

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

**Senators present:** Jana Atkins, Gene Bals, Estella Barron, Ann Bell, Eric Burrell, Nick Chavez, Robin Cooper, Gerald Cunningham, Sandy Ellis, Travis Findley, Brent Guinn, Scott Hall, Patrick Hancock, Lori Hefley, Gary A. Johnson, Carolyn Kennedy, Sheri Lewis, Rick Loper, Guadalupe Luna, Amy Martindale, Barbara McArthur, Dawn Moreno, Teresa Neal, Rebecca Owens, Donna Perry, Valli Ramanathan, Eddie Ramirez, Don Roulain, Jake Syma, Richard Verrone, Barbara White, Tim Wolf

**Senators absent:** Louisa Arriaga, Jaclyn Byrd, Bryan Carson, Doug Crockett, Chance Dragich, Maria Fernandez, Rocky Gauna, Sandy Gellner, Larry Phillippe, Carol Ann Stanley, Everne Williams

- **Minutes**
  - Motion made by Gary Johnson to accept the minutes
  - Seconded by Valli Ramanathan
  - Motion carries
- **Treasurer's Report**
  - Motion made by Don Roulain to accept the Treasurer's Report.
  - Seconded by Jake Syma
  - Motion carries
- **Marcy Jarrett, Executive Director with the Lubbock Convention and Visitor's Bureau**
  - Marcy Jarrett is the Executive Director with the Lubbock Convention and Visitors Bureau. She came to Lubbock after working with the University of Oklahoma in Norman. Mary Myers is the Convention Sales Manager. She graduated from Texas Tech in 1999, and although she is originally from Austin, she decided to stay and "sell Lubbock." The name of the organization will soon change to "Visit Lubbock." The Lubbock Convention and Visitor's Bureau (LCVB) can help with conference planning.
  - A research study was started May 3. The results were returned in October. The survey gathered information about who comes to Lubbock and why. Who doesn't come to Lubbock and why? What is Lubbock's attraction to visitors? The number one attractor is Tech. Second is Buddy Holly and everything associated with him. The Depot Entertainment District is third. Rounding out four and five are the TTU Museum and Prairie Dog Town, respectively. Tech is one of LCVB's biggest partners in attracting visitors. University towns have their own special atmosphere and an influx of new ideas happens each fall and spring. The study confirmed that Lubbock does have a lot to promote. An executive summary of this study can be requested from [marcy@lubbocklegends.org](mailto:marcy@lubbocklegends.org). LCBV works to bring meetings and conferences here to show off Tech's facilities. This study was conducted in order to partner more with TTU. There is no cost for LCVB's services. The organization is funded by the local hotel occupancy tax.
  - What exactly does LCVB do to help plan conventions?
    1. LCVB is the visitor information bureau for Lubbock. Visitors call to get directions, hotel information, the TTU football schedule, suggestions about what to do on Saturday, and advice about what dates to avoid visiting, for example.
    2. LCVB functions as meeting planning assistants. They will help with the legwork of meeting and convention planning. In many cases, they will do much of the work for you.

3. LCVB provides event services. Once the event arrives, they handle registration, set up visitor welcome signs, provide greeters at the airport, and supply visitor information such as city maps and guides in hotel rooms.
  4. LCVB is the marketing effort for Lubbock statewide and nationwide. The organization has the budget and staff to convince others to visit Lubbock. They can do just about anything involved in convention and meeting planning, such as securing a hotel block with special rates, securing meeting space off campus, setting up a catered event, providing follow-up after an event (for example, a feedback survey asking how many people attended, what they liked, and what they didn't like, after the event). They provide signs and information bags at events. The service they provide can be anything from doing most of the work preparing for a convention to simply listening to ideas and offering feedback.
- o Typically, LCVB requires about a month to plan for things like hotel blocks, and more lead time is helpful. Smaller tasks don't require as much planning time and a single day often is enough. For more information or to utilize their services, e-mail [marcy@lubbocklegends.org](mailto:marcy@lubbocklegends.org) or [mary@lubbocklegends.org](mailto:mary@lubbocklegends.org) or call 747-5232.

## **New Business**

- **Excellence in Diversity and Equity Award**

### REQUEST FOR NOMINATIONS

A 1-2 page nomination letter is requested from faculty, staff, students, student organizations, or administrators for the Excellence in Diversity and Equity Award. The letter should contain a clear description of the staff member's contribution to promote the value of diversity and equity at Texas Tech. The nomination letter should contain the name, title, office, campus mail stop, phone, and e-mail address of the nominee. There is no formal application form.

Additional letters of support/documentation that clearly address the staff member's qualifications for the award will be considered. The nomination packet should not exceed 6 pages.

Submit Nominations To:

Office of the President  
Special Assistant for Diversity  
Juan S. Munoz, Ph.D.  
MS 2005  
Campus

The President's Excellence in Diversity and Equity Award has been created through the Special Assistant for Diversity to annually recognize the efforts of staff to engage in activities that promote the value of diversity and the importance of equity in the University.

