

Staff Senate Minutes April 6, 2005

www.depts.ttu.edu/staffsenate

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

Senators present: Louisa Arriaga, Jana Atkins, Gene Bals, Estella Barron, Ann Bell, Jaclyn Byrd, Nick Chavez, Robin Cooper, Gerald Cunningham, Sandy Ellis, Maria Fernandez, Sandy Gellner, Brent Guinn, Patrick Hancock, Lori Hefley, Gary A. Johnson, Carolyn Kennedy, Rick Loper, Guadalupe Luna, Amy Martindale, Barbara McArthur, Teresa Neal, Rebecca Owens, Donna Perry, Larry Phillippe, Don Roulain, Carol Ann Stanley, Tim Wolf

Senators absent: Eric Burrell, Bryan Carson, Doug Crockett, Chance Dragich, Travis Findley, Rocky Gauna, Scott Hall, Sheri Lewis, Dawn Moreno, Valli Ramanathan, Eddie Ramirez, Jake Syma, Richard Verrone, Barbara White, Everne Williams

- **Minutes**
 - Motion made by Sandy Ellis to accept the minutes
 - Seconded by Carol Ann Stanley
 - Motion carries
- **Treasurer's Report**
 - Motion made by Robin Cooper to accept the Treasurer's Report.
 - Seconded by Patrick Hancock
 - Motion carries
- **Strategic Planning: Gilmour Reeve, Director of Strategic Planning**
 - Texas Tech University has been engaged in strategic planning since August, 2000. The purpose of today's visit is to outline Tech's past, present, and future with regards to the strategic plan. The university's strategic plan was accepted in 2001. All areas and units within the university have also submitted strategic plans.
 - A Strategic Planning Council was formed in spring 2002, with Kerry Billingsley serving as chair. This council includes faculty, staff, administrators, and students. Dr. Reeve works with area and unit leaders on the planning and assessment process. Everyone must make an effort to implement these plans, and it is necessary to assess TTU's progress toward meeting the goals in the strategic plan. Assessment reports are prepared for every area and unit within the university as well as the university as a whole. The university wants to know what impact is being made on students, clients, and customers: is TTU actually making a difference? These reports are available online at <http://techdata.irs.ttu.edu/stratreport>. Workshops on outcome assessments were conducted in summers 2003 and 2004, and another is planned for summer 2005. An e-newsletter is now available online and is distributed to area and unit leaders.
 - A major shift is intended for the university strategic plan and will impact all area and unit plans. President Whitmore has determined there is a need to better focus the university strategic plan and prioritize just a few specific goals. He has identified five institutional goals and the appropriate benchmarks are now being developed. The new strategic plan will be distributed to areas and units so their own plans can be revised accordingly. Changes will be made according to what things have worked or not worked and will attempt to answer the question of what needs to be focused on in the future. The university would like to create more of a sense of ownership at the area and unit levels so their strategic plans work well for their purpose.

- The new strategic plans may be in place by the fall semester and the hope is that participants in each area are actively involved in this process. The state mandates that each state institution measures certain variables and reports on them annually. On the strategic planning homepage, you can find the state mandated accountability “dashboard.” It shows the dashboard model on how Tech is doing in relation to those standards. Red and green indicators and directional arrows show this progress. The university is now developing a similar “dashboard” for university strategic plans, both for the university plan and for each area and unit.

Resolutions

- Pedestrians at the parking garage - this resolution is presented to request barrier along Flint Avenue. See Appendix A for the text of the resolution.
 - Motion by Gary Johnson to accept the resolution
 - Seconded by Rebecca Owens
 - Discussion:
 - According to Rebecca Owens, new SGA President Nathan Nash attended Academic Council and said the SGA has proposed to put speed bumps on Flint. He also is concerned about the bike path planned for the east side of the garage. Speed bumps might slow traffic in the area, but the barrier will focus pedestrians to the crosswalks for their safety.
 - A question was posed as to why the barrier should be placed on the east side of Flint. Art Glick, Executive Associate of the Site Development Workgroup, prepared this plan before the Staff Senate got involved. It is more aesthetically pleasing on that side, and it does not invade the green space on the west side of the street. This resolution supports the current plan proposed the Site Development Workgroup. This issue is being addressed because of complaints by staff members, and the Staff Senate can support the plans already in place and push for funding.
 - Motion carries
- Telecommuting – this resolution is presented to request a revision to OP 70.17 to establish a formal procedure for requests for telecommuting by TTU employees. See Appendix B for the text of the resolution.
 - Motion by Carolyn Kennedy to accept the resolution
 - Seconded by Patrick Hancock
 - Discussion:
 - Personnel is looking into this OP because the Staff Senate has requested it. This resolution shows the Staff Senate’s support for the revision of the OP.
 - Motion carries
- Employee Tuition and Fee Waivers – this resolution is presented to request the university waive institutional tuition and fees for one course per semester for full-time staff members. See Appendix C for the text of the resolution.
 - Motion by Carolyn Kennedy to accept the resolution
 - Seconded by Gary Johnson
 - Discussion:
 - This resolution does not require any funds, although it will cause some departments to have “unrealized” fee money. Staff members already have access to most of the services covered by these fees. For the first year, the staff member will need to pay the state and graduate tuitions.
 - Motion carries
- Establish a Fund for Employee Education – this resolution is presented to request the university establish a fund to pay the state and graduate tuition for staff members attending courses. See Appendix D for the text of the resolution.
 - Motion by Gary Johnson to accept the resolution

