

Staff Senate Minutes February 2, 2005

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- **Welcome**
- **Pledge of Allegiance**
- **Roll Call**

Senators present: Louisa Arriaga, Jana Atkins, Gene Bals, Estella Barron, Ann Bell, Jaclyn Byrd, Bryan Carson, Nick Chavez, Robin Cooper, Gerald Cunningham, Maria Fernandez, Travis Findley, Rocky Gauna, Sandy Gellner, Brent Guinn, Scott Hall, Gary A. Johnson, Carolyn Kennedy, Sheri Lewis, Guadalupe Luna, Amy Martindale, Barbara McArthur, Rebecca Owens, Donna Perry, Larry Phillippe, Valli Ramanathan, Don Roulain, Carol Ann Stanley, Jake Syma, Richard Verrone, Barbara White, Everne Williams

Senators absent: Eric Burrell, Doug Crockett, Chance Dragich, Sandy Ellis, Patrick Hancock, Lori Hefley, Rick Loper, Dawn Moreno, Teresa Neal, Eddie Ramirez, Tim Wolf

- **Minutes**
 - The January minutes are corrected as follows: Louisa Arriaga, Sandy Gellner, and Donna Perry were present, not absent.
 - Motion made by Carolyn Kennedy to accept the minutes as corrected
 - Seconded by Richard Verrone
 - Motion passed
 - The December minutes contain the following statement: “The Committee on Women’s and Gender Equity needs six staff representatives to join the committee. This committee is part of the Women’s Studies program run by Charlotte Dunham.” This information is incorrect. This committee actually is a standing university committee, not a committee within the Women’s Studies program.
- **Treasurer’s Report**
 - The paperwork to roll over the money from fiscal year 2004 is in process and should be completed within the week.
 - Motion made by Don Roulain to accept the Treasurer’s Report.
 - Seconded by Barbara White
 - Motion passed
- **University President Jon Whitmore**
 - President Whitmore continues to meet periodically with the Staff Senate President to review issues being studied. He is impressed with the Staff Senate’s willingness to look at some of these issues and make recommendations, and he is happy to work with the Staff Senate to make the university a better place to live and work.
 - Legislature: President Whitmore will be in Austin most of next week working with education subcommittees and meeting with senators and representatives in their offices on Texas Tech’s agenda. The good news is that there is more money this budget cycle than in the last biennium. TTU representatives are required to submit a budget for less money than last year (around 95%), but will make an argument for more money for the budget. With Tech’s growth in the student body (4,000 in the last four years), if we cut the budget, we will not have enough money for the students already here much less the students that will enroll in upcoming semesters. Because of last year’s budget cuts, Tech is not properly funded for the current student population. The administration is confident that there will not be a budget cut, and Tech should receive a small budget increase.

Priorities are to:

1. Fund our formula – based on how many credit hours students are taking. This is the main budget used to fund university operations. In speaking with legislators, emphasis will be placed on our recent and project growth.

2. Increase funding for buildings through HEAF or tuition revenue bonds which is money the state may or may not grant the institution. Tech representatives will argue these funds need to be increased for TTU to continue to expand necessary space as the university grows and changes including new buildings and renovations for classrooms, research facilities, office space, etc. One plan is to add on to the Law School. \$6 million in state funds will be match with \$6 million of funds from Texas Tech.
3. Increasing funding to support Tech's growing research agenda. Several research projects are already funded, but others need funding to be increased, such as water research and the hill country campus. Tech receives \$550,000 from state to offer courses there. TTU is asking the state to double this because of demand

TTU also will make small budget requests for increasing the small business center which helps small businesses in rural West Texas and the Lubbock area.

The message is: We've grown. We deliver high quality education. We do not want that quality to suffer. We need more faculty and staff for our students. We need more buildings to continue to grow.

Dr. Whitmore expressed his thanks to the staff for individual contributions.

- There will be plenty of activity this semester. Tech also receives money from the federal government, so President Whitmore and other Tech representatives will spend 3 days in Washington asking for federal support. The federal government gives money to higher education in 2 forms:
 1. Financial aid, which is approximately 90% of student financial aid awards, is needed to continue are current status quo and also to grow.
 2. Research funding.

