

## Meeting Minutes - April 5, 2000

The Staff Senate met on Wednesday, April 5, 2000, in the Senate Room of the University Center, with PeeWee Roberson, President, presiding. Senators present were: Flores P., Graham, Nava, Pirkle, Saiz, Schuessler, Sims, Smith, Trischitti, Turner, Weaver, Clawson, Samarripas, Segura, Tillack, Billingsley, Segran, Whyburn, Hunter, Kinghorn, Little, Meriwether, Prado, Stow, Welch, White Widener, Williams, Burns, Crosby, Flores, Lira, Rocha, Chavez, Harris, Stubbs, and Thomas. Senators Cory, Nichols, and Bell were excused.

### Recognition of Guests

President Roberson called the meeting to order at 3:00 p.m. and welcomed the alternate senators, and other guests, Mike Phillips and Gary Wiggins.

### Minutes

It was moved by Kathy Schuessler and seconded by Judy Hunter that the minutes of the March 1, 2000, meeting be accepted as written; the motion passed unanimously.

### Treasurer's Report

A copy of the Treasurer's Report was distributed to those present. It was noted that funds in the amount of \$6,000 has come into the account to cover expenses for the Child Care Committee. The budget for the next year has been approved along with approval to carry funds forward from this year. Dr. Shonrock from the Student Affairs Office paid one-half of the expenses for Christy Meriwether's trip to Austin and the Staff Senate budget paid \$204.

### Committee Reports

#### Child Care Committee:

A Child Care Committee Report was distributed. The goals of the Child Care Committee are to: (1) increase campus appeal to faculty, staff, and student; (2) enhance the quality of life at Texas Tech; and (3) provide a convenient quality child care option. The committee will be sending out 10,000 surveys across campus to faculty, staff, and students, with 2,332 of the surveys being distributed at the Health Sciences Center. Before the survey is sent out, the committee needs to research the following areas: (1) research the community childcare situation (ex. Top rated childcare fee structures. Do the facilities have

wait lists?, are they accredited?, what child populations do they serve?), (2) document campus demographics as a whole, (3) outline the benefits to Texas Tech families and children, (4) document departmental support (which departments would use the child care facility for educational purposes?), (5) identify potential funding sources, (6) develop an outline detailing financial cost information (space requirements, construction costs per square foot, etc.), (7) outline a marketing plan for the facility, and (8) research institutional concerns and develop a plan to address the concerns (liability, equity, etc.). The Committee would like to thank the following: President Haragan, President Smith, and Chancellor Montford for funding the assessment, Dr. Shonrock and Staff Senate for funding trip to Austin, Institutional Research for agreeing to give of its time and expertise, Computing Center for processing the surveys, Copy Services for printing the pre-survey post card and Maurice Welch for his support and encouragement, Bulk Mail Center for its support, University Daily for writing timely articles in support of child care; Jim Brunjes for sharing his time and expertise; Jim Bob Jones for his support and encouragement, Gary Huges with Aetna who has offered to assist the committee in its research, and Dr. Varma (HSC Pediatrician) for his vision of providing sick care in the proposed facility.

Action: The committee needs a few volunteers to assist in research, typing, contacting resources by telephone or email. If you are interested in assisting this effort or if you have information that would be helpful to the committee, please send email to: [christy.meriwether@ttu.edu](mailto:christy.meriwether@ttu.edu).

#### Election Committee

It was reported that nomination forms have been received and the Committee is waiting on the reply form, of 50 words or less, from those that have been nominated; the last day to receive this reply is Friday, April 14, 2000.

Action: Elections dates and polling places are: Monday, May 15

#### University Center

11:00 a.m. - 2:00 p.m.

Wednesday, May 17

#### Physical Plant

4:30 p.m. - 7:00 p.m.

Tuesday, May 23

#### Business Admin.

5:30 p.m. - 7:30 p.m.

Thursday, May 25

Holden Hall

11:00 a.m. - 2:00 p.m.