- Seconded by Sandy Ellis
- Discussion:
 - With all fee waivers in place, the cost to take a 3-hour undergraduate class would be around \$150 and a 3-hour graduate course would cost around \$300. Despite the significant drop in cost, some employees are still unable to meet this burden. This fund is requested to be in place by fall **2006**. For now, scholarship funds are available to offset this leftover amount. Of the Tech employees currently taking courses, 60% are taking graduate courses. The formula funding Tech receives from the state should eventually cover the cost of these employees attending courses.
- Motion carries

- **Acknowledgement**

- The members of the committee who have worked on the Staff tuition funding issue are:

▪ Teresa Neal	▪ Becky Green	▪ Paula Lowe
▪ Jaclyn Byrd	▪ Becky Hyde	▪ Cynthia Watson
▪ Helen Carter	▪ Carolyn Kennedy	▪ Vicky West

- **Committees**

- Issues – Amy Martindale
 - Parking at Development – This issue has not changed in the past month. A letter has been drafted for Buddy Knox’s (Director of Traffic and Parking) approval and will then be sent to people who park in R-13 (behind the Development office) asking them to switch parking lots in order to free up a couple of service spaces for Development Office deliveries.
 - Employee mobility on campus – An ad hoc committee has been formed to develop a survey of all employees about getting around campus. Five people are on this committee and will meet this Friday (April 8).
 - Paid parking for Arts events – Max Hinojosa (Vice President of Operations) and Buddy Knox have agreed to cover the pay stations in the lots around music and theater on the nights events are held. This has already been implemented in the past couple of weeks. Patrons are not talking about parking anymore, and this is the good news to staff in those departments. The parking lot by the Art building was not included, so the committee will continue working to add them. Buddy Knox also said this solution is temporary until the new parking plan is approved by the Board of Regents. President Whitmore has suggested the Staff Senate draft letters requesting the agreement be continued as part of the new parking plan and that the Staff Senate be allowed to see the parking plan before it goes to the Board of Regents. These letters will go to Michael Shonrock (Vice President of Student Affairs) and Max Hinojosa.
 - New: Hot water in campus restrooms – A staff member has asked about the lack of hot water in campus buildings. Rebecca Owens is the lead researcher for this issue. The hot water was turned off to most buildings several years ago. According to the Lubbock Health Dept, washing in cold water is just as effective as washing in warm water. The temperature necessary for hot water to kill the germs would burn the skin. A good soap that lathers well and time is what is necessary for good cleaning. A formal recommendation was made that the Staff Senate work with Environmental Safety to place laminated signage in the restrooms stating that cold water works and showing proper hand washing procedure. Some departments have dishwashers and there is a question whether they can function well without hot water. This area is still being researched.

Max Hinojosa reported the reason the hot water was turned off was that the boiler units in each building were consuming too much energy. As they broke down, they were not repaired in order to save money. Some buildings still have marginally functional boilers. Some areas in other buildings have individual water heaters that fit under the sink and are installed by departments. They cost \$700-800 to install and are purchased by the department. Several departments can split the cost to install a water heater in a common area. There is no annual cost

to operate the water heaters, only an installation fee. The recommendation also requested that the Staff Senate work with Max Hinojosa to send a memo to each department notifying them of the water heater option.

- Constitution and Bylaws – Jaclyn Byrd
 - Second reading of Bylaws Article V Section C Number 2. (See Appendix E)
 - Motion made by the committee and Gary Johnson to accept the changes as read.
 - Seconded by Don Roulain
 - Motion carries.
 - Second reading of Bylaws Article V Section E. (See Appendix E)
 - Motion made by the committee and Gary Johnson to accept the changes as read.
 - Seconded by Patrick Hancock.
 - Motion carries.
 - First reading of Bylaws Article IV Section C (see Appendix E).
 - First reading of Bylaws Article III Section C (see Appendix E).
 - Second readings and votes on these changes will be held at the May meeting.
- Elections (Sandy Ellis) – The committee met Monday (April 4). The nominations are ready and a letter from Brent will be included with them. The letter and nomination form are at Copy Services. They will go to Bulk Mail and be distributed by Friday. The deadline for nominations is April 15. 1/3 of Staff Senators rotate off every year. There are 53 seats in the Staff Senate, so 16-17 will be vacated. According to the bylaws, 2 nominations are required for every open position. There are also some vacancies that occurred during the year that will need to be filled.

