

Texas Tech University Staff Senate

Meeting Minutes

September 6, 2006

I. Call to order

President Rebecca Owens called to order the regular meeting of the **Texas Tech University Staff Senate** at **3:00 PM** on **September 6, 2006** in **Student Union Building – Senate Room**.

II. Roll call

Secretary Jaclyn Byrd conducted roll call. The following senators were present: **Arguello, Blackmon, Boren, Burrell, Byrd, Carrillo, Cullers, Davis, Dudley, Elkins, Epperson, Gellner, Glass, Gregston, Hunter, Hurtado, Jury, Kawecki, Kenady, Kenady, Kiser, Loper, McArthur, McDonald, Nail, Neal, Nordstrom, Owens, Perkins, Perry, Rando, Rogers, Scheckel, Smith, Stracener, Veal, Vega, White, Wilson, Yeates**. The following senators were absent: **Allsup, Chaffin-Poeling, Coronado, Davila, Findley, Impson, Tunnell, and Roulain**. The following guests were present: **Nathanael Haddox, Staff Ombudsman; Vincent Wilde, Alternate Senator; Mary Jane Hurst, Faculty Advisor to the President; Sean Duggan; Director of Housing and Residence Life; Eric Crouch, Director of University Parking Services; Carla Cavendar; Staff member**.

III. Administrative Business

- 1) **Approval of August Minutes** – Motion to approve the August minutes was made by **Senator Ron Nail** and seconded by **Senator Barbara White**. **Senator Greta Cullers** requested that the spelling in the title of Amendment B be corrected. Minutes approved as amended.
- 2) **Treasurer's Report** – **Treasurer Crystal Davis** presented the August account balance.
 - a) The Senate Budget for FY 06 has been depleted.
 - b) A request for a budget increase was approved by **President Whitmore**. Monies from the new budget will be used to fund the purchase of a new laptop computer for the Senate, as well as pay for additional expected expenses.
 - c) The SGA Scholarship Brick donation has been paid in full from FY06 funds.
 - d) **Treasurer Davis** would like to schedule a meeting with **Senator Nail** to discuss upcoming PR expenditures.

Motion made by **Senator Judy Hunter** and seconded by **Senator Tony Rando** to accept the report as presented. No amendments were proposed. The motion passed without opposition.

IV. Invited Guest Speakers

Mr. Sean Duggan, Managing Director, Housing and Residence Life

New Freshman Residency Requirements – this new policy closes some loopholes presented by the previous policy.

- 1) Ties ability to exempt from on-campus housing to academic accomplishment
- 2) Requires that student requesting exemption live in the primary household of a parent
- 3) Increases the stringency of the Financial Aid requirement
- 4) Increases the stringency of the health-related issues requirement

Mr. Eric Crouch, Managing Director, University Parking Services

New Actions from UPS

- 1) Name Change
- 2) Office Consolidation
- 3) Football Game Day parking for Staff and Faculty
- 4) Restructuring department groups
- 5) Expectant Mother Parking
- 6) Advisory Committee – **Senator Joan Blackmon** and **Senator Patti Perkins** serve on this committee
- 7) Motorist Assistance Program – guaranteed ride for Staff who utilize satellite parking
- 8) Car Clinic
- 9) Motorist Advisory Station – 1610 AM
- 10) Long Term Bicycle Storage
- 11) Garage Park and Pay moved to fourth floor

In Progress Tasks from UPS

- 1) Carpool Program
- 2) Online Defensive Parking Class
- 3) Employee Feedback Program
- 4) Toys for Tickets
- 5) Motorcycle Parking Improvements
- 6) Parking Expansion
- 7) Entry Station Upgrades

Rate Increase – UPS is currently planning for a 3% increase in parking costs for 2007-2008. This compares to an average increase of 20% last year.

V. Committee Reports

1) President's Report

- a. Budget Increase – **President Owens** met with **President Whitmore** on August 29, 2006. President Whitmore approved the following requests:
 - i. Increase of Budget to cover proposed scholarship expenditures

- ii. Office space allocation for Senate materials and business – space will be determined at a later time but will be in the “core” of campus
 - iii. Student worker – a student will be hired from the budget increase to handle administrative and clerical work
 - iv. Equipment needs – the purchase of a laptop computer and other equipment to outfit the proposed office
 - b. Presidential Council on Initiatives – **President Whitmore** has asked for names of individuals who would be interested in serving on a Presidential Council to research employment initiatives. Requests for consideration can be turned into the Nominations Committee.
- 2) **Nominations Committee**
 - a. Committee Vacancies – Senators are needed in the Crafts/Trade and Service classifications for the Nominations, Elections and Grievance committees. A Senator from the Administrative/Management Classification is needed for the Elections Committee.
 - b. SGA Fee Committees – SGA President Ryan Worley has requested the names of four individuals willing to serve on two SGA committees researching Incidental Fees and SUB fees. Senator William McDonald and Senator Joan Blackmon have volunteered. Any other senators wishing to serve should contact the Nominations Committee.
 - c. Presidential Council on Initiatives – Any senators wishing to serve should contact the Nominations Committee.
- 3) **Election Committee**

