

## Texas Tech University Staff Senate

### Meeting Minutes

June 6, 2007

1. Call to Order.

President Rebecca Owens called to order the regular meeting of the Texas Tech University Staff Senate at 3:06 PM on June 6, 2007 in Student Union Building – Senate Room.

2. Roll Call.

Members in attendance were: Joan Blackmon; Jessica Carrillo; Margie Ceja; Crystal Davis; Amy Boren; Melanie Chaffin-Poeling; Greta Cullers; Lori Dudley; Sheryl Epperson; Rick Loper; Michael Gellner; Mary Harris; Brad Jury; Rebecca Owens; Kathy Nordstrom; Marcia Kaweck; Marlene Kenady; Teresa Neal; Randy Smith; Janet Veal; Leigh Wilson; Mary Elkins; Michael Glass; Ron Nail; Patti Perkins; Tony Rando; Ryan Scheckel; Linda Gregston; Judy Hunter; Deven Patel; Sharon Yeates. Senators absent: Steve Allsup; Sammy Arguello; Eric Burrell; Donna Hurtado; Jerry Cowen; Michelle Kiser; Donna Rogers; Bill McDonald; Joe Stahmer; Jaclyn Byrd; Donna Perry; Kevin Tunnell; Maria Vega; Linda Stracener. Guests in attendance were: Don Roulain, Staff member; Mary Jane Hurst, Special Assistant to the President; Vincent Wilde, Staff member; Carla Cavendar, Staff member; Greg Barnes, staff member; Cheryl Paden, visitor.

3. Swearing in of new senator – Deven Patel was sworn in under the Professional classification to replace a senator who left the staff classification.

4. May Minutes: Corrections made:

- I. Add Jerry Cowen and Mary Harris as present senators for the meeting
- II. Joe Stahmer needs adding as an absent member.
- III. Guests in attendance were: Nathanael Haddox, Staff Ombudsman; Tia Kreidler, Faculty Senate Liaison; Don Roulain, staff member; Faith Drew, Assistant Director-Employee Assistant Program and Kathryn Quilliam, student ombudsman need added to the roll call.
- IV. Under administrative business – April minutes, Jerry Cowen and Mary Harris needed to be added as present senators to the April roll call.
- V. Under committee reports – President's report, a-three were five concerns expressed the other two need adding – iv. Staff have expressed dismay that they are forced to choose between preset options. And v. Just because the program allows for split pay, why should Texas Tech use it if it's not in the best interests of the staff, faculty and TTU to do so?
- VI. Under committee reports – Elections, add that Administration needs three senators, Clerical needs six, Professional needs ten and Technical needs eight, to the sentence of "The Crafts/Trade classification..."
- VII. Under new business – separate the first statement into two:
  - a. The new office is ready for all files to be sent, contact Kathy Nordstrom to have the files moved over.
  - b. MailTech has a service on moving boxes but they do charge a fee.

Continue to number accordingly.

VIII. Note that the meeting was taped, but quality of tape not good.

Motion made by Senator Chaffin-Poeling to approve May minutes with amendments, seconded by Senator Rando, minutes approved by all.

5. Treasurer's Report (Davis) – for April we approved a budget of \$619.49, when ledgers closed the budget was \$5435.15 due to scholarships and we need receive the credit form Communication Services. For March we approved a budget of \$125.45, when ledgers closed the budget was \$377.45 due to PrinTech billing out the Nominations Ballots. For May the budget is \$1,112.82 and that's after ledgers closed. The expense is due to printing of newsletter and the telephone service.

6. Staff Senate Officer Election.

President-Elect - Ron Nail nominated, motion to close the nomination made by Senator Cullers seconded by Senator Rando, Senator Nail unanimously elected as President-Elect. He gave a short thank you speech. Secretary – Janet Veal nominated, but did not accept nomination, Sharon Yeates nominated, she accepted the nomination. Motion to close nomination made by senator Rando and seconded by Senator Dudley, Senator Yeates unanimously elected as secretary. Treasurer – Michelle Kiser nominated, motion to close nomination made by Senator Loper and seconded by Senator Ceja, Senator Kiser unanimously elected as Treasurer.

