Texas Tech University Staff Senate Meeting Minutes  
September 5, 2018

Call to Order: 2018-2019 Staff Senate President, Maggie J Gilchrest  
4:01PM Senate Room, Student Union Building

Officers Present: Maggie J Gilchrest, President  
Jon Mark Bernal, President Elect  
Sarah Cuevas, Secretary  
Ron Baker, Treasurer

Quorum: 43 of 62 senators present, 6 Vacancies  
Quorum is 33 of 62 senators present

Guest Speaker: Maggie Matella, Institutional Advancement  
Briefly discussed Empower Crowdfunding  
For more information about Empower and to fill out a project application visit  
https://crowdfund.give2tech.com  
Email: mail.annualgiving@ttu.edu

Administrative Business  
a. Approve Past Minutes -motion to approve minutes by Kelly Cooper, second by  
David, Shelley  
1. All Senate Vote passed- August Meeting Minutes approved

Treasurer’s Report-Ron Baker:  
2018-2019 Budget  
Annual Allocation: $28,700.00  
Rollover from 17-18: $6,392.54  
Balance: $35,092.54

i. Motion to approve budget made by Levi Johnson  
ii. Second by DaNay Phelps  
iii. All Senate Vote: Motion passed with 2018-2019 Budget Approved

Chancellor Duncan Retiring – Maggie J. Gilchrest  
i. Briefly discussed retirement  
ii. Should we be approached with questions please submit to Issues  
What did Staff Senate leadership do about it?  
Met with Dr. Schovanec and offered support with request to potentially have a  
member of Staff Senate be a part of the hiring committee  
iii. Continue to support all in moving forward with process for new Chancellor  
iv. Question from the floor was asked: Does the staff senate have an official  
statement regarding the Chancellor's retirement?  
This was answered by President Maggie Jane:  
No, Staff Senate does not have an official statement and will not provide one  
as continue to be in line with the President's office. Staff Senate reports to the  
President’s Office directly.
a. Lyris – Jon Mark
   i. Briefly discussed how we can utilize this internally with our internal communication. This could be used to send to all and an easier way to maintain roster. This was discussed at the Executive Board Meeting and will be tested out once it has been set up.
   ii. Point of information request from Joshua Pia, he asked if the Technology Committee has been consulted for this?
      1. He shared in detail how the sharepoint works
      2. Suggested looking at Office 365 before doing this
   iii. At this time, we will wait for the best solution regarding this

Parking: update for all Senators, this has been taken care of for the 2018-2019 year. Permissions granted for meetings only to park in:
   R11 Visitor pay & park spaces
   R13 Visitor pay & park spaces

New Business:
   a. Speakers- form created to nominate a speaker or if there is a topic that you would like to hear about*
      i. Proposed Calendar- sent to you by email, please review this
         i. Motion made to Table calendar discussion

2. Standing Committee Reports – open to discussion after each report is given
   a. Issues Committee Report- Heather Coats
      i. Three issues submitted so far
         i. Dealing with Royalties on buying shirts, working to get the department with the correct person to address this.
         ii. Request received to look at the employee holiday schedule, as days are not the same as previous years.
            1. Looking to work with HR on this issue and provide further information on this.
         iii. Received concerns regarding a new director who was hired in a department who has a past of plagiarism.
            1. Suggestion offered to contact Rob Stewart to address this issue.
      Second reading before the senate for the amendment to the Bylaws regarding quorum for Executive Board meetings. Article IV Section A
      i. Noted that the missing EEO class is Executive, referring to Nominations to revisit this as some titles are outdated.
         Second reading is as follows:
         I move to amend Article IV, Section A, of the Staff Senate bylaws, By:
         Striking out “and four of the six EEO classifications shall be represented.”
         and inserting “with a simple majority of the EEO classification recognized by the senate being represented.”

Article IV, Section A, currently reads in full:
Six members of the Board shall constitute a quorum for a meeting and four of the six EEO classifications shall be represented.

Under the proposed amendment, Article IV, Section A, would read in full:
Six members of the board shall constitute a quorum with a simple majority of the EEO classifications recognized by the senate being represented.
The proposed amendment would allow the staff senate executive board to reach a quorum to hold official business with more frequency.

i. Floor opened for discussion, motion made to vote on the amendment
ii. Motion second by Joshua Pia
iii. All Senate Vote: Amendment passed

iv. Continuing to research other amendments from the Constitution regarding dates

Elections Committee Report- Madison Proctor
i. Seeking out our current vacancies to see if we need to have a special election

Scholarship Committee Report- Christi Felton
i. deadline to submit is 10/1/18
ii. $250 per class for Staff Members
   i. Request to send an email to share with other departments
   ii. Suggestion to send the Tech Announce out to Staff

PR Committee Report- Raquel, Morgan, Madison
i. Sign up list for NEO during our Lunch
ii. Name tags are in, please see Raquel
iii. Missing shirt please let Raquel know to order this
iv. Birthday list will be sent out from Senate email
v. Second Cup of Coffee dates set now and looking for new locations for Spring
   i. all open at this point fifteen to thirty people
   ii. Also need nominations to spotlight an employee from that location
   iii. Fall locations are set, seeking new locations for Spring
      1. Location suggested outside of west hall
   iv. If you have interesting events, please send to PR to send out

Grievances Report- Jeremy Sedeno
i. At this time there is not anything to report

Technology Report- Justin Hughes
i. Motion to collect Staff Members birthday months in order to celebrate
   i. Form will be sent out to sign up to participate
   ii. Staff will receive drink vouchers
   iii. Motion second by Tracy Tindle
   iv. Requested list of Scholarship recipients made to add to website

Old Business:
Proposals- from 2017-2018
Maggie has not met with President Schovanec to discuss these yet
HR Professional Development Partnership (tabled previously)
   Motion made to move off the table by Heather Coats, second by Christi Felton
   Motion passed
   1. Discussion opened for how much will the Staff Senate will contribute; the amount is $1250 total to be allocated/divided between the five sessions
      a. Jon Mark shared what this will go towards
         i. Food, snacks, beverages
         ii. Sessions will take place in the Student Union
         iii. Planning for 50 people max per each session
      b. Question asked about what type of branding will occur for Staff Senate
         i. Maggie highlighted this, logo on marketing and Staff Senate will be listed as a co-sponsor
      c. David Mondt asked if we should consider increasing the amount now to alleviate from having to go back should the session be maxed out.
   2. First session will take place on October 1, 2018
      i. Motion made to move made to spend the $1250 by Kelly Cooper,
      iii. Update on spending for a vote
   c. Ending Sexual Assault in the Academy debrief – Sarah Cuevas
      i. brief highlights shared and encouraged everyone to be aware of any concerns and submit them

7. Special Committee Announcements
   a. Academic Council
      i. Maggie attended the last one as Jon Mark will now take over being the representative for Staff Senate
      ii. Calendar 2020-2023 is up for approval
         i. Looking at the semester starting mid-week, review and input is important
            1. Please email this in and it will be reviewed
      iii. Academic Calendar created with Office 365, going live and created by Brian Anderson
      iv. Commencement was discussed, and August went well
      v. In December the Marching Order will be implemented
      vi. Amiee Dixon shared how this program work, students will be sent a link in November to RSVP
      vii. Looking at adding more Academic Advisors to the University, will review compensation guidelines for this
   c. President’s Council
   d. President’s Cabinet
   e. Ethics Council
   f. Faculty Senate-meets 9/12/18
   g. Provost Council -will share the notes from this, highlighted Dr. Sumner and all the plans that she has moving forward

8. Open Forum Announcements
9. Adjourn-5:02 pm