

Staff Senate – Meeting Minutes – November 1, 2017

Ashlee Brown called meeting to order at 4:00

Vice Provost Genevieve Durham-DeCesaro and Ahmi Dickson spoke about commencement changes:

Revise structure due to lack of seating in United Supermarkets Area. Not enough space available.

Proposal distributed via memo / email from Provost.

1. No changes this commencement cycle (December 2017, May 2018, August 2018)
2. Past that – remove August ceremony. Fewest # of participants. Least attended.
3. Make provision to allow August grads to walk or participate in May or December.
4. Degrees can be posted for August.
5. Other changes: Adopt commencement software system to help manage crowd. Requires RSVP from graduate. Would be allotted a certain # of tickets for family & friends. Ticket # is based on total # of RSVPs. Students can go on wait list for extras. Jon Marc asked what other schools use this software. Arizona State uses software for 20 ceremonies. Software company will train / assist for one year. Student will also enter degree information that is verified by colleges and cards will be printed based on that information. Cards will have barcodes. Cards will be handed to college reader. College readers will only read the student's name. Everything else (after barcode is scanned) will appear on the jumbo tron. Katelyn Perry asked if colleges and departments will be announced. Colleges – yes. The rest is to be determined.
Students are concerned about no August ceremonies, about tickets, and about not having their degrees and honors announced at graduation (per meetings with SGA).
6. Changes will reduce overall time spent in ceremonies and limit guests brought to ceremonies.
7. Ashlee – ground rules / uniform rules concerning an August grad walking early. Policies would be determined / developed. Input would be generated from deans, etc.
8. Students that don't RSVP will be announced, but information not projected.
9. Programs will still be printed. Policy will be reviewed for August grads.
10. Question was asked about general staff tickets being available as a whole.
11. No more external speakers – faculty will be selected.
12. Commencement@ttu.edu – email for questions, comments, concerns.

Quorum present – 39 members in attendance

Motion to approve October minutes – Kacey Marshall – Sarah Cuevas 2nd

Billy Tiongco – Treasurer's Report:

\$28,400 in budget – \$160 on top techsan luncheon and 2nd cup of coffee expenses so far.

Committee Reports:

- Constitution / Bi-laws – Kacey Marshall - updates loaded to website. Suggestions to issues & grievance committees. Will be distributed at next board
- PR Committee – Raquel Miranda
 - 11/29 – MCOMM 2nd cup of coffee
 - 1/9 – Speaker Series
 - 5/24 – techAdvantage
 - Safety BBQ – may need representatives – Raquel meeting w/ them tomorrow.
- Elections – Amanda Adamson – nothing to report
- Nominations – Jill Coronado - not present.
- Grievances / Issues – Steve Maines – committees will be separate – everyone moved to grievances. Christi Felton and Jon Marc are on Issues. Will fill seats. Please sign up online. If no participation, Ashlee will appoint
- Scholarships - Christi Felton – 17 applicants – reviews need to be done electronically by Friday Nov. 3rd.
- OP Review – Stephanie Bohn -nothing
- Diversity – Kelsey Jackson – Upcoming November events:
 - Art trail – this Friday – full schedule / information on techannounce
 - 9-13 – One Love week – faculty & staff workshop – RISE website – full schedule
 - 15th – Civil Counting point / DACA conversation – 5:30 – Allen Theatre
 - 13-17th – Women Empowering week.
 - 11th – Veterans Day – MVP events
 - Tech Can Share Food Drive – our contribution to U Can Share – can compete as senate / office, etc.
- University parking – Kristin Miller – no updates
- Faculty Senate – Ashlee Brown – tenure track issues – commencement proposal
- Academic Council – Maggie Gilcrest – commencement
- Provost Council – Ashlee Brown - commencement – Costa Rica campus – classes start Fall 2018 – estimating 200 students first semester. Dr. San Francisco brought up student safety issues – emergency notifications – feedback from shooting was all good. He feels like our students need to be more aware. May be looked at in more detail.
- President’s cabinet – Ashlee Brown – Meeting Dec. 7th
- No ethics committee report.

Unfinished business:

- Need to fill grievance seats w/ all EEO classes ; fill issues seats.
- Budgetary plan of action for committees – keep in mind for events. Money is available – contact Billy.

New Business:

- Ashlee met w/ Sean Childers – had an encouraging meeting, good ideas shared. Will have a more holistic push for staff representation from physical plant so we have a nice percentage of representation on staff senate. We have 10 vacancies right now from service & maintenance & tech & para EEO classes. Will be hosting a mid-term election (December) to fill seats. Election will happen in Dec. meeting. Will have to market, promote, nominate, etc. by Dec. meeting. Sean Childers said method of communication (electronically) isn't effective. Will be sending information for TV screens, bulletin boards for colleges / departments. Talk to people. Daniel asked if we could get a list of people from HR in Tech / Para EEO class. Ashlee will get list & reach out to that group. Nominations can be sent to Ashlee – call her, send a note, email, IM, etc. Don't all have to be done electronically. Sean assured Ashlee that employees would be encouraged to attend events (techadvantage, speaker series, etc). Elections may be difficult – printed paper ballots may be necessary. Turn them into Ashlee? Sean said he would help distribute ballots. Nomination acceptances will be accepted verbally.

Physical Plant employees don't use or access BRAVO board. They do have a "Thank you" board. Maggie brought staff senate cards for everyone to fill out. Ashlee wants no generic cards. Address them to someone. Return them to Ashlee – MS 1162.

Meeting adjourned at 4:58 (Kelly Cooper motioned ; Cindy Villegas 2nd)