The Tech Administration has a vision for a better future for the university and will work on all fronts to make this happen.

- Tech would like bigger alumni presence in Austin on behalf of Texas Tech. Tech needs support not only from area legislators, but from legislators from all over the state. Our largest proportion of students do not come from the immediate area.
- A question was asked regarding how soon departments can expect to receive their university budget packages. Typically in a legislative year, the internal budget takes longer to prepare because of having to wait until the very end of the legislative session, when many decisions are made. Things look good for the university, but there is plenty of debate that needs to take place and others are lobbying for the same money. The administration is running models for a budget for next year which includes 3-4 scenarios.
- Insurance cards are coming out and there are no changes. The Social Security Numbers being removed from the cards needs to come from the state, so this has not been done yet.
- A question was asked regarding financial aid for students in the arts. Most money from the federal government is based on the income and financial need formula so it is not discipline specific. The university has launched a \$100 million scholarship campaign geared to specific colleges, including departments within the arts. President Whitmore helps raise scholarship money in addition to his other duties. The choir held an event at the Myerson center in Dallas on Monday (January 31) and the College of Visual and Performing Arts will hold another event at the Myerson in March. Representatives will be working to raise money for the arts at these events.
- A question was asking regarding how much interaction Tech has with the Overton renovation. The Overton revitalization project was mostly planned before President Whitmore came to Tech. He took a tour of the project a few months ago, but his personal involvement has been small. Most of the issues are traffic concerns and street closures. There was some discussion about having the buildings reflect the architecture on campus, and some of them are brown brick with red roofs. However, they are private developments. Tech is updated on the project periodically.
- President Whitmore participated in the job shadow program and hosted a junior from Cooper High School today.

- **Staff Senate Resolution**

The Executive Board voted to accept a recommendation from the Issues Committee regarding parking at arts events. The recommendation was to put forth a resolution to President Whitmore to request that the Board of Regent change the stop time on the parking meters from 8 p.m. to 7 p.m. The text of the resolution appears in Appendix A.

- Motion made by Carolyn Kennedy to accept and submit the resolution
- Motion carries.

- **Committee on Women's and Gender Equity**

The Issues Committee accepted eight nominations for the Committee on Women's and Gender Equity. The Executive Board narrowed this list to six. These six names are presented to the Staff Senate for approval as representing staff on this committee:

- Carolyn Kennedy
- Jaclyn Byrd
- Jake Syma
- Pam Tipton
- Judy Simpson
- Kerry Billingsley
- Motion made by Rebecca Owens to submit these six names as staff representatives to the Committee on Women's and Gender Equity
- Seconded by Barbara White
- Motion carries

- **Transfer of Fiscal Year 2004 Funds**

Funds of \$16,626 from Fiscal Year 2004 will be transferred to Fiscal Year 2005.

- Motion made by Amy Martindale to transfer money from FY04 to FY05
- Seconded by Sheri Lewis
- Motion carries

It was discussed that some of this money needed to be moved to the scholarship account so that the number and amount of scholarships awarded next year can be increased. The number of scholarships awarded would increase from three to eight, and the amount of the scholarship would increase from \$200 to \$300 per award. Since the money for these awards will come from money rolled over from the previous fiscal year, this money is not likely to be available next year. This issue will be tabled until the March meeting.

- **Committees**

- Constitution and Bylaws – Jaclyn Byrd
 - Second reading of Bylaws Article V Section B. Wording changes are shown in the January minutes.
 - Motion made by Don Roulain to accept the changes as read.
 - Motion carries
 - First reading of Bylaws Article IV Section A Number 2 (see Appendix B).
 - First reading of Bylaws Article V Section A (see Appendix B).
 - These changes will be voted on at the March meeting.
- Issues – Amy Martindale
 - Pedestrian traffic around the garage: The committee made a formal recommendation to put forth a resolution for the university to designate funds for a physical barrier forcing pedestrians to the crosswalks. This recommendation was accepted by the Executive Board. The resolution wording will be worked out for the next general meeting.
 - Free tuition for staff: An ad hoc committee has met three times. There is little change to this issue since the January meeting. Dr. Shonrock has already agreed to waive fees under his control. Some other account managers support the idea in principle but need more information before making decisions. The Issues Committee has provided this information and is waiting for response from these account managers.
 - Telecommuting: Currently OP 70.17 references work and work places. One sentence in this OP covers the issue of telecommuting. It basically says written permission must come from the

