Call to Order: 2018-2019 Staff Senate President, Maggie J Gilchrest
4:05PM Senate Room, Student Union Building

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

Quorum: 34 of 62 senators present, 6 Vacancies
Quorum is 33 of 62 senators present

- Administrative Business
  - Recognition of guests-
    - Dr. Barenberg present from Faculty Senate
  - Well-Being Activity – Sarah Cuevas
    - Shared with the Senate Stress response and encouraged everyone to be aware of resources available (provided a flyer for this)
    - October 10, 2018 is World Mental Health Day
    - Take care of YOU

- Approve Past Minutes – Maggie J. Gilchrest
  - All voted, passed no edits

- Treasurer’s Report – Ron Baker (not present, keep him in good thoughts)
  - We spent 43.96 on second cup
  - $35,048.58 is the updated balance

- Old Business:
  - Proposals – Maggie J. Gilchrest
    - childcare stipend, consider those that do not have children
    - Professional development
      - Potential matching of cost if someone wanted to attend a conference
        - Funding would come from the President's office
      - Another proposal to be discussed in new business
  - Speakers – Maggie J. Gilchrest
    - we have not received any requests yet, previously Dr. Sumner was mentioned
    - Please email suggestions in for any guest speakers you are interested in or a topic you would like discussed
Calendar – Sarah Cuevas

- Created to be in line with University Calendar and to allow everyone to look ahead at to what you are committing to.
- Two points were brought up in discuss
  - Consider date in January for those with school kids
  - Would like to send the calendar out by November
- Please review calendar and submit feedback before the November General Meeting

New Business:

- Joint Faculty Senate/SGA Resolution on Gender Neutral Language – MJG/Dee (for Senate vote)
  - Dee shared with the Senate the updated
  - Potential concerns with system change with Registrar
  - From financial aid standpoint, they use first year students
  - Question asked would it be changed across the board, for all years. Will we change all years?
  - Resolution is addressing gender neutral language
  - All Senate vote today will be if the Staff Senate should participate.
  - Motion from the floor made to participate: by Shelley, Second from Katie
    - All Senate vote passed
  - Motion made to Vote the resolution as it stands by: Kacey & Steve

Point of clarification asked by Shelley, if further discussion would take place. It could after the Faulty staff votes on it.

- Dr. Barenberg shared information regarding this resolution with Faculty Senate and they plan to vote to pass it next week

Top Techsan Luncheon Table – Maggie (for senate vote and then list)

- At this Luncheon, Jon Mark and Kacey will be recognized
- Table sponsorship cost is $168.00 for a table of eight people
  - Floor opened to discuss if we would like to buy a table
- It was mentioned for everyone to seek interest of other departments
  - Motion made by David M to sponsor a table, seconded
- All senate vote passed to sponsor a table
- The following Senators will be attending:
  - Shelley Johnson
  - Christi Felton
  - Heather Coats
  - Katie Ericson
  - David Mondt
  - Laci McDermett
  - Emily Everette
  - David Cannon
• Ombudsman – Jon Mark Bernal
  o Is this something we want to continue to investigate?
  o Please email staff senate to express interest or thoughts
  o Faculty senate confirmed that they have their own Ombudsman

• Emergency Fund – Maggie J. Gilchrest/Ron Baker (ad hoc)
  o This is the new proposal that was mentioned above previously.
  o Other Staff Senates have this fund to support employees
  o Potential amount of $10,000 to fund this
  o Floor opened to discussion:
    o What type of emergencies would be considered?
      o Death, fire, natural disaster
      o Question asked if there was a cap off for how much a person would receive?
        ▪ Look into process and consult with other colleges
        ▪ Idea brought up to utilize Empower

• Motion moved by Heather & Seconded by David M to form an Adhoc committee

• Please email Staff Senate if you are interested in being on this committee

• Committee Review/Survey – Jon Mark Bernal
  o Brief Survey will be sent out to get feedback on the committees to assess the purpose
  o Brainstorm within your committee meetings on this

• Senator Awards – Maggie J. Gilchrest (vote)
  o Is this a all senate thing or from the Executive Board
  o Recommended that funds not spent on us for recognition
  o Be mindful of what options to utilize
    ▪ Will remain with Executive Board, a senate vote is not necessary

• Standing Committee Reports – open to discussion after each report is given
  o Issues Committee Report – Heather Coats
    ▪ Received a total of seven issues
    ▪ Three have been resolved
    ▪ Survey will be sent out regarding telecommuting
    ▪ Issue open on Staff parking permits
  o Bylaws & Constitution Report – Kacey Marshall
    ▪ Reading next month on amendments since we no longer have quorum
    ▪ Addendum for EEO classification alternative
  o Elections Committee Report – Madison Proctor
    ▪ nothing to report
  o Scholarship Committee Report – Emily Everette
    ▪ Deadline ended on 10/1/18 and thirty-three application received
    ▪ Looking to review and notify winners hopefully in Two weeks
PR Committee Report – Morgan Brannon
- Second Cup of Coffee on November 6, 2018 in Media and Communications
- Candy Grams will be going out in Spring
- Tech Advantage will be on May 22, 2018
- Potential event in the Fall with Raider Red's Food pantry
- HR Development -potential budget items
  - Around forty people attended the first session
  - Jon Mark also briefly shared details on how this went

Grievances Report – Margie Ceja & Jeremy Sedeno
- Not Present

Nominations – Shelley Johnson
- Seeking a co-Chair or another senator that would like to take the Chair position next year
- Please email Shelley if interested

Technology Report – Justin Hughes & Levi Johnson
- Recommendation made to use Office 365 vs. Lyris
  - If you have concerns, please get them to the Technology board
- It was stated that the Technology Committee had other items to be discussed and voted on, but would bring them up at the next Executive Meeting

Ad Hoc Committee Announcements
- Diversity - Dee
  - Looking at resolution to consider working with the Food Pantry
- OP – Katelyn Perry
  - Reviewing six Operational Procedures currently
  - These will be sent out for the Senate to review before November's meeting
  - They are updating OP's with Gender inclusive language for example using "they" instead of "he or she"
- DSA Sponsorship – Scholarship
  - Mentioned to consider having Scholarship committee lead this

Special Committee Announcements
- Academic Council – Jon Mark Bernal
  - Focus of discussion has been about TTU Costa Rica
  - Sixty-nine brand new faculty this call
  - Working on 2023 calendar as was brought up by the Senate recently
- Faculty Senate – Maggie J. Gilchrest
  - Gender Neutral resolution as discussed above was the focus
- State Senate – Maggie J. Gilchrest
  - Lots of things going on, discussed merit increases, Ombudsman, work schedules
  - Seeking to be an association, will be emailed regarding this
- Open Forum Announcements –
  - October 5·2018- first Human Resources Training
  - Fall Book Club October 12 & 25·2018
  - Top Techsan October 19,2018
  - November 6·2018- Distinguished Staff Awards
  - President’s Office Hours-starting soon

- Adjourn- at 5:05pm