

**Texas Tech University Staff Senate
Meeting Minutes
September 2, 2009**

Call to Order: 2009-2010 Staff Senate President, Chris Leisinger
3 p.m., Senate Room, Student Union Building

Officers Present: Chris Leisinger, President
Beverly Pinson, President Elect
Tamara Ginter, Treasurer
Sandy Gellner, Secretary

Guests: Nathaniel Haddox, Staff Ombuds

Welcome: Chris Leisinger

Roll Call: Sandy Gellner
44 of 59 senators present.
Absent: Pam Tipton, Kyle Clark, Mac Cooper, Kar Sata, Ashley Britton,
Becky Evans, Dawn Moreno, Connie Brown. We have seven vacant
positions.

Minutes: August minutes approved as read.

Treasurer's Report:	July beginning balance:	\$8,423.25
	Expended:	\$ 259.47
	Encumbrances:	\$ 86.73
	Ending balance:	\$8,250.51
	August beginning balance:	\$8,250.51
	Expended:	\$ 486.24
	Encumbrances:	<u>\$ 3,448.41</u>
	Ending balance:	\$4,315.80

Guest Speakers: Grace Hernandez, Chief of Staff, and Janet May, Assistant Vice President
for Human Resources (HR)

1. Grace Hernandez stated that she wants to meet staff and for us not to hesitate in asking her questions.
2. Janet May introduced Jim Brown, Managing Director, Human Resources Services; Babar Khan, Managing Director Payroll Services; and Becky Green, Human Resources Services.

- a. Staff Satisfaction Survey – Janet stated that the survey is to make us proactive rather than reactive. She said that special arrangements will be made to staff who do not access emails. HR wants to see results; they are not interested in names of the people who submit the surveys. HR will do everything it can to protect employees from retaliation. She would like this survey to go out in October. HR will look at results to see if there is a management issue in any department/division and they will do what they can to assist that area.
- b. Issues - Janet stated that HR hears things, but if there are issues, they need the employee to talk to directly to HR. Jim Brown said that they can't do anything about a problem if they don't know about it.
- c. Exit Survey - HR will begin doing these. They do see high turnover rate in some areas. Again they want to see the results. Exit surveys will be done whether someone is leaving TTU or going to another job at TTU.
- d. Performance Evaluations are tied to merit pay increases. HR is evaluating the current evaluation process, such as, having only one evaluation form and providing training to supervisors.
- e. Payroll – If you have a question or concern, the best way to contact Payroll is emailing webmaster.payroll@ttu.edu. You should receive a response within a couple of hours. Babar Khan stated that Payroll receives almost 200 emails a month, so please be patient.
- f. New Training Program - For new faculty supervisors. The Provost is excited about this being established. Janet said that she is working with Grace Hernandez on the possibility of a training program for new department chairs.
- g. Ethics Point: This is a website Audit Services uses, but it is not directly affiliated with TTU. The website is found at ethicspoint.com. If you want to file a report, click on the tab "File a new report." "Enter Organization Name" would be Texas Tech University. Ethics Point gives a case number, not a name. You can follow up on your complaint on the website.

New Business:

1. New recognition – High Five Award presented to a senator who has gone above and beyond. This award will be presented at each meeting and is decided on beforehand by the Staff Senate officers. The first High Five Award was presented to Len Markham. Also rubber ducks will be presented by each Staff Senate officer to various senators for presenting good ideas and so forth.
2. If you haven't signed up for a committee yet, please do so.
3. Chris read several thank you notes from TTU staff who received a Staff Senate scholarship.
4. Chris spoke about OP 70.34, Service Excellence Leave Award. This award is to be used for exemplary service. Up to 32 hours of leave per fiscal year can be awarded.

Committee Reports:

1. Technology: New link on Staff Senate website will be set up for frequently asked questions. Please email Gary Bryant with suggestions, such as, what is the Service Excellence Leave Award? Gary mentioned that we have to go through a "middle man" to have updates posted on our website. We may want to look at having the capability to do our own updates.
2. By Laws: No report.
3. Communications and PR: A motion was made, seconded, and passed to have our December Staff Senate meeting the 2nd Wednesday of the month. This will be the Meet & Greet at the Frazier Alumni Pavilion with tours of the Jones AT&T Stadium club and suite areas. Audrey Pekowski stated that the committee is working on getting door prize items for the Meet & Greet. They are also working on a newsletter. Promotional items have been ordered.
4. Elections: There will be a special election in October for the Service and Crafts/Trade EEOs. Len Markham is organizing face-to-face meeting in these EEO-specific departments/divisions. The committee is going to have a paper ballot as well as the on-line one. A motion was made, seconded, and passed to make it optional to give a statement on why you would like to be a Staff Senator.
5. Grievance: No report.
6. Issues: There are eight issues; 3 have been resolved, 5 are being researched. Anyone can submit an issue on line at the Staff Senate website. Each Staff Senator also has a hard copy in their Staff Senate notebook.
7. Nominations: No report.
8. Scholarships: September 11th is the deadline. Tamara Ginter made a motion to move \$3500 into the scholarship FOP to provide extra scholarships especially for the summer semester. This was seconded and approved.
9. Parking: The pedestrian wall along Flint Street is complete. Two new parking garages are being looked at, but must have funding first. If you have any parking questions, please call University Parking Services.
10. Family Care: No report.
11. Green Task Force: No contact yet. John Brocklehurst will send email to inquire.
12. Staff Recognition: If you have any ideas on how TTU staff can be recognized, please send them to Carla Cavender.
13. Student Life: Representation on this committee is from all segments at TTU.
14. Strategic Planning: First meeting of the fiscal year was basically a meet and greet. President Bailey gave the same presentation as he gave to Staff Senate.

Announcements:

1. If you receive a parking ticket during the meeting, please give it to Chris.
2. Next Executive Board meeting is September 30, 2009 at 3:30 p.m. in Admin 244.
3. Next Staff Senate meeting is October 7, 2009 in the Senate Room, SUB, at 3 p.m.