Texas Tech University Staff Senate

Meeting minutes

April 4, 2007

1. Call order.
   President Rebecca Owens called to order the regular meeting of the Texas Tech University Staff Senate at 3:00 PM on April 4, 2007 in Student Union Building – Senate Room.

2. Roll Call.
   Secretary Jaclyn Byrd conducted roll call. The following senators were present: Boren, Cowen, McArthur, Davis, Perry, Burrell, Cullers, Byrd, Blackmon, Carrillo, Harris, Hunter, Veal, Nordstrom, Wilson, Stracener, Arguello, Chaffin-Poeling, Elkins, Gellner, Glass, Kawecki, Vega, Nail, Scheckel, Allsup, Epperson, Neal, Rando. The following senator were absent: Ceja, Gragston, Hurtado, Jury, Kenady, Loper, McDonald, Perkins, Tunnell, Yeates. The following guests were present: Nathanael Haddox, Staff Ombudsman; Ty ???, Faculty Senate Representative, Gene Bals, Staff Member.

3. Administrative Business.
   I. March minutes – the following amendments were made to the March minutes:
      a. Section V1C – the amount of money available for staff merit increases will be between 2-4%, depending on the budget amount set by the legislature.
      b. Section V1D – 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.
      c. Section V4 – the Issues Committee report was given by Senator Nail instead of Senator Perkins as reported.
      d. Section V7 – the Scholarship report was given by Senator Veal instead of Senator Dudley as reported.
      e. Section V8 – Senator Davis made a report on the childcare Committee. The committee is working on a survey to distribute electronically to gather information on childcare needs form staff, faculty and students.

      A motion to accept the minutes amended was made by Senator Arguello and seconded by Senator Gellner. Motion carried.

   II. January minutes – the following amendments were made to the January minutes:
      a. 7) Salary committee (Nordstrom) – the committee is gathering data to reflect salary issues and then will issue a report.
      b. 8) OP 70.40 (Nordstrom) – the OP attachment is being reworked. Sending SSN via email was discussed. There is some confusion on whether it is okay to send the socials.

      A motion to accept the minutes as amended was made by senator Nail and seconded by Senator Scheckel. Motion carried.

   III. March Treasurer's Report – Treasurer Davis presented the March account balance. Approximately $125.45 was spent during the month on condolence gifts. A motion to

accept the report was made by Senator Cowen and seconded by Senator Rogers. Motion carried.

IV.    February Treasurer's Report – Treasurer Davis presented the February account balance. Approximately $1155.07 was spent during the month on the meet and greet food. A motion to accept the report was made by Senator Gellner and seconded by Senator Blackmon. Motion carried.

V.    Budget Roll-over – President Owens reported that there will be a budget roll-over next year. This is due to the cost of the student worker and the Senate office that was not utilized.

4.    Invited Guest Speakers

Sam Segran – Associate Vice President for Information Technology
Kathy Austin, Ph.D. – Assistant Vice President for Information Technology
Allen Young – Managing Director for Technology Support
Kathleen Burrell – Education Support Manager
Lisa R. Mills – Lead Instructional Specialist, Education Support

- eBallot is a system used for electronic voting. A license has been purchased by Texas Tech University.
- All information in the system will be kept confidential and information privacy is built-in.
- There are several internal controls to eBallot:
  - A local administrator will be assigned to each election to work with the Elections Committee. This person cannot be a Staff Senator.
  - Another administrator will run the report detailing all votes submitted. This report will be given to the Elections Committee to authenticate.
- A test ballot is available at http://www.ttu.edu/vote. Each senator will receive an email from Lisa Mills on the procedure to use for participation in the test ballot.
- A question about SSN usage in email messages was asked. Sam Segran said:
  - By 2011 the use of SSN as personal identifiers was required to be eliminated by state legislature.
  - The Banner system is scheduled to replace SSN with Banner ID numbers by 2009.
  - SSN are still used for business and academic functions. A current TTU OP gives the responsibility for maintaining the security of SSN to any employee who has access to confidential information.
  - The practice of allowing Techmail accounts to forward all incoming emails to other service providers is being eliminated. This will help secure the Techmail system and make using SSN safer.

5.    Committee Reports

I.    President's Report.
   a. Board of Regents meeting indicated that any increases in tuition, fees and pay raise amounts will be decided after the state legislature has determined the budget.
   b. Salary Advisory Committee – President Whitmore has indicated that he needs the final report by May 1.
   c. Staff Recognition Committee – meeting scheduled.
   d. Holiday Schedule – in the past two years, the Senate has been allowed to vote on the Holiday Schedule. This information has not been given to the Senate for the next year.

II. <u>Bylaws</u> – (Kiser). See attachment A. Motion made by Senator Scheckel to pass the bylaws as amended. Motion carried.

III. <u>Elections</u> (Davis) – A Tech Announce was sent out today for nominations. The call for nominations will end on April 13.

IV. <u>Childcare Committee</u> (Davis) – The survey is ready and is waiting on Proposal for Human Subjects approval. Since this survey will be online, the committee is making paper ballots available primarily for the Crafts/Trade and Service classifications.

V. <u>Public Relations</u> (Nail) – Currently focused on newsletter. Deadline is April 23.

VI. <u>Issues</u> (Nail)
   a. <u>SSN on ID cards</u> – Senator Boren is the lead researcher.
   b. <u>Floating Holidays</u> – no lead researcher assigned yet.

VII. <u>Nominations</u> – Senator Yeates has agreed to chair the committee.

VIII. <u>Scholarships</u> (Carrillo) – Committee is reviewing scholarship process and preparing for Fall scholarships.

IX. <u>Gender Equity Council</u> (Byrd) – The Council is looking into the following items that affect Staff:
   a. Childcare
   b. Telecommuting
   c. Salary Disparity
   d. Mother Friendly work environment

X. <u>Strategic Planning Council</u> (Byrd) – the council has reviewed numerous strategic plans and will be presenting a reports of "best-practices" to the university.

XI. <u>University Parking Council</u> (Blackmon) – The Board of Regents did not review the Rawls College of Business Administration site. Thos location will directly affect the construction of a new parking garage and future parking fees.

6. <u>New Business</u>.
   I. <u>Board of Regents Newsletter</u> – Margaret Lutherer has asked for names and accomplishments of staff. The PR committee will spearhead.
   II. <u>Presidential Lecture and Performance Series</u> – the Santa Fe Opera Apprentice Singers will perform on April 22. Reservations are requested but the event is free.
   III. Senator Boren made a motion to have the Issues Committee review the possibility of creating a Philanthropic Committee to research and organize activities for the staff.

7. <u>Adjournment.</u>
   President Owens adjourned the meeting at 4:55 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.

Article VI. Standing Committees
B. organization, Powers and Duties of Standing Committees
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 form 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
I . 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.