#### Grievance Committee

A copy of the Staff Senate Proposed Grievance Procedures was distributed to those present, showing changes that had been made. After some discussion, it was moved by Kerry Billingsley and seconded by Judy Hunter that the Staff Senate accepts the Grievance Committee Procedures; the motion passed unanimously.

#### Communications and Public Relations Committee

The Committee recommended that we use the July meeting to welcome new members and recognize departing Staff Senate members. Certificates of recognition will be given to those members leaving the Staff Senate. There will be a private distribution list of email addresses for the Staff Senate. The Staff Senate now has new letterhead and envelopes. Action: The Communications and Public Relations Committee will work on an oath that Staff Senate members will sign and possibly recite at the beginning of each fiscal year.

This committee has also been charged with putting together a welcome booklet for new senators.

#### Bylaws Committee

It was moved by Linda Turner and seconded by David Tillack that the new amendment to the bylaws, which will become effective July 1, 2000, regarding absences be accepted; the motion passed unanimously. The new amendment reads: "A Senator has a commitment to attend all meetings. Senators should call the President, President-Elect, or the Executive Board Secretary prior to an absence and follow-up in writing within five working days after the meeting. The subject of the call and documentation is the reason for the absence. Three absences in a Senate term year will be considered excessive. The Secretary will notify the Executive Board of Senators with excessive absences. The Executive Board will notify Senators with three absences in writing and advise them to note the policy regarding additional absences. Senators will be replaced after five absences in a Senate term year." A draft letter was distributed to those present that will be sent to those Senators missing three meetings; it was moved by Maurice Welch and seconded by Darrel Thomas that the letter be accepted with modifications as needed; the motion passed unanimously.

## President's Report

The Presidential Search Committee has met and the applicant pool has been reduced from 60 to 30; the committee will be meeting again to pare down the list to the best four or five candidates to send to the Chancellor. President Roberson is trying to get some staff involved in the interview process so that we have input. President Roberson introduced Betty Blanton who will be serving on the University Benefits and Retirement Committee for the next three years.

## New Business CIO Design Team

Mike Phillips, Chief Information Officer of the University, spoke to the group regarding the CIO Study and Report. He distributed to the group the Chancellor's Charge to the group, which reads as follows: "As Chancellor, I am appointing you to lead a study and to develop a written report which addresses the following three charges: (1) Review current Chief Information Officer policies and practices at institutions of higher education in Texas. This review will include governance methodologies, scope of responsibility, organization reporting and authority, and the allocation of resources at the system and institutional level. (2) Evaluate the current policies, practices and organizational structure utilized by TTU, TTUHSC, and Communication Services to manage information resources at Texas Tech. (3) Develop recommendations concerning the development and implementation of Chief Information Officer functions at the Texas Tech University System. These recommendations will include defining the scope of responsibility, organization reporting and authority, organizational governance, and the allocation of resources. The role of the system and its relationship to the institutions in the system will be clearly defined in each of the recommendations. Members of the CIO Design Team are: Mike Phillips, Sam Segran, Kay Whyburn, and Gary Wiggins. The CIO Study Project has the following four discussion questions and would like to receive responses from anyone:

What are your major plans and goals, and how should Information Technology support you in achieving them?

What is Texas Tech doing well at Information Technology in terms of quality and scope of services?

What can Information Technology do better at Texas Tech in terms of quality and scope of services?

What general advice do you have for us as we work on the Chancellor's Charge?

Action: The CIO Study Project has a website, [www.ttu.edu/ciostudy](http://www.ttu.edu/ciostudy), and these questions can be answered there, or responses forwarded to someone on the committee.

#### Next Meetings

Staff Senate Executive Board Meeting, Wednesday, April 26, 2000, Llano Estacado Room, UC, 3 p.m.

Staff Senate Meeting, Wednesday, May 3, 2000, Senate Room, UC, 3 p.m.

Staff members are invited to attend Staff Senate Meetings, if they so desire.