The Bylaws do not require staff members to nominate only within their own EEO classification. Nominees can be nominated or they can self-nominate. Nominations should include information about the nominee: who they are, where they work, etc. Nominations will be accepted without them, but a statement will be requested from each nominee before the election.

The Bylaws allow vacancies to be filled from the alternate pool. Nominees not elected become alternates. Current alternates can run again in this election. Alternates who have served fewer than 18 months (through filling a vacancy) can run for a seat again in the following election.

- COPS (Patrick Hancock) – The committee has begun cross-checking records with the database in order to cover any problems that may crop up. Next year's committee might consider issuing a tent card saying "We support TTU employees," and a laminated card to be placed in the employee communication area so they will be reminded about the promotion the business has offered. A coupon book is a possible solution for this problem as well, although these promotions are not set up as "one use only." The COPS acronym means "Committee On Promotions for Staff."
- Communications/Public Relations (Rebecca Owens) – The committee met yesterday. An article in the University Daily is being considered as a way to publicize the need for participation in the election. A UD reporter called about today's meeting and the UD plans to interview President Whitmore. Brent has already been interviewed about the importance of the Staff Senate. The article is going to be about the importance of the Staff Senate and emphasize the accomplishments the Staff Senate has made this year. Staff members still are not very aware of what the Staff Senate does for them.

Promotional items are being planned in order to better market the Staff Senate. Magnets, air fresheners, Frisbees, chip clips, tool kits are some examples of the types of promotional items which are available. The next New Employee Welcome Event is on April 21st. New staff members can take something "tangible" with them to their new work locations. The posters from previous orientations are being corrected and will be used again in the future. The Staff Senate should have a listing added to the front of the campus phone book in addition to the Faculty Senate's listing. The deadline for adding a listing is in August, so the new senators can be listed.

- Webpage – Eric Burrell is keeping the web page updated. The approved nomination form was up the same afternoon it was e-mailed to him.

- Scholarship (Robin Cooper) – All 15 scholarships have been awarded. Scholarships for graduate students had to go through payroll and will be disbursed April 13. The committee would like to see a percentage of rollover funds from the regular budget each year be committed to scholarships.
- Nominations – No report
- Grievances (Larry Phillippe) – nothing to report

- **Announcements**
 - The next Executive Board meeting is April 27 at 3 p.m. in Engineering Center room 104.
 - The next Staff Senate meeting is May 4 at 3 p.m. in Escondido Theater.

- **Adjourn**
 - Motion made by Gary Johnson to adjourn.
 - Seconded by Patrick Hancock.
 - Motion carries.

Texas Tech University Staff Senate
April 6, 2005

Stating the Staff Senate position on a Physical Barrier Along Flint Avenue

- Whereas pedestrian traffic across Flint Avenue between the parking facility and the dormitory complex creates a dangerous situation for both pedestrians and drivers;
- And, whereas pedestrians cross Flint Avenue at various locations, not restricted to the crosswalk;
- And, whereas the combination bicycle and pedestrian path under construction east of the parking facility is only a partial solution, intended to improve pedestrian and bicycle traffic entering campus from 19th Street;
- And, whereas a physical barrier along Flint Avenue could guide pedestrian traffic to only cross Flint Avenue at the provided crosswalks, which would greatly improve pedestrian and driver safety in that area;
- And, whereas a physical barrier, in the form of a fence or sea wall along the east side of Flint Avenue between 18th and 19th Streets has been estimated by the Site Development Workgroup to cost between \$150,00 and \$200,000, with a more elaborate structure being more costly;

Therefore, be it resolved this day that the Texas Tech University Staff Senate fully supports the need for a physical barrier along the east side of Flint Avenue between 18th and 19th Streets to guide pedestrian traffic toward the crosswalks in order to increase pedestrian and driver safety. Further, the Texas Tech University Staff Senate requests that the University administration give significant priority to funding and implementing such a project.

