

**Texas Tech University Staff Senate Meeting Minutes**  
**August 1, 2018**

Call to Order: 2018-2019 Staff Senate President, Maggie J Gilchrest  
4:00 PM, RM 169, Human Sciences Building

Officers Present: Maggie J Gilchrest, President  
Jon Mark Bernal, President Elect  
Sarah Cuevas, Secretary  
Ron Baker, Treasurer

Roll Call: 39 of 63 senators present, 7 Vacancies  
Quorum is 32 of 63 senators present

Minutes: June 2018 meeting minutes approved as written.

Treasurer's Report: June

Beginning balance:	<u>\$8,193.45</u>
Expended:	<u>\$2,126.91</u>
Ending balance:	<u>\$6,066.54</u>

Treasurer's Report: new budget proposed and no questions regarding this at this time. Vote will take place after funds received in September. Copy of this available on SharePoint

\*Proposed to budget ahead for certain funds, planning for future events etc.

Administrative Business:

1. Staff Senate survey- President Elect- Jon Mark Bernal gave brief overview of the feedback from the survey and an outline for Staff Senate meetings going forward
  - a. Discussion and feedback are encouraged by all
  - b. All meetings sent out a head of time and on calendars
  - c. Looking at calendar in advance and move meetings for holiday dates
  - d. Example: January & July meetings
  - e. Consider revision of committees and look at do they make sense
  - f. Our brand as Staff Senate, building and promoting what we do and who we are
    - i. Floor opened to questions:
    - ii. Joshua Pia asked if we could send a mid year survey to look at access to types of communication. It was agreed that this would absolutely take place.
2. All Senator recitation of Oath
3. Committee Chair announcements
  - a. President's Appointment of Nominations Chair (Shelly Johnson) & Parliamentarian (Kacey Marshall)
  - b. Issues Committee -Heather Coats
  - c. Bylaws & Constitution -Kacey Marshall and Kelly Cooper
  - d. Elections Committee -Madison Proctor
  - e. Scholarship Committee- Christi Felton & Emily Everette
  - f. PR Committee Raquel Miranda & Morgan Brannon

- g. Grievances- Margret Ceja & Jeremy Seden
  - h. Technology -Levi Johnson & Justin Hughes
  - i. OP- Katelyn Perry & Kymberli Saldana
  - j. Diversity -Dee Nguyen & Joshua Pia
  - k. Nominations-Shelly Johnson
  - l. Education- Katelyn Perry
4. EEO Representatives
- i. Nominations can only be voted on by EEO representatives from each classification
  - ii. EEO representatives are very important as they attend the Executive Board meeting and help vote on each meeting agenda.
- b. Clerical & Secretarial: Kelly Cooper
    - i. Kelly Cooper and Shelly Johnson nominated
    - ii. Motion made to cease nominations for a vote
  - c. Other Professionals: Laci McDermott
  - d. Services & Maintenance: Lucy Rangel
  - e. Skilled Crafts: Ray Cooper
  - f. Tech & Para: Daniel Ballard

Old Business:

- 1. An update on President's Proposal
  - a. Everyone please read through this and provide feedback

New Business:

- a. HR Professional Development Partnership
    - i. This would be a partnership in offering professional development sessions this coming year. Jon Mark has already reserved dates with a space.
    - ii. All Senate Discussion
      - i. Floor opened for discussion
      - ii. Questions:
        - Katelyn Perry asked how often would they happen?  
5 sessions for the fall  
Dates set
        - Shelly Johnson asked how many per session?  
40 people
        - Will it be promoted that it is sponsored by Staff Senate?  
Yes
        - Joshua Pia asked: who is this open to and what is the dollar amount that is allotted for this?  
There is not a set amount at the moment, but will be allotted with events budget
        - Tracy Tindle asked what is the background of the proposal?  
President Gilchrest shared it was a communicated as a person to person  
Ron Baker motioned to table discussion and voted to be moved to old business for next meeting.
    - iii. All Senate Vote-tabled until next meeting (old business)
- b. Women's Staff Professional Network Partnership – Disparity Research
  - i. Christi Norfleet shared where this is coming from and what they want to review and why. At some point looking to call on Staff Senate to help with this research
  - ii. Now have funding will bring back to Senate to help  
Question asked: what would you be looking to the Senate for?

