

Staff Senate Meeting Minutes – February 7, 2018

Meeting called to order by Ashlee Brown, President at 4:03pm.

Quorum present – Kacy Marshall motioned to approve minutes. Kelly Cooper seconded. Motion passed.

Billy Tiongco – Treasurer's report. Provided budget and projected expenses via email before meeting.

Constitution – Kacy Marshall – reaching out to members regarding participation in committees.

PR – Kim Bergan - Feb 21st – Next 2nd Cup of Coffee event at Rawls College of Business ; Placing order for new name tags & shirts for first year senators. Talked about ordering jackets and cardigans. Will continue discussions. Candy grams order until Monday. Techadvantage planning underway. Send vendor ideas to Kim / Raquel. Billy – motion to approve candy gram expenditures - \$140 – Levi seconded. Allocated \$2000 for shirts; jackets; cardigans. Billy apologized for delay in ordering shirts and name tags. Ashlee emailed first year senators for shirts. Working to get extra shirts from order last year to them and order extras.

Elections – Amanda Adamson – confirming vacancies so they will know how many spots to fill. Ashlee has reached out to senators not attending or able to attend to help determine vacancies.

Nominations – nothing to report

Grievances – nothing to report

Issues – good right now.

Scholarships – Christi Felton - website mishap. Deadline for spring applications was extended to Feb. 23rd.

Technology – nothing to report

Diversity – Kelsey Jackson– Anita Hill Feb 15 (Doak 101) – free but must have ticket. Housing – Feb 21-23rd (depression) – Diversity week – SS hosting 2 speakers – Tues March 20 ; 22nd – will provide food for both. Billy motion - \$500 to cover events for diversity – Ron seconded. Vote passed.

University Parking – Kristin Miller – committee met again – reviewed approximately 50 appeals.

Faculty Senate – Ashlee - OP reviews ; continued conversation on review process

Academic Council – Maggie - short meeting – curriculum proposals ; communication literacy

Provost Council – Ashlee - approval for merit raises going through ; new faculty staff clinic. Sarah Cuevas shared her experience at the clinic. Shared that they accept TTU insurance and also have a pharmacy on site. Asked that we spread the word to our colleagues. Maggie suggested mentioning it at next 2nd cup.

Ashlee's visit w/ President. Immediately asked to see proposals. Ashlee said formal proposals including budget justifications would be presented at next meeting – Feb. 17th. He asked if he could attend March 7th meeting. Would like to have proposals in his hand so he can discuss them with the full senate.

Ethics committee – Dr. Ferguson set date for meeting. Should have a report at next Staff Senate meeting.

Katie Ericson – Gender Equity Council award nominations – faculty, staff, administrator awards ; \$750 stipend. Work beyond the call of duty. Can nominate others or self-nominate. April 6th is deadline. Cover letter, nomination, supporting letters (2) ; other material – up to 10 pages.

March 7th meeting – Ashlee asked that we take a photo for this year. Everyone wear polos. If you have any other agenda items or questions – send them to Ashlee or through the Issues committee.

Katelyn Perry addressed proposals that are to be sent to the President. Lots of ideas that need to be narrowed down

- Staff Appreciation Incentives (Employee of the month type award) ; president deliver it
- Professional Development scholarships – set amount or a match award to increase professional development for staff
- On campus professional development seminar – perhaps in summer or fall – bring in speaker or hands-on workshop
- Office / Lunch on us – Similar to 2nd cup – but provide lunch for entire department
- Staff Wellness Day – Mind spa – offer classes all day to promote overall wellness
- Team-Building for Staff Senate – participation event for senators to become more cohesive unit
- Childcare stipend

Committee asked for feedback on what was most important. Kelsey Jackson liked professional development. Madison liked staff recognition proposal. Christi Felton said to combine recognition with lunch. Kelsey Zickefoose said at HSC if they get a physical – employees are given a day off. Maggie said an “excellence leave” day – award employees with time. Sarah Schwintz – Service Leave Excellence Form – should be on HR website (8-32 hours). Must have a 4.5-7 on evaluation (per HR website). Jill Coronado’s concern expressed that a lot of items are evaluation based. Some departments don’t award more than a 4. Sarah Cuevas asked if we could have someone from HR discuss evaluation system and ratings. Christi Felton said HR will come to your department and will assist with ratings and wording. Katie Ericson said some sessions are already set up. Ashlee will look into having someone come to us. Kelly Cooper liked team-building idea for staff senate. Ashlee echoed that idea. Angela Buck likes childcare stipend idea. Jill Coronado feels like there’s not a way to fairly disburse those funds. Maggie said budgets must be prepared for each proposal. Jon Marc suggested using current budget for team building. Suggested combining wellness efforts and for putting together a more simplistic document for staff campus wide on availability of wellness options. Billy addressed issue of budget for team building. Funds can be used for those types of activities. Maggie said a Staff Senate tailgate w/ our families would be fun. Kristin Miller provided additional information regarding tailgates. Jon Marc said team building sessions are easily planned and we have resources to help w/ that. Kacy asked if we should vote on items to be proposed. Levi brought up Bravo Board and asked if that could be included in any of the other initiatives. Levi moved to have options electronically ranked so executive committee could have final vote. Levi motioned to approve. Ron seconded. Ashlee said ranking would help so we are proposing most important items. Kacy said we need to propose them all. Ashlee asked for volunteers to join ad-hoc committee to start work immediately. Kacy moved to recind ranking vote. Levi seconded.

Merit raises were approved – short discussion

Sarah Hatley motioned to adjourn – Mike seconded. Adjourned at 5:02.