

# **Texas Tech University Staff Senate**

## **Meeting Minutes**

August 2, 2006

### **I. Call to order**

**President Rebecca Owens** called to order the regular meeting of the **Texas Tech University Staff Senate** at **3:05 PM** on **August 2, 2006** in **Student Union Building – Senate Room**.

### **II. Roll call**

**Secretary Jaclyn Byrd** conducted roll call. The following senators were present: **Allsup, Arrguello, Blackmon, Boren, Byrd, Carrillo, Chaffin-Poeling, Cullers, Davis, Dudley, Elkins, Epperson, Gellner, Glass, Hunter, Impson, Jury, Kaweck, Kenady, Kiser, Loper, McDonald, Nail, Neal, Nordstrom, Owens, Perkins, Perry, Rando, Roberson, Rogers, Smith, Stracener, Veal, Vega, White, Yeates**. The following senators were absent: **Burrell, Coronado, Davila, Findley, Hurtado, McArthur, Roulain, Scheckel, Shuping, Tunnell, Wilson**. There were no guests present.

### **III. Administrative Business**

- 1) **Approval of June Minutes** – Motion to approve the June minutes was made by **Senator Randy Smith** and seconded by **Senator Rick Loper**. There were no corrections and the motion carried.
- 2) **Approval of July Minutes** – Motion to approve the July minutes was made by **Senator William McDonald** and seconded by **Senator Rick Loper**. Corrections were requested based on incorrect attendance reported for the following Senators: **Allsup, Cullers, Glass, Roberson, Vega and Yeates**. Motion carried with amendments.
- 3) **Roster Issues** – Each Senator is requested to update their information. Supervisor's name and phone number will be used to contact supervisors by **President Owens**. Requests for Staff Senate shirts, name badges and mailed minutes can also be made on the form.

### **IV. Treasurer's Report**

**Treasurer Crystal Davis** submitted that there is currently \$3,647.78 in the Staff Senate account. Still outstanding is the payment to the Student Government Association for a memorial brick on the Walk of Honor. Motion to approve the minutes was made by **Senator Barbara White** and seconded by **Senator Tony Rando**. Motion carried with no discussion.

### **V. President's Report**

- a) **Topic Notebook - President Owens** introduced the new Topic Notebook. This notebook will be used by all Senators to record topic ideas for future meetings.
- b) **Attendance Requirements** – Attendance at all general meetings is encouraged. If a senator shall miss a meeting, please report the absence prior to the meeting to either the President or the Secretary. Each senator shall be allowed to miss five meetings before possible disciplinary actions are to be taken.
- c) **Parliamentary Procedures** – Roberts’ Rules of Order 10<sup>th</sup> edition will be used to govern Staff Senate meetings.
- d) **Monthly Meeting with TTU President Whitmore – President Owens** met with **President Whitmore** and **Past President Richard Verrone** on July 12, 2006. **President Owens** will meet again with **President Whitmore** on August 23, at which time she will review a budget increase request and a space allocation request for the Staff Senate.
- e) **Parking for Meetings – President Owens** has contacted University Parking Services to determine appropriate parking arrangements for Staff Senators meetings. She has requested special parking arrangements for Staff Senators only if the Faculty Senate currently has such an arrangement.
- f) **Visitor Name Badges** – Name badges for visitors have been purchased. If you bring a visitor or an alternate to a meeting, please encourage them to wear a name badge.

**VI. Committee Assignments and Representatives**

- a) Each EEO classification is responsible for assigning one person to serve as the EEO Representative to the Executive Board. These individuals will have voting privileges on the Executive Board and will be required to attend meetings. *[Review Attachment A for a list of EEO Representatives.]*
- b) Each EEO Classification must also appoint individuals to serve on the Nominations, Elections and Grievance committees. *[Review Attachment B for a list of committee representatives.]*
- c) Other committee assignments will be made by the nominations committee. Interested Senators should sign the committee request for each committee.

**VII. Adjournment**

**President Owens** adjourned the meeting at **4:10 PM**.

Minutes submitted by: **Secretary Jaclyn Byrd**

Minutes approved by: **President Rebecca Owens**

**Next General Meeting**

September 6, 2006  
Senate Room – SUB  
3:00 PM

**Next Executive Board Meeting**

August 30, 2006  
Administration Building Room 244  
3:00 PM

# ***Texas Tech University Staff Senate***

## ***Meeting Minutes Attachment A***

August 2, 2006

EEO Representatives:

**Administration** - Ron Nail

**Clerical** – Michael Gellner

**Crafts** - Steve Allsup

**Professional** – Mary Elkins

**Service** – Rick Loper

**Technical** - Amy Boren

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## **Meeting Minutes Attachment B**

August 2, 2006

### Grievance Committee:

**Administration** – Judy Hunter

**Clerical** – Michael Gellner

**Crafts** – *No Representative Elected*

**Professional** – Jessica Carrillo

**Service** – Rick Loper

**Technical** – Greta Cullers

### Elections Committee:

**Administration** – Randy Smith

**Clerical** – Crystal Davis

**Crafts** – *No Representative Elected*

**Professional** – Barbara White

**Service** – *No Representative Elected*

**Technical** – Marcia Kawecki

### Nominations Committee:

**Administration** – Judy Hunter

**Clerical** – Sammy Arguello

**Crafts** – *No Representative Elected*

**Professional** – Tony Rando

**Service** – Rick Loper

**Technical** – Joan Blackmon