A committee of four (4) Texas Tech staff will review nominations and recommend a staff member for the award. Awards will be based on contributions to Texas Tech that are "beyond the call of duty," in relation to activities that advance the climate of diversity and equity in the University. A stipend in the amount of \$1,500 will accompany the award. The award will be presented by the President to the selected staff member during the 2005 Spring semester.

The deadline was originally today (March 2) but has been moved to March 15. A TechAnnounce will be posted about this award after today's meeting. The Staff Senate needs to supply three members to serve on the selection committee. Since this is such short notice, volunteers are requested instead of having the Nominations Committee make recommendations. The award criteria will be placed on the Staff Senate web page.

- KTXT Festival (Patrick Hancock) – The Staff Senate has agreed to man the phones Tuesday, March 8<sup>th</sup>, 5:30 to 8:00. Six volunteers are needed to take calls from people making donation pledges. Wear your Staff Senate shirt, but the room is kept fairly cool so also bring a sweater. Ask for a tour of the new automation system before you leave.
- Additional Staff Senate Scholarship Fund Allocation (Robin Cooper) – When funds from past budgets were rolled over, \$5000 was allotted to the scholarship fund. The Scholarship Committee would like to use this money to add 15 scholarships of \$300 each. The committee also would give the previous three recipients an additional \$100 to add to the original \$200 scholarship amount. A portion of leftover funds from each year should go into the scholarship fund.
  - Motion by the Scholarship Committee to use \$4800 from last year’s rollover funds for new scholarships, to be awarded immediately.
  - Motion carries.
- **Committees**
  - Communications and Public Relations – Valli Ramanathan – The committee has been attending all the TTU Welcome events. Pens, highlighters, and other promotional items will arrive in the next 2 weeks to be handed out at these events. New literature (bookmarks and brochures) also is available. A Spanish newsletter and visits to departmental offices are planned and may start in April.
  - Constitution and Bylaws – Carolyn Kennedy
    - Second reading of Bylaws Article IV Section A Number 2. See Appendix A.
    - Motion made by the committee to accept the changes as read.
    - Motion carries.
    - Second reading of Bylaws Article V Section A. See Appendix A.
    - Motion made by the committee to accept the changes as read.
    - Motion carries.
    - First reading of Bylaws Article V Section C Number 2 (see Appendix A).
    - First reading of Bylaws Article V Section E (see Appendix A).
    - A second reading and a vote on these changes will be held at the April meeting.
  - Issues – Amy Martindale
    - Paid Parking for Campus Events – A meeting was held involving Staff Senate Members Brent Guinn, Richard Verrone, and Amy Martindale, Visual and Performing Arts Dean Garry Owens, Vice President of Operations Max Hinojosa, and Traffic and Parking Officials Buddy Knox and Eric Crouch. The purpose was to present the Staff Senate position why the evening hours for paid parking should be changed. Vice President Hinojosa and Traffic and Parking officials want to look into this further to make sure this move will not cause a fiscal problem for the department and promise to respond quickly.
    - Pedestrian Traffic Around the Parking Garage – A resolution has been proposed but needs more discussion and revision before the Executive Board is ready to vote.
    - Free Tuition for Staff – An ad hoc committee is drafting a formal proposal detailing how this program will work. This proposal will be presented to the five university vice presidents. The Staff Senate is asking for their support for this program. State law requires that the Board of Regents make decisions on tuition and fee waivers. A resolution may be developed for the next Executive Board meeting in order to get this issue onto the May Board of Regents agenda and to implement this for the fall 2005 semester.
    - Telecommuting – The current TTU OP states that permission must be obtained from the Chancellor or the President. This is a daunting prospect, and most employees will not attempt this. A formal recommendation has been made to put forth a resolution supporting the revision of this OP to bring Tech in line with other Texas universities which have more detailed policies.
      - **Recommendation (telecommuting):** The Staff Senate Issues Committee recommends that a resolution in support of an immediate review and rewrite OP 70.17 to provide employees a

- specific form, format, and detailed circumstances under which telecommuting may be approved be proposed to the Staff Senate body. The Committee further recommends that this revision be given top priority so that staff may have a clearer understanding under which conditions such a request may be granted.
- Parking in at the Development Office – The parking lot in front of the Development Office used to have 30-minute spaces, but now the entire lot is a pay-station lot and is always full. No one can park near the building to do university business. The Staff Senate is working to obtain additional service spaces for employees to conduct business such as making deliveries. Traffic and Parking has said that combining different types of spaces in one lot is confusing and drivers don't pay attention to the signs. The parking tickets that result generate ill will among the university community. The Staff Senate has suggested designating spaces in the parking lot between Development and Drane Hall. Currently, a small number of employees have reserved parking spaces there. Buddy Knox, Director of Traffic and Parking, has agreed to include notes in the parking renewals for these employees requesting they consider moving to a cheaper area-reserved space a little further from the building. The Staff Senate also will draft a letter for these employees to explain the purpose of this move. This letter will also be included with the renewal notices, upon Traffic and Parking's approval of the letter. Many departments have a service tag that employees can check out in order to use the service spaces when necessary. These are free to the department, and departments need to let their employees know these are available.
  - Productivity/Employee Mobility on Campus – Tech employees need to be able to move around campus to attend meetings, make deliveries, etc. Anecdotal evidence suggests that this is a problem. In order to gain statistical evidence as well, the committee has made a formal recommendation to conduct a survey to determine how much of a problem this really is. The survey may include the following questions:

**Recommendation (staff productivity/campus transit):**

The Staff Senate Issues Committee recommends that a survey be administered among both faculty and staff. The survey should include:

- 1) EEO Classification;
- 2) Building of primary work location;
- 3) Buildings the employee regularly travels to in order to perform required duties;
- 4) For each building regularly traveled to:
  - a) Frequency traveled there per month;
  - b) Time spent driving to that location;
  - c) Time spent searching for parking near that location;
  - d) Time spent walking to that location;
  - e) Estimated weight of materials frequently carried to that location;
  - f) Rating of how problematic traveling to that location is (scale of 1-10);
- 5) Hourly pay (for purposes of computing the “cost” of travel time to the University for that employee);
- 6) Annual parking tickets while performing University business;
- 7) Other topics as deemed appropriate by the Executive Committee and/or the group implementing the survey.

The Issues Committee recommends that this survey be hosted on the Staff Senate website and advertised by TechAnnounce. Service and Crafts/Trades EEO classifications should receive paper versions of the survey.

Upon completion of the survey, the Issues Committee recommends that the resulting data be presented to President Whitmore, with a request for employee mobility on campus to be deemed a high priority for the University. Specifically, employee business parking spaces convenient to each building on campus should be designated, with no charge to the employee departments. Such spaces are necessary for the function of the University as a whole. Details of the requests may be modified, based on the results of the survey.

An ad hoc committee is needed to develop the survey. Four to five people are needed for this committee. This committee will meet a times to put the survey together and upload it, advertise it, and collect information from the results. Committee members will serve a short-term commitment, about 1-2 months.

Regarding parking in general, President Whitmore said that a research consulting firm has looked at the parking lots at various times of day and made several recommendations. He also will conduct a survey as a mechanism for staff, faculty, and students to offer input on the parking situation. The Staff Senate, however, will continue working to resolve the current parking issues.

- Elections – The nomination forms for the annual election go out in April. A major effort is needed to fill every position.
- COPS – Everything is posted. The committee continues to receive a few new offers on occasion. There is a small issue with a vendor who wasn't honoring the offered discount, but the committee has dealt with this issue.
- Webpage – Everything is posted. Nothing to report.
- Scholarship – Nothing to report.
- Grievance – Nothing to report
- External committees
  - Academic Council – Rebecca Owens – The Faculty Senate has voted not to support the student petition for a Fall Break. The faculty do not feel the length of the current semester is sufficient that they could adequately recapture the lost instruction time. Although other major universities have a fall break, research shows those universities start classes earlier and have longer semesters. Their instruction time is not affected as much.
  - Women's and Gender Equity Committee - Carolyn Kennedy, Jaclyn Byrd, and Jake Syma currently serve on this committee. A chair will be elected in the next meeting or two. The committee now will report to the University President at the request of the President and with the support of the Provost.
- **Other Business**
  - Jaclyn Byrd has agreed to serve as Parliamentarian for the Staff Senate. She will handle questions of parliamentary procedure. This stems from last month's discussion about publishing the agenda in advance. Because the Staff Senate does not set policy, an advance-notice agenda is not required to open new discussion, but instead a motion and a second from the floor.
- **Announcements**
  - The next Executive Board meeting is March 30 at 3 p.m. in Engineering Center room 104.
  - The next Staff Senate meeting is April 6 at 3 p.m. in Escondido Theater.
- **Adjourn**
  - Motion made by Gary Johnson to adjourn.
  - Seconded by Jake Syma.
  - Motion carries.

---

## Appendix A

For vote

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.

Motion from bylaws committee to accept this revision.

motion carries

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

REVISED

**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

Motion from bylaws committee to accept these changes.

Motion carries

First Reading

Article V. Rules of Order

Section C – Special Meetings

ORIGINAL

2. A majority (5 members) of the Executive Board may call a special meeting.

REVISED

2. A majority (**6** members) of the Executive Board may call a special meeting.

Article V. Rules of Order

Section E – Quorum

ORIGINAL

A quorum (required to have an official meeting and conduct business) shall be set at two-thirds of the members elected to the Staff Senate.

REVISED

A quorum (required to have an official meeting and conduct business) shall be set at two-thirds **of those positions filled in the Staff Senate.**