- i. An open ear, and considering the issues that come in to be sent to Staff Senate
  - iii. Motion made to be moved to partner with Women's Staff Professional Network Partnership and motion 2nd
  - v. All Senate Vote passed
- c. Ending Sexual Harassment in the Academy Registration Funding
  - i. Ericson shared purpose of this event, guest speakers and various panels around Ending Sexual Harassment in the Academy
  - ii. Senate Discussion: Does Staff Senate want to sponsor and send people to this event?
    - i. Floor opened for discussion
    - ii. Questioned asked: How many people would we be sending?
      - a. Small group anticipated to attend the event overall, we would be sending Senators.
    - i. President Gilchrest asked for a Raise of hands for who is interested to attend:
      - Alyssa Bingham
      - Kacey Marshall
      - Olga Achourkina
      - Morgan Brannon
      - Kelly Cooper
      - Laci McDermett
  - iv. It was asked if they are sponsored by Staff Senate, could they share their findings at September's meeting.
  - v. Motion was made to o allocate \$350 to conference
  - v. Treasurer Baker confirmed that it will be for 17/18 funds
  - vi. Amended motion made to send the 6 Senators present and the opportunity will be opened up to 4 more senators by sending an email out for others that are interested to reply.
  - vii. Motion made to table discussion and move to a vote.
    - i. All Senate Vote- passed
  - a. HR DSA Award Sponsorship
    - i. All Senate Discussion-
    - ii. Great idea, Motion to create an adhoc committee for this.
  - iv. All Senate Vote- passed

Standing Committee Reports- open to discussion after each report is given

- Going forward all reports are to be uploaded in sharepoint prior to each meeting.
  - a. Issues Committee Report- posted in sharepoint and closed
  - b. Bylaws & Constitution Report- amending meeting times, EEO Reps to be passed
    - i. EXEC Board- read current by law
    - ii. **Article V, Section E, currently reads in full:**  
Six members of the Board shall constitute a quorum for a meeting and *four of the six EEO classifications shall be represented.*
    - iii. Read new amendment- striking out 4 of the 6, simple majority of EEO's represented
    - iv. **Under the proposed amendment, Article IV, Section A, would read in full:**  
Six members of the board shall constitute a quorum with a simple majority of the EEO classifications recognized by the senate being represented.

- v. Kacey explained in detail what the current by law states
- vi. Jon Mark shared point of information: touched on the EEO classes per Institution, HR is looking into this and would help
  - a. *Will be voted on next meeting*
- c. Elections Committee Report- determining classes and elections
  - i. Will need to have a special election for vacancies. We currently have the following vacancies:
  - ii. 4 in Services & Maintenance, 1 in Skilled Crafts, 2 in Tech & Para
- d. Scholarship Committee Report- all summer scholarship issued
  - i. almost issued 30 to staff
  - ii. Will start back up with term with Fall term, be on the look out for when they open and share with your staff
- e. PR Committee Report- working on calendar dates for Second Cup of Coffee
  - i. Also looking at birthdays and sending out senators
  - ii. Meeting scheduled for committee to meet
- f. Grievances Report- wrapping and have not received any grievances
- g. Technology Report-review list of current senators and will update once current roster is shared.

Due to time the following were briefly touched on:

Special Committee Reports:

1. OP:
2. Diversity
3. Education

Academic Council and President's Council updates in Sharepoint

Announcements:

1. Next Executive Board meeting is August 29, 2018 at 4pm in Administration Building 244
2. Next Staff Senate meeting is September 5, 2018 at 4pm in Student Union Building, Senate Room

Meeting adjourned at 5pm.