

Texas Tech University Staff Senate

Meeting Minutes

May 2, 2007

1. Call to Order.

President Rebecca Owens called to order the regular meeting of the Texas Tech University Staff Senate at 3:00 PM on May 2, 2007 in Student Union Building – Senate Room.

2. Roll Call.

Secretary Jaclyn Byrd conducted roll call. The following senators were present: Allsup, Blackmon, Boren, Burrell, Byrd, Chaffin-Poeling, Cowen, Cullers, Davis, Dudley, Epperson, Gellner, Harris, Jury, Kawecki, Kenady, Kiser, Loper, Neal, Nordstrom, Owens, Perry, Rogers, Smith, Tunnell, Veal, Vega, Wilson, Yeates. The following senators were absent: Arguello, Carrillo, Ceja, Elkins, Glass, Gregston, Hunter, Hurtado, McDonald, Nail, Perkins, Rando, Scheckel, Stahmer, Stracener. The following guests were present: Nathanael Haddox, Staff Ombudsman; Tia Kreidler, Faculty Senate Liaison; Don Roulain, Staff Member; Faith Drew, Assistant Director- Employee Assistant Program; Kathryn Quilliam, Student Ombudsman.

3. Administrative Business.

I. April minutes – The following amendments were made to the April minutes:

- a. The March Treasurer’s report should reflect the March account balance and the amount should be corrected to \$125.45
- b. The February Treasurer’s report should reflect the February account balance and the amount spent was on the Meet and Greet food.
- c. The childcare committee is making paper ballots available primarily for crafts/Trade and Service classifications.
- d. Senator Byrd gave a report on the Strategic Planning Council. The council has reviewed numerous strategic plans and will be presenting a report of “best-practices” to the university.
- e. Jerry Cohen & Mary Harris needed to be added as present Senators to the April roll call.

A motion to accept the minutes was tabled due to a lack of quorum.

II. March Treasurer’s Report – Treasurer Davis presented the April account Balance. Approximately \$619.49 was spent during the month on telephone services set-up in the new office, moving a desk to the office and mailing nominations forms. A return form Communications Services in the amount of \$357 is expected. Motion to accept the report tabled due to a lack of quorum.

III. February Minutes – Senator Kiser asked about the addendum to the February minutes listing the senators who were expelled from service. Secretary Byrd will make the list available to senators.

4. Invited Guest Speakers.

Faith Drew – Employee Assistant Program

- <http://www.ttuhs.edu/centers/swiad/eap/>

- Employees, spouses and family members are each allotted five visits per calendar year.
- Financial Counseling is offering through the Red-to-Black program which has certified financial counselors.
- If the EAP cannot assist the employee, up to three referrals will be given for private appointments
- Supervisory Support is offered and can be used as a disciplinary action; however it is still confidential.
- Departmental team building meetings can be scheduled.
- Substance abuse counseling is offered.
- The EAP works with the department of neuropsychology to dispense medication when needed.
- Wellness workshops can be scheduled for departments or as a general session
- Sessions are 50 minutes long and employees can usually get in within a week.
- Hours – Monday – Thursday 8AM – 8PM and Friday 8AM – 4PM

5. Committee Reports.

I. President's Report.

- a. Split Pay Plan – Janet May – Assistant Vice President for Human Resources will be speaking at a special meeting of the Staff Senate to be scheduled. This pay plan would go into effect in January 2009. Concerns about the split pay plan are:
 - i. Automatic payments would need to be shifted.
 - ii. How necessary fees and premiums would be deducted
 - iii. The accessibility of computers to enter time worked
 - iv. Staff have expressed dismay that they are forced to choose between preset options
 - v. Just because the program allows a split pay, why should Texas Tech use it if it's not in the best interests of the staff, faculty and TTU to do so?

This pay plan is being discussed as a part of the new banner implementation. Please send any concerns to President Owens or to Staff Ombudsman Nathanael Haddox.

- II. Elections (Davis) – 31 individuals were nominated and 30 qualified for the upcoming election. The Service classification needs 6 senators and no nominations were received. The Crafts/Trade classification did not receive any nominations either, Administration needs 3 senators, Clerical needs 6, Professional needs 10 and Technical needs 8. A motion to suspend the bylaws will be needed as the next meeting since there are not enough candidates per the Bylaws.
- III. Bylaws (Kiser) – first reading per attachment A.
- IV. Public Relations (Kenady) – Still focused on newsletter. Senator Boren asked about the new senator shirts. The committee is still reviewing options.
- V. Issues (Neal) – committee to meet on Monday
 - a. Evaluation of Administrators – Faculty does an online evaluation of administrators. Some departments elect for staff to participate while some do no.
- VI. Nominations (Yeates) – Technology Committee is searching for a member who is not in the Information Technology Division.
- VII. Scholarships (Dudley) – Committee is reviewing scholarship process and preparing for Fall scholarships.

VIII. Childcare Committee (Davis) – The survey is ready and is waiting on Proposal for Human Subjects approval.

IX. Gender Equity Council (Byrd) – The council is working on action items for the summer.

6. New Business.

I. The new office is ready for all files to be sent, contact Kathy Nordstrom to have files moved over.

II. MailTech has a service on moving boxes but they do charge a fee.

III. Postage rates will increase in May 14, 2007. Size and weight will be greatly affected by the new rates.

IV. The Senate Strategic Plan needs to be reviewed and updated as appropriate.

V. Note that the meeting was taped, but quality of tape not good.

7. Adjournment.

President Owens adjourned the meeting at 4:40 PM.

Attachment A

Article I. Membership

Eligibility: a Texas Tech University employee interested in serving as a staff senator must be employed in a benefits eligible full-time or part-time position for at least one year, from the initial hire date, of continuous uninterrupted service.

Article VII. SPECIAL APPOINTMENTS

A. Parliamentarian.

This is a special assignment by the President for a minimum two-year term. The duties of this position:

1. Shall know bylaws and parliamentary procedures.
2. Shall pass on all questions that may arise according to bylaws and parliamentary procedure.
3. Shall advise the President, in an unobtrusive way, when something may be happening that is not in accordance with parliamentary procedures or by the bylaws.
4. Shall rule on point of order questions raised during a Senate session.

B. Historian.

This is a special assignment appointed by the President for a minimum two-year term. The duties of this position:

1. Collect copies of all chapter records (e.g., minutes, correspondence, reports, photographs, et. al.).
2. Organize and maintain the chapter's archives.
3. Produce historical reports as necessary.