

Texas Tech University Staff Senate

Meeting Minutes

March 7, 2007

1. Call to Order.  
President Rebecca Owens called to order the regular meeting of the Texas Tech University Staff Senate at 3:00PM on March 7, 2007 in Student Union Building – Senate Room.
2. Roll Call.  
Secretary Jaclyn Byrd conducted roll call. The following senators were present: Burrell, Nail, Owens, Arguello, Chaffin, Davis, Epperson, Gellner, Gregston, Neal, Perry, Stracener, Yeates, Allsup, Tunnell, Byrd, Elkins, Glass, Kiser, McArthur, McDonald, Rando, Veal, Jury, Loper, Blackmon, Hurtado, Kawecki, Cowen, Ceja, Stahmer. The following senators were absent: Hunter, Smith, Nordstrom, Carrillo, Dudley, Kenady, Perkins, Rogers, Scheckel, Wilson, Boren,, Cullers, Harris. The following guests were oresent: Don Roulain, Chance Dragich, Mary Jane Hurst, Nathanael Haddoz, Eric Crouch, Douglas Chowing.
3. Administrative Business.
  - I. February minutes – approval of the February minutes was tabled due to a lack of quorum. Motion made to table the minutes by Senator McDonald and seconded by Senator Rando.
  - II. Treasurer’s Report – treasurer Davis presented the March account balance. Approximately \$155.07 was spent during the month on condolence gifts and mailing scholarship letters. Approval of the report was tabled due to a lack of quorum.
4. Invited Guest Speakers.  
Eric Crouch – Director for University Parking Services.
  - A parking garage may be built in the next four to five years but there is not an immediate plan for one.
  - Last year a tiered fee system was implemented to tie proximity to center of campus to the cost of the permit.
  - University Parking Services is estimated an increase in costs of \$87,728 (3%). This cost will be passed onto the permit holders by an approximate 4-5% increase in parking fees.
  - Several new programs are being started:
    - Car pooling
    - “TerraPass”
    - Car check-up clinics for faculty and staff
5. Committee Reports.
  - I. President’s Report
    - a. President Whitmore states that previous discussion of a 45% parking fee is premature and no called for.
    - b. An office for the Staff Senate has been located in the Administration building. Keys will be offered for the President, President-Elect, secretary and the student worker who will be hired.

- c. Budget Advisory Council – amount of money received by the legislature is estimated to be either 2% or 4%; depending on the budget amount set by the legislature.
  - d. IT Advisory Council – at the start of the fall semester, students will no longer be permitted to forward emails to off-campus addresses. This will reduce the amount of spam that is being generated by TTU. The elimination of email forwarding only applies to starting new email forwarding service. Accounts that currently forward email to other service providers will be allowed to continue the practice for the present time.
  - e. Staff Recognitions Committee – scheduled to meet in two weeks.
  - f. Academic Council – President Owens attended because President-Elect Nordstrom was out of town. A new degree is being created called Bachelor of Undergraduate Studies.
- II. Bylaws (Kiser) – See attachment A.
  - III. Elections (Davis) – a clarification was given on the e-voting usage for the spring elections and nominations. Nominations and elections will be held online for all classifications except Service and Crafts/Trade. These classifications will receive paper ballots.
  - IV. Public Relations (Nail) – currently focused on newsletter. No new information concerning the purchase of new shirts for senators.
  - V. Issues (Nail) – New ID cards may have SSN on the bar code. Committee is researching.
  - VI. Nominations (Byrd) – the committee needs a new chair. Secretary Byrd is stepping down due to other commitments.
  - VII. Scholarships (Veal) – committee will meet to review scholarship process and prepare for fall scholarships.
  - VIII. Childcare (Davis) – The committee is working on a survey to distribute electronically to gather information on childcare needs from staff, faculty and students.
6. New Business.
- I. Extended Day Light Savings Time will start on Sunday March 11. This may cause problems with Outlook calendars and other date-based items.
  - II. KTXT is in need of volunteers for their annual fund drive. Senators interested in serving should find the sign-up sheet after the meeting.
7. President Owens adjourned the meeting at 4:50 PM

## Attachment A

### Article VI. Standing Committees

#### B. organization, Powers and Duties of Standing Committees

3. Each committee shall appoint their individual committee chair with the exception of the Nominations Committee. The Committee Chair of the Nominations Committee will be appointed by the Staff Senate President.

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13. The chair shall have a committee meeting report to be presented at all Executive Board and full Staff Senate meetings. Remove 14 & 15. Last number will be 13.

### Article I. Membership.

A . Eligibility: an elected Staff Senator/Alternate must be a Texas Tech University Staff employee employed in a benefits eligible full-time or part-time position for at least one year.

### Article VI. Executive Board

#### A . Duties

1 . The Executive Board shall consist of the four officers and one elected member from each EEO classification in the Texas Tech University's Affirmative Action Plan. Five members of the Executive Board may hold special meetings at any time on the call of the President or on demand, in writing to the Secretary. Executive Board meetings shall be open to any member of the Staff Senate.

### Article VI. Executive Board

#### B. Elections

2 . Each EEO classification in the Texas Tech University's Affirmative Action Plan shall elect a representative to serve on the Executive Board. That representative shall be voting member on the Executive Board.

### Article VI. Standing Committee

#### Membership/Purpose

6. The issues Committee shall be comprised of a minimum of five members of the Staff Senate. 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 Executive Committee regarding handling and disposition of each issue, and notify the author of any action resulting from the committee's study.

### Article V. Rules of Order

1 . Ratification and Adoption of the Initial Constitution and Bylaws.

2. Suspension of the Bylaws may be proposed by any Texas Tech University Staff Senator. The suspension shall be considered adopted upon arrival by two-thirds cotes of the Senate quorum. Suspensions must be approved for each occurrence.

