

Texas Tech University Staff Senate

Meeting Minutes

November 7, 2007

Call To Order: 2007-2008 Staff Senate President, Kathy Nordstrom
3:02 PM, Senate Room, Student Union Building,

Officers Present: Kathy Nordstrom, President
Ron Nail, President Elect
Michelle Kiser, Treasurer
Sharon Yeates, Secretary

Roll – Call: **Present 44 of the 56 Senators.**
Administrative EEO: Ron Nail, Shannon Crossland, Linda Jackson, Gary Johnson, Len Markham, Elizabeth Massengale, Pam Tipton
Professional EEO: Michelle Kiser, Deven Patel, Bill McDonald, Patti Perkins, Tony Rando, Ryan Scheckel, Jessica Carrillo, Mary Elkins, Michael Glass, Marlene Kenady, Janet Veal, Carla Cavender, Virginia Downs, David Naugher, Kathy Smith.
Clerical EEO: Margie Ceja, Sheryl Epperson, Kathy Nordstrom, Michael Gellner, Sharon Yeates, Ashley Arenivas, Tamara Ginter, Donna Burt, Dawn Moreno
Technical EEO: Marcia Kawecki, Amy Boren, Greta Cullers, Larry Burks, Judy Easterwood, Audrey Pekowski, Janie Ramirez.
Crafts/Trade EEO: Kevin Tunnell, Steve Allsup, Jerry Cowen.
Service EEO: Brad Jury, Mary Harris.
Guests: Nathanael Haddox, Staff Ombudsman
Mary Jane Hurst, Special Assistant to the President
Karen Hopkins, Quality Service and Professional Development
Vince Wilde, Chemistry & Biochemistry
Kerry Billingsley, Quality Service & Professional Development
Gene Bals, Physical Plant
Absent:
Administrative EEO: Judy Hunter, Randy Smith, Chris Leisinger.
Professional EEO: Donna Rogers, Leigh Wilson
Clerical EEO: Sammy Arguello, Melanie Chaffin-Poeling, Linda Gregston, Maria Micaela Vega, Becky Evans
Technical EEO: John Brocklehurst, Randal Lacy
Crafts/Trade EEO: Daniel Perez

Quorum: 78% of the Senate was present. A quorum is present.

Pledge: Ron Nail led the senate in the pledge

Sharon Yeates:

**Roll Call
October minutes approved without objection.**

Michelle Kiser:

October Treasurer's Report approved without objection.

Guest Speakers:

Nathanael Haddox, Staff Ombudsman, Annual Report

163 formal inquiries were recorded.

Of those, 61% were female and 39% were male.

67.5% were Caucasian, 22.1% were Hispanic and 4.3% were Black.

52.4% made appointments, 11.6% were walk-ins, 7.9% were email, and

28.1% were phone calls.

The first year of operation there were 219 formal inquiries. The cause of the drop is not known.

A visit to the Ombudsman is official TTU business, ergo, an employee is not required to use leave time to visit with the Ombudsman, however, employees who do not wish to notify their supervisor of the visit will have to use leave time, or visit during a lunch hour as permission to be away from the office during the time would be required.

The largest percentage of visits was related to job benefits and work performance issues. Other significant issues were working conditions and legal or compensation issues.

In regards to job benefits and performance issues, women seemed to be more concerned with career development. Operations, policies and procedure issues made up almost 22.97% of this category.

Within the category of work conditions significant issues seemed to be a stressful environment (37.93%), physical safety (31.03%), and work assignments and scheduling (27.59%).

Within the area of legal or compensation issues almost 27.27% of the inquiries were about discrimination related issues. There were 20 cases of gender discrimination filed, 18 of those resulted in findings.

Within the work conditions category, 25.35% of the people presenting indicated they felt bullied or threatened. The largest concern in this category was respect and treatment, at 26.76%.

People on campus seem to be unfamiliar with the complaint and grievance process on campus.

The Staff Recognition Committee research has shown that recognition and engagement of handworkers can significantly save money. It costs 1 ½ times the salary of an employee to recruit and train a new employee.