7. Committee Reports.

I. President's Report.

Senator Owens, President Whitmore said though it is not official the Split Pay Plan will happen January, 2009. Senator Owens thanked all who responded to her inquiries. President Whitmore and the Upper Administration have to look at the big picture and when it comes to audits Tech does not do well. Is their believe Banner will help correct that. President Owens then reported that Upper Administration presented an equal pay plan for all staff and faculty, but the board of Regents approved a two percent merit increase for Staff and a three percent increase for Faculty. A great discussion ensued at this and the senate decides to for an Ad Hoc Committee to draft a resolution. The motion was made by Senator Kenady and seconded by Senator Hunter.

II. Bylaws (Glass) – second readings.

Addition to bylaws: this statement will be stated at the beginning of the bylaws. Texas Tech University Staff Employee is defined as any employee that is eligible to be a member of the Texas Tech University Staff Senate.

Original Reading:

Article I. Membership

A . Eligibility: an elected Staff Senator/Alternate must be a Texas Tech University employee employed in a benefits eligible full-time or part-time position for at least one year.

Revised Reading:

A Texas Tech University employee interested in serving s a staff senator must be employed in a benefits eligible full-time or part-time position for at least one year of continuous uninterrupted service at the time of nominations.

Addition to bylaws:

#### Article VII. SPECIAL APPOINTMENTS

##### A. Parliamentarian.

This is a special assignment by the President for a one year term. The duties of this position:

1. Shall know bylaws and parliamentary procedures.
2. Shall forward all questions that may arise according to bylaws and parliamentary procedure to appropriate committee.
3. Shall advise the President when something may be happening that is not in accordance with parliamentary procedures or by the bylaws.
4. Shall rule on "point of order questions" raised during a Senate session.

##### B. Historian.

This is a special assignment appointed by the President for a one-year term. The duties of this position:

1. Collect copies of all Staff Senate records (e.g., minutes, correspondence, reports, photographs, et. al.).
  2. Organize and maintain the Staff Senate archives.
  3. Produce staff Senate historical reports as necessary.
- III. Elections (Davis) – Election underway, please vote. We have received about six to ten paper copies only one valid (Crafts/Trade EEO voting for Technical EEO); Election end June 8, 2007 at midnight. Senator Kenady inquired if another Tech Announce would go on. Senator Davis had not thought to send one, but Senator Nail said he sent one.
- IV. Communications/PR (Nail) – the Staff Senate Newsletter was sent out; Senator Nail is going to pull a committee from within the PR committee to research getting better Staff Senate shirts. Welcome events will still occur in the summer and Senator Nail will get volunteers closer to the times of the events.
- V. Nominations (Owens) – reported that the committee presented the names of Marlene Kenady, Kathy Smith, Donna Hurtado and Alicia Knight to go into the pot for President Whitmore to decide who should serve on the Strategic Planning Committee as requested by Gil Reeve. Senator Yeates reported that the committee wanted to fill the Technology committee till after new senators join, due to the fact of those who want to serve will route off the senate.
- VI. Scholarships (Carrillo) – working on the application.
- VII. Child Care Committee (Davis) – after waiting three to four weeks the committee has found out they do not need approval from IRB for their survey. It was suggested that the committee release the survey to staff and wait to release it to faculty and students in the fall. Senator Davis has dragged her feet for lack of better words about doing this for fear that staff will forget that have already filled out the survey.
- VIII. Issues (Perkins) – they are still researching the Evaluations of Administrators and hope to take what's out there and convert it to something staff can use to evaluate their Administrators. Research is still underway on the issue of the ID card and the SSN coded to the back of the card.

IX. University Committees – Provost Council (Owens) – Working on split pay plan; Senator Yeates inquired about the Staff Recognition Committee and Senator Owens reported she would stay on as chair and get that committee going soon.

8. Announcements:

Senator Perkins announced a car clinic will occur July 25<sup>th</sup> for all who would like to attend.  
Senator Owens next meeting is July 10, 2007 at Merker Alumni Center, at 3-5 PM, mark your calendars.

9. Adjournment:

President Owens adjourned the meeting at 4:30 PM, motion by Senator Rando and seconded by Senator Smith, approved by all.  
Minutes submitted by Crystal Davis acting Secretary.