chancellor or the president. UT and A&M both have detailed policies with guidelines and forms to make this seem more available. The Issues Committee is asking Jim Brown for this OP to be revised to include more detail about who can be eligible to telecommute and how it is accomplished. He indicated that this is a possibility but it is not a top priority. He suggested it would be about six months before this will be looked at. The normal time period between revisions is two years. The committee will draft a resolution supporting this OP being revised for this purpose and that it should be given high priority.

- Parking in Development lot: The lot in front of the Development office has been converted from a visitor lot that included a few 30-minute spaces to one containing nothing but pay spaces. Now, all parking spaces are full all the time. Amy Martindale talked to staff in Development, and they feel this is a significant problem. The committee is asking for a couple of spaces in front of or behind the building to be designated as service spaces. Currently, there is one service space behind the building, but one space is insufficient. Traffic and Parking's concern is that making two spaces different from the others in the lot will cause confusion among campus visitors. The parking lot behind Development consists entirely of reserved spaces, and any changes would take away from the spaces for which current employees are paying a premium. Buddy Knox plans to contact each person holding a reserved space in this lot and ask if they are willing to park in the administration area reserved lot at a much cheaper rate. The other option is to wait until someone leaves the university or otherwise voluntarily gives up their reserved space. This issue is actually a campus-wide problem. The more restrictions are placed on parking, the more difficult it is for employees to move around campus to attend meetings and attend to university business. Professional business dress does not allow walking long distances in extreme weather conditions, and the additional amount of time spent moving around campus takes away from employees' productivity. The committee will continue to gather more information about this problem.
- Elections – Nomination forms were due back a while ago. There are not enough nominations for several classifications. According to the bylaws, at least two nominations must be obtained for every position we need to fill.
- COPS – The database is posted online and some cleanup is being done. Personnel has been receiving some calls about this. Apparently, some businesses are not honoring the discounts they submitted. Please report any businesses who fail to honor their discount offer to Patrick Hancock so the offer can be removed from the database.
- Communications and Public Relations – Valli Ramanathan – The Staff Senate manned a table at the TTU Welcome Event and received a big response. Sixteen new employees attended the event. People were excited to see what the Staff Senate is about. Posters showing the mission statement, current issues, and last year's achievements were placed at the table and are available for posting around campus. The committee would like to have pens and other giveaways at the next Welcome Event.
- Webpage – Valli Ramanathan – The COPS database cleanup is slowly moving along.
- Scholarship – The spring scholarships have been awarded and the paperwork is complete.
- Nominations – no report
- Grievances – nothing to report
- External committees
 - Academic Council – Rebecca Owens – Mitchell Moses, SGA President attended this meeting to talk about the Fall break. The Faculty Senate is resisting this because of concerns about rearranging exam schedules and turning in grades. The Provost Office has gotten feedback about students not receiving diplomas on graduation day. The Faculty Senate plans to take a formal stance on supporting or not supporting the break. Also, the council briefly went over some of the Staff Senate issues. The most discussion was about the Flint barrier. Everyone is concerned over this same issue but are doubtful that anything will be done to solve the problem. There were no big opinions on the other issues.
 - Staff Ombudsman Search – Brent Guinn – The list is down to eight candidates which will be interviewed in the next two weeks. Two of these interviews will be through interactive video. The list will then be narrowed to four candidates will be brought in for further interviews. The search committee received 110 applications. Some candidates are affiliated with TTU in some manner, but it is unknown if any are current TTU employees.

- **Other Business**

- SGA resolution about the Fall break: Staff members in the Registrar's area should look at this issue. With exams ending on Friday and all final grades, probation/suspension letters, etc. that need to be entered or mailed, the burden of the timing change falls on the registrar. Depending on the holiday schedule, this might really be a hindrance to employees being able to start their holiday on time. There are already policies in place to enable students to participate in graduation even if they have not completed all requirements to graduate. The Staff Senate's interest in this issue is limited to ensuring the Labor Day holiday remains in place.