Kerry Billingsley – Quality Services and Professional Development

The new employee learning system will automate registering for classes, as well as the ability to take certain classes. It will use a TTU e-raider authentication, and they will upload training history on courses taken within the last 14 to 15 years. They plan to take this system live on November 20th.

President's Report: If you have not updated your emergency information, please do so. They need accurate information for the system to work.

Deven Patel and Sammy Arguello sent thank you notes for the gifts sent to them during their time out for medical reasons.

Paul Richardson thanked the Staff Senate for the scholarship he received.

Parliamentarian - Ryan Scheckel – No Report.

Historian – Marlene Kenady – No report

Committees:

By-Laws – Michael Glass

A first reading of Article 1.B.3.c. was given changing the phrasing from “each senator selected” to “senators selected.”

A first reading defining Parliamentarian Duties was given. This will be inserted into Article I.C. if passed by the Senate.

A first reading defining Historian Duties was given. This will be inserted into Article I.C. if passed by the Senate.

The committee is also looking into possible constitutional changes regarding the rotation of the Senators and how that affects the balance of the EEO classifications. The committee is most likely going to bring to the Senate a proposal that instead of rotating 1/3rd of the Senate every three years, limiting a Senator's term to 3 years.

Communications & Public Relations – Amy Boren

The newsletter is at the printer.

The Meet and Greet will be 12-05-07 in the Red Raider Ballroom.

We need gifts that are not cash or gift cards.

We will collect canned goods for the U-Can Share Food Drive.

Elections – Donna Burt

We received 62 nominee ballots, electing 16 individuals, with 15 eligible to serve. Calls were made to the top 5 individuals to see if they are willing to serve. The remaining individuals will become alternates.

An election will be held to elect a Senator from that group.

Grievance- Carla Cavender – No grievances filed as of this date.

Issues – Janet Veal

Traffic and Parking has agreed to provide free satellite passes to staff members who have multiple family members driving on campus.

The Committee is looking into special pricing for staff for campus-activities. Athletics has offered a 20% discount to staff purchasing Women's Basketball tickets.

Nominations - Patti Perkins - No Report

Scholarship – Reported by Jessica Carrillo

37 applications were received.

27 of those met the requirements.

20 were awarded based on the ranking system established for the scholarship.

Technology – Tony Rando – No report

Child Care Committee – No Report

Salary Advisory Committee – Ryan Scheckel - No report

University Parking – Larry Burks

M.A.P. is partnering with Pop-A-Lock so now they can help even if you have an electrical lock.

The entry stations are being renovated.

If you have a visitor on campus, and want them to receive a special, personalized greeting by the entry staff, phone Traffic & Parking ahead of time, and they'll help you arrange that.

A free car clinic was held on 11-07-07.

Between 11-25 to 12-07 they will offer a "Toys for Tickets" program.

Bring a toy equal to or greater than the value of the ticket you owe and they will dismiss your ticket.

No increase for next year.

R7 park and ride is disabled at this time.

Employee Recognition Committee – Will meet again soon.

Announcements:

Ron Nail: The Senate received six sets of tickets for the Lady Raiders vs. Oral Roberts Basketball game. At the end of the meeting a drawing for these will be held.

Kathy Nordstrom: Senators wishing to avoid parking tickets much make sure their tags and plates are in the parking system records. The lot attendants run plates, and if the plate is listed as belonging to a senator they waive the ticket during meeting times. If you are not in the system, they will ticket you.

Lady Raider Tickets were provided to the senate. Winners of the tickets were Janie Landin Ramirez, Marlene Kenady, David Naugher, Gary Johnson, Patti Perkins and Jerry Cowen.

Ron Nail: See Ron if you did not get a shirt, or if your shirt didn't fit. They are considering reordering a few.

Elizabeth Massengale: The Center for Campus Life sent copies of the Campus Safety Brochure and the flyer for Managing Distressed Students.

F.I.T. Tech will meet at 11:45 at the Preston Smith statue near the Admin Building. Kathy Nordstrom will help lead the walk on the 14th.

If you have a topic you want addressed, please fill out the topics notebook.

Adjournment:

Adjourned at 4:40 PM.