After issues relating to special elections are resolved via the Bylaws Committee are resolved, the Elections Committee will attempt to fill the Senate vacancies.
- 4) **Communications/Public Relations**
 - a. Welcome Events – There are four up-coming Welcome Events. Volunteers for Senators wishing to serve are being accepted by the committee.
 - b. Budget Proposal – The PR Committee has submitted a budget request for promotional items. **Senator Ron Nail** will meet with **Treasurer Crystal Davis** to discuss the request.
- 5) **Issues Committee**

No news to report
- 6) **Bylaws**

[Review Attachment A for a list of proposed changes]
- 7) **Scholarship**

The Fall 2006 application is on-line. Interested applicants can download it and mail the completed form to the Staff Senate Mailstop. The University Scholarship Office will be reviewing the applications before the committee votes.

VI. New Business

- 1) Taylor2 Tickets – Mary Jane Hurst, Faculty Advisor to the President, conducted a drawing for 5 sets of tickets to the upcoming Taylor2 Performance. The following Senators received tickets: **Boren, Dudley, Burrell, Neal and Stracener.**
- 2) The GAL listing will be updated to include the new senators and to remove retired senators.
- 3) Table Tents need to be taken by the Senators and returned for each meeting.

VII. Adjournment

President Owens adjourned the meeting at **4:55 PM.**

Minutes submitted by: **Secretary Jaclyn Byrd**

Minutes approved by: **President Rebecca Owens**

Next General Meeting

October 4, 2006
Senate Room – SUB
3:00 PM

Next Executive Board Meeting

September 27, 2006
Administration Building Room 244
3:00 PM

Texas Tech University Staff Senate

Attachment A

Original Text

- Article II. Budget and Finance
 - B. Budget Preparation

By January 15 each year, the President shall appoint an Ad Hoc Budget and Finance Committee to include the Treasurer and a Staff Senator from each classification. The committee shall prepare and present a proposed budget to the Executive Board by March 15. The proposed budget shall be submitted to the Vice President for Fiscal Affairs by April 1. After the Vice President for Fiscal Affairs approval, the budget shall be presented to the full Staff Senate for ratification at the May meeting.

Proposed Revision

- Article II Budget and Finance
 - B. Budget Preparation

By January 15 each year, *an Ad Hoc Budget & Finance Committee comprised of the current staff senate officers, will meet to prepare and present a proposed budget for the next fiscal year to the Executive Board by February 1.* The committee shall prepare and present a proposed budget to the Executive Board by March 15. The proposed budget shall be submitted to the Vice President for Fiscal Affairs by April 1. After the Vice President for Fiscal Affairs approval, the budget shall be presented to the full Staff Senate for ratification at the May meeting.

Original Text

- Article II Budget and Finance
 - A. Account Management

The Treasurer shall be established as the account manager with alternate signature authority assigned to the President.

Proposed Revision

- Article II Budget and Finance
 - A. Account Management

The Treasurer shall be established as the account manager with alternate signature authority assigned to the President *and President Elect.*

Original Text

- Article II Budget and Finance
 - E. Budget Audit

An Ad Hoc Audit Committee shall conduct an annual audit before the account is transferred to the next manager.

Proposed Revision

Article II Budget and Finance

E. Budget Audit

By July 15, an Ad Hoc Audit Committee comprised of the incoming and outgoing president, the incoming and outgoing treasurer, and the incoming president elect will conduct an annual audit before the account is transferred to the next manager.

Original Text

Article VI. Standing Committees

The current standing committees include:

1. Nominations
2. Elections
3. Grievance
4. Bylaws and Constitution
5. Communications/Public Relations
6. Issues
7. Other Committees

Proposed Revision

Article VI. Standing Committees

The Bylaws committee would like to make Scholarship a standing Committee.

The revised order would be as follows:

1. Nominations
2. Elections
3. Grievance
4. Bylaws and Constitution
5. Communications/Public Relations
6. Issues
7. **Scholarship**
8. Other Committees

Proposed Addition

Article VI. Standing Committees

7. **Scholarship**

The Scholarship committee shall be comprised of a minimum of five members. The duties of the committee shall be to update the information sheet and application yearly (prior to each fall), accept, review, and award applications for the Staff Senator Texas Tech

University Employee Scholarship. The committee chair will coordinate with the Scholarship Office to verify each applicant prior to review by the committee.