

## **Texas Tech University Staff Senate Suggested Agenda Wednesday, August 03, 2016**

*(Please silence all cell phones.)*

1. Meeting was called to Order 4:02 by President Liz Inskip-Paulk.
2. Welcome from President – Liz introduced herself. Any suggestions or questions or ideas concerning staff senate need to be directed to Liz.
  - a. Introduction of new Executive Officers - Billy - treasurer - tech for 17 years. Christy - secretary. Liz - lots of Texas tech experience. A great team to solve issues for staff. Ashlee Brown – Human Sciences - is president elect.  
Liz welcomed new senators. Staff senate is what you make it. It's a balance. Getting involved helps you to meet others. All are encouraged to join committees and be involved.
3. Administrative Business:
  - a. Roll Call Quorum 42
  - b. Approve past minutes Steve Maines motioned. Pamela Carrizales seconded.
  - c. Treasurer's Report – Billy Tiongco. Allocation in Sept. Official budget next month. \$9478 to carry forward. Will work with committees for August expenditures. Largest expenditures are scholarships - 50 per year. Tech Advantage and our speaker series are our largest / most expensive events.
4. New Business:
  - a. New Senator Orientation (PR/ADV) – Ashlee Brown is working on the set up - next month or two. All about transparency and education.
  - b. Committee sign ups - Josh Pia volunteered to create an online form for committee signups.
  - c. Other:
    - i. Homecoming 2016 Royalty Candidate Screening Committee Wiley Guy
    - ii. Panel Hearing Committee (formerly Student Disciplinary Committee) - time consuming but interesting. Training in late August.
    - iii. Staff Senate Meeting Speaker Coordinator(PR/ADV) - speakers generally come to each meeting. DaNay Phelps will be scheduling speakers for the year. Any suggestions for speakers are welcome.
    - iiii. New Employee Orientation Coordinator (PR/ADV) – Kristin Miller will be scheduling NEO & arranging for cart distribution, etc.
    - v. Athletic Ticket Giveaway Coordinator – Billy Tiongco
      1. Football tickets giveaway (Sept 03 game – Stephen F. Austin) - Billy discussed giveaways and explained tax implications because tickets are considered a benefit. Jennifer branch won drawing for SFA game.

### Standing Staff Senate Committees: made of senators

- Constitution/By-Laws – Randy Baker
- Elections/Nominations - Needs Chair
- Grievance - Florencio Aranda
- Issues – Adrian Bennings
- PR/ADV – Pamela Carrizales / Alan Cushman -  
Liz discussed NEO and sign ups. New senators are paired with old
- Scholarships - Christy Rosson

- Technology - Joshua Pia
- OP Review - Wiley Guy to chair

Standing University Committees:

- University Parking – Billy Tiongco - hasn't met yet
- Faculty Senate – Liz Inskip-Paulk - still very focused on campus carry. Still a work in progress.
- Academic Council – Ashlee Brown no report today
- Provost Council – Liz Inskip-Paulk - contents of degree programs - no big picture stuff to report
- President's Cabinet – Liz Inskip-Paulk - more campus carry and a lot of administration changes.

Question about student senate. Liz works with them. Will also be meeting with senates from all other system schools.

Ad Hoc Committees (as needed):

- Ethics Center Advisory Committee – Needs someone
- Joint Child Care Facility – Needs someone
- Sexual Assault/Title IX – Steve Maines
- SharePoint – Josh Pia
- Strategic Planning Council – Liz Inskip-Paulk no new report
- Traffic & Pedestrian Safety – Liz Inskip-Paulk - focused on signs to make campus safer for pedestrians

Liz briefly reviewed each committee with the following descriptions:

**Staff Senate Committee Descriptions:**

**1. By-Laws/Constitution – Randy BAKER**

“Shall be composed of a minimum of five Senators. **The duties of the Committee shall be to accept proposed changes to the Bylaws and Constitution, study the proposals, and prepare the recommendations to the Senate in accordance with Article VI of the Constitution.** The Chair of the Committee shall advise the President on actions not in accordance with the Constitution or Bylaws.”

**2. Elections/Nominations - Needs Chair**

“Shall be composed of one Senator from each EEO classification to be chosen by a majority vote of those Senators present of each EEO classification at the first regularly-scheduled meeting of each year where official business is conducted. If no members of the EEO classification present are able to serve on the Elections Committee, the Nominations Committee may appoint Committee members from within the EEO classification. **The**

**duties of the Committee shall be to handle all nomination and election procedures in accordance with Article III, Section 1 of the Constitution.”**

**3. Grievance - Needs Chair**

“Shall be composed of one Senator from each EEO classification to be chosen by a majority vote of those Senators present of each EEO classification at the first regularly-scheduled meeting of each year where official business is conducted. If no Senators of the EEO classification are able to serve on the Grievance Committee, the Nominations Committee shall appoint Committee members within that classification. **The duties of the Committee shall be to handle Senator Grievances or concerns that may be expressed by any Senator and/or the University community in accordance with Article IV, Section 2 of the Constitution.”**

**4. Issues – Needs Chair**

“Shall be composed of a minimum of five Senators. **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 Board regarding handling and disposition of each issue, and notify the author of any action resulting from the Committee’s study.** The Chair shall be responsible for tracking issues submitted and the resolution of each issue. Approval from the Board shall be obtained for each Resolution before notification to the author. Upon approval, the issue and resolution shall be reported to the Senate in the Committee meeting report.”

**5. PR/ADV - Pamela CARRIZALES**

“Shall be composed of a minimum of five Senators. **The duties of the Committee shall be to plan and coordinate activities at which University staff employees may meet their Senators and learn about Senate projects.** The Committee shall serve as the public relations agent of the Senate, and work with the news media and human resources area to publicize the Senate and its endeavors. The Committee shall serve as the editor and publisher of the Staff Insider (the Senate newsletter). The chair of the Committee shall serve as the public information office of the Senate. As such, the Chair shall approve public notices concerning the Senate or its activities, seeking advice from the Board or other Senators as appropriate to ensure consistency and accuracy of information. The Committee shall handle all acknowledgements sent from the Senators to members and others as specified.”

**6. Scholarships - Needs Chair**

“Shall be composed of a minimum of five Senators. **The duties of the Committee shall be to update the information sheet and application yearly (before the Fallsemester), accept, review, and award applications for the Staff Senator Texas Tech University Employee Scholarship.** The Committee shall coordinate with the Scholarship Office to verify each applicant before review by the Committee.”

## 7. Technology - Needs Chair

**“Shall be composed of a minimum of five Senators. The duties of the Committee shall be to maintain and update the Senate website, maintain the lottery system, and work in conjunction with the Communications/PR Committee to obtain information needed to post TechAnnounce messages.”**

## 8. OP Review – Needs Chair

*Note re: Ad hoc Committees (as needed):*

“Any *ad hoc* Committee may be called by the President and approved by the Board as deemed necessary. Members shall be appointed through the standard nominations process and be disbanded when the Committee’s purpose has been served. Any Committee appointments and duties shall be determined by the Board.”

Liz asked if anyone had any questions.....

Josh Pia - speakers need to send information a week ahead of time

Wiley Guy requested meeting requests to be sent before the week of the meeting.

EEO classifications – Christy Rosson will be sending an email to each EEO group to ask for volunteers for a representative for each class. EEO reps serve on the exec committee and are required for exec voting purposes.

Adrian Bennings motioned to adjourn. Pamela Carrizales seconded.