standardizing processes among campuses. Banner will be phased in over a period of 9-12 months rather than making a sudden transition.

Distance Learning is not being considered for this system yet. The higher education portion will need to be considered.

The training in fall is technical and functional. The lead functional team will begin this training. Everyone that will use Banner will be trained at some point closer to implementation.

TechSIS will continue being used until the new student system is fully implemented. They will need to run at the same time for a while. In Spring 2008, students registering for Fall will register in the new system. For Summer 2008, they'll register in TechSIS.

All old data will be converted

Logging into the new system would be accomplished through Banner ID, not Social Security Number. If the institutions decide to purchase the portal product, Banner ID would be used to access all systems.

HR is involved in data standards group, which is a work team that has to meet and discuss standards for name format, address format, etc. In the event that all data is shared, it needs to meet everyone's needs. Right now, only student information is being considered. If the Banner personnel system is not purchased, then the effect on personnel will be minimal. Same with financial system.

- **Committee Reports**

- Nominations (Scott Hall) – All committees have the required number of senators on them. No other appointments need to be made at this time, but there are a number of senators not serving on committees. A list was e-mailed to everyone this morning and paper copies were made available at the meeting today. One new committee is Traffic and Parking. We have two spots,

but one seat is already occupied. Rick Loper has volunteered for the other. External committee seats should be filled in spring.

Introduction of New Senators – several resignations have been submitted recently, so new senators have agreed to fill these spots.

- Crystal Davis, from MailTech, is replacing Amy Martindale in the Clerical EEO category
- Teresa Impson, from Range, Wildlife and Fisheries Management, replaces Lissa Goebel in Clerical
- Donna Rogers, from the Graduate School, replaces Julia Allen in Professional
- Joan Blackmon, from Petroleum Engineering, replaces Tim Wolf in Technical/Paraprofessional
- Barbara Bowley, from the Provost's Office, has resigned her seat. No other alternates in Clerical are available to fill the seat

- Bylaws – No report
- Communication and Public Relations – No report
- Scholarship (Lori Dudley) – The committee has met once and committee members have been working electronically, since. This semester, 16 scholarships at \$300 each will be awarded. The letters will be sent soon and financial paperwork is being processed. These awards will be publicized on campus and in the Lubbock Avalanche-Journal. The committee set goals to review the application process and rework the application. We plan to meet in late October to get started.
- Issues (Donna Perry/Teresa Neal)
 - A spreadsheet outlining last year's issues was made available. Some outcomes are still ongoing. This spreadsheet should be uploaded to the webpage.
 - The committee suggests creating an ad hoc committee, which should include campus-wide personnel, to research the fall break issue more in-depth. Last year's Senate informally decided to support the fall break issue, so Richard met with a few reps looking at the issue including Nathan Nash, SGA president. We did not pass a formal resolution or formally investigate it at the time. The committee will now study this more closely and develop a formal position. The Senate is in favor of the idea of a fall break, but there are certain areas that will be greatly affected and we want to make sure staff affect has been thoroughly studied. President Whitmore knows we are going to study and create a formal stance. Rebecca Owens has volunteered to serve as lead researcher for this.
 - Another issue was submitted regarding wheelchair accessibility on campus. Work is ongoing to bring buildings to ADA compliance. If something comes up, it is submitted to the proper department and they try to work it in quickly. Access Tech is working on a disability information fair to be held October 24-28.
- Grievance (Marlene) – No report
- Web page – The Executive Board met last week and recommended some changes to the webpage. Specifically, it recommended changing the format to conform to the general university format and adding some quick links to information like last year's issues, hurricane relief, resolutions, links from the issues page to the resulting resolutions. Also everyone's picture needs to be on the webpage. Staff need to know their senators are and be able to approach them.

- External Committees
 - Faculty Senate (Rebecca Owens) – The Faculty Senate meets the second Wednesday of each month. Five motions were attached to the fall break, and each was discussed and debated. Votes were taken on each.
 1. Faculty Senate endorses the general idea of fall break but it needs refinement and more detail and investigation – failed
 2. Faculty Senate endorses a 1-day fall break. This would still move the finals schedule forward 2 days – failed
 3. Faculty Senate endorses a 2-day fall break held Monday and Tuesday of Thanksgiving week – passed
 4. Faculty Senate requests classes start either two days or one week earlier to accommodate the break – failed
 5. Faculty Senate charges a committee with modifying the SGA proposal to be more in line with what fits the faculty calendar – failed

Presidential Library: a couple of changes in wording were made to the initial resolution. The resolution declares support for the Bush Presidential Library. Also passed resolution for need for resources for hurricane victims.

- Academic Council (Rebecca Owens) nothing of interest to report
- Strategic Planning (Jaclyn Byrd) – The committee reviewed goals for the new Strategic Plan: people, education, research, and partnerships. They will meet again at the end of this month to discuss benchmarks.

- **President’s Report**

Tech is still involved in ongoing hurricane relief effort. T-shirts were sold at Sam’s successfully. Raider Aid t-shirts are now available for \$5. The money still goes to Red Cross. Some have donated blood: please continue to do so.

No one has yet volunteered to serve as an Amigo.

Baird Memorial Carillon will be rededicated Sunday, October 23 at 5:30 p.m. at Memorial Circle. The Techsan Memorial Ceremony will be held at 6 p.m., October 13. This is a memorial for Techsans who passed away in the last year. Richard Verrone will read names of staff members.

Verrone is presenting the hand washing issue to President Whitmore at his next meeting.

The TTU developed a Quality Enhancement Plan called, “a campus conversation on ethics.” This document was written by a group of faculty and addresses many issues which include staff. While Rebecca Owens served on the focus group, she pointed out staff had no representation on the committee that developed the plan, and the importance of staff is not addressed in the plan. Owens suggested that she could serve on this committee in order to represent staff. The first meeting is today at 5:15 p.m.

Dr. Whitmore and Richard are going to finalize the letter going to everyone’s supervisor. The letter will address committee service time commitments as well as the time commitment for the general meeting. Everyone will receive a copy of the letter. Letters will not be sent to supervisors of alternates.

Lyris e-mail groups have been formed to make it easier for committee members to communicate among themselves. These addresses are as follows:

- All Staff Senate: StaffSenate_Senators@lyris.ttu.edu
- Executive Board: StaffSenate_ExecBoard@lyris.ttu.edu
- Officers: StaffSenate_Officers@lyris.ttu.edu
- President: StaffSenate_President@lyris.ttu.edu
- Nominations Committee: StaffSenate_Nominations@lyris.ttu.edu
- Elections Committee: StaffSenate_Elections@lyris.ttu.edu
- Grievance Committee: StaffSenate_Grievance@lyris.ttu.edu
- Communications/Public Relations Committee: StaffSenate_PR@lyris.ttu.edu
- Issues Committee: StaffSenate_Issues@lyris.ttu.edu
- Scholarship Committee: StaffSenate_Scholarship@lyris.ttu.edu
- Web Committee: StaffSenate_Web@lyris.ttu.edu
- Budget Committee: StaffSenate_Budget@lyris.ttu.edu

Use e-mail group etiquette. Using the reply button sends the message to every member of the committee. Don't unsubscribe unless you drop the committee. Submit only business-related communication.

- **Announcements**

- The next Executive Board meeting will be at 3 p.m., October 26 in the Preston Smith Room of the Southwest Collection.

- **Adjourn**

- Motion made by Jaclyn Byrd to adjourn
- Seconded by Rebecca Owens
- Motion carries