- **Announcements**

- Remember to notify Brent Guinn and Richard Verrone about committee meetings so one of them can attend.
- The next Executive Board meeting is February 23 at 3 p.m. in Engineering Center room 104.
- The next Staff Senate meeting is March 2 at 3 p.m. in Escondido Theater.

- **Adjourn**

- Motion made by Carol Ann Stanley to adjourn.
- Seconded by Gary Johnson.
- Motion carries.

Appendix A

Stating the Staff Senate position on Parking for Visual and Performing Arts Events

- Whereas the parking lots around the School of Music, School of Art, and Department of Theatre and Dance are part of the park-and-pay system;
- And, whereas other arts venues in Lubbock, such as the Lubbock Memorial Civic Center and the Cactus Theater, do not require payment for parking, indicating that payment for parking is not part of the Lubbock arts culture;
- And, whereas patrons attending music, art, or theatre and dance events frequently express anger regarding parking fees to staff members of those units;
- And, whereas staff members in the School of Music, School of Art, and Department of Theatre and Dance are frequently stressed by angry patrons and frustrated by the inability to resolve the situation;
- And, whereas approximately 160 visual and performing arts events are hosted on campus during week-day evenings annually, creating numerous occasions for the staff members involved to experience this stress and frustration;
- And, whereas the Dean of the College of Visual and Performing Arts, as well as staff representatives from each of the units, agree that ending the park-and-pay system at 7:00 p.m. rather than 8:00 p.m. would be a satisfactory solution;
- And, whereas differing regulations by date and location would generate confusion for patrons and parking enforcement staff;
- And, whereas the Board of Regents approved the original time period for the park-and-pay system;

Therefore, be it resolved this day that the Texas Tech University Staff Senate proposes that the Board of Regents adjust the ending time of the campus park-and-pay system to 7:00 p.m., rather than 8:00 p.m., in the interest of improving University relations with the visual and performing arts community and improving the frustrating and stressful work environment for the staff members involved.

Appendix B

First Readings:

Article IV Executive Board

Section A Duties

ORIGINAL

2. The Executive Board shall have general supervision and control of all activities of the Staff Senate and votes on confirmation of presidential appointments. It shall oversee general operation of the Staff Senate and receive annual reports for review and action. Five members of the Executive Board shall constitute a quorum for a meeting. In the case of a tie, the President shall have the deciding vote. Proxy vote may not be assigned. Each EEO Classification shall have one vote on the Executive Board and four of six must be present to vote.

REVISED

2. The Executive Board shall have general supervision and control of all activities of the Staff Senate and votes on confirmation of presidential appointments. It shall oversee general operation of the Staff Senate and receive reports for review and action. **Six members of the Executive Board shall constitute a quorum for a meeting and four of the six EEO classifications must be represented. The officers' classifications may be counted to make up the quorum.** In the case of a tie, the President shall have the deciding vote. Proxy vote may not be assigned.

Article V. Rules of Order

Section A – Order of Business

ORIGINAL

1. Pledge of Allegiance

2. Roll Call

3. Minutes from previous meeting and approval

Minutes shall be made available to the Staff Senate within three working days after the general meeting. Staff Senators may indicate whether they prefer hard copy or e-mail version. After approval, minutes shall be modified and maintained for permanent record. (Special requests for a copy of the approved minutes may be requested by the Staff Senators from the Secretary.)

4. Reports of Treasurer and Standing Committees

5. President's Report

6. Reports of Special Committees

7. Unfinished Business

8. New Business

9. Adjournment

NEW

The following items shall be covered in each Staff Senate meeting. The order of the items may be determined by the presiding president.

1. Pledge of Allegiance

2. Roll Call

3. Minutes from previous meeting and approval

Minutes shall be made available to the Staff Senate within **ten** working days after the general meeting. Staff Senators may indicate whether they prefer hard copy or e-mail version. After approval, minutes shall be modified and maintained for permanent record. (Special requests for a copy of the approved minutes may be made by the Staff Senators to the Secretary.)

4. **Treasurer's Report**

5. **Standing Committees Report**

6. President's Report

7. Reports of Special Committees

8. Unfinished Business

9. New Business

10. Adjournment