Appendix B

Texas Tech University Staff Senate April 6, 2005

Stating the Staff Senate position on Telecommuting Policies for Texas Tech Employees:

- Whereas the current OP 70.17 addressing employee procedures to request telecommuting privileges is vague;
- And, whereas the technology has improved to make telecommuting for certain employee positions more feasible;
- And, whereas telecommuting options for some employees will benefit both the university and individual employees;
- And, whereas having clear and concise guidelines would increase accessibility to telecommuting options;

Therefore, be it resolved this day that the Texas Tech University Staff Senate fully supports the need of an immediate review of OP 70.17, to include a rewrite to allow employees a specific form to request telecommuting privileges and the guidelines and procedures relevant to telecommuting. Further, be it resolved that the Staff Senate requests that this revision be given top priority by the university administration and the personnel department.

Texas Tech University Staff Senate
April 6, 2005

Stating the Staff Senate Request for Employee Tuition and Fee Waivers

- Whereas the Texas state legislature has declared in the Education Code that education is “necessary to the social development and economic health of this state”;
- And, whereas employees of Texas Tech University, the Texas Tech University Health Sciences Center, and the Texas Tech University System serve as representatives of these institutions and the state of Texas;
- And, whereas it is urgently necessary that institutions of higher learning support their employees’ quests for higher education;
- And, whereas the current employee scholarship at Texas Tech is limited to \$300, with limited length of eligibility, does not provide sufficient access to higher education for employees;
- And, whereas allowing one free course per semester for employees would lead to higher quality employees, greater employee retention, increased employee pride in the institution, increased education level of employees, and added attraction for prospective employees;
- And, whereas Texas Education Code 54.5035 grants the governing board of an institution of higher education the authority to waive mandatory and discretionary fees for a specific category of students;

Therefore, be it resolved this day that the Texas Tech University Staff Senate respectfully requests that the University President present the Staff Senate proposal regarding free tuition for employees to the Board of Regents. Be it further resolved that the Staff Senate requests that these waivers be implemented by the fall 2005 semester.

Texas Tech University Staff Senate
April 6, 2005

Stating the Staff Senate Request for a *Fund for Employee Education*

- Whereas the Texas state legislature has declared in the Education Code that education is “necessary to the social development and economic health of this state”;
- And, whereas employees of Texas Tech University, the Texas Tech University Health Sciences Center, and the Texas Tech University System serve as representatives of these institutions and the state of Texas;
- And, whereas it is urgently necessary that institutions of higher learning support their employees’ quests for higher education;
- And, whereas the current employee scholarship at Texas Tech is limited to \$300, with limited length of eligibility, does not provide sufficient access to higher education for employees;
- And, whereas allowing one free course per semester for employees would lead to higher quality employees, greater employee retention, increased employee pride in the institution, increased education level of employees, and added attraction for prospective employees;
- And, whereas Texas Education Code 54.5035 grants the governing board of an institution of higher education the authority to waive mandatory and discretionary fees for a specific category of students;
- And, whereas the tuition that may not be waived under the Texas Education Code will still burden many employees and prevent them from pursuing higher education;

Therefore, be it resolved this day that the Texas Tech University Staff Senate respectfully requests that the University President assemble a committee to research the possible sources of funding and procedures for implementation of an annual budgetary *Fund for Employee Education*, as described in the Staff Senate proposal regarding free tuition for employees. Be it further resolved that the Staff Senate requests that this fund be implemented by the fall 2006 semester.

Appendix E

Bylaws Revisions

Second Reading and Vote

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.**

First Reading

Article IV. Executive Board

Section C – Attendance

NEW

1. There will be approximately 12 meetings of the Executive Board during the year. All voting members of the Executive Board (President, President-Elect, Secretary, Treasurer and EEO Representatives) are expected to attend each meeting. In the case of a necessary absence, a member must notify the President or Secretary in advance of the meeting or no more than 3 working days after. Only 4 absences per year will be excused for any reason. After the 4th absence the Secretary will notify the senator in writing that they have reached the limit. After the 5th absence, the President will notify the member that he/she is being removed from the Board.
2. If an officer is removed from the Executive Board, the position shall be filled in accordance with Article III Section B of the Staff Senate Bylaws. If the member being replaced is an EEO Representative, a special election of that EEO Classification shall be held at the next Staff Senate meeting to choose a new Representative. The new member of the Executive Board will serve the remainder of the year, with a pro-rated number of absences.

Article III. Officer Duties and Vacancies

Section C – Removal from Office

ORIGINAL

Any officer may be removed upon two-thirds majority vote of the full Staff Senate. A petition signed by 15 percent of the Staff Senators shall be filed and attached to the agenda for the next meeting at which the vote shall be taken.

REVISED

For any reason other than absence at Executive Board, any officer may be removed upon two-thirds majority vote of the full Staff Senate. A petition signed by 15 percent of the Staff Senators shall be filed and attached to the agenda for the next meeting at which the vote shall be taken.