

Texas Tech University Staff Senate Meeting Minutes
September 5, 2018

Call to Order: 2018-2019 Staff Senate President, Maggie J Gilchrest
4:01PM Senate Room, Student Union Building

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

Quorum: 43 of 62 senators present, 6 Vacancies
Quorum is 33 of 62 senators present

Guest Speaker: Maggie Matella, Institutional Advancement
Briefly discussed Empower Crowdfunding
For more information about Empower and to fill out a project application visit
<https://crowdfund.give2tech.com>
Email: mail.annualgiving@ttu.edu

Administrative Business

- a. Approve Past Minutes -motion to approve minutes by Kelly Cooper, second by David, Shelley
 1. All Senate Vote passed- August Meeting Minutes approved

Treasurer's Report-Ron Baker:

2018-2019 Budget	
Annual Allocation :	<u>\$28,700.00</u>
Rollover from 17-18:	<u>\$6,392.54</u>
Balance :	<u>\$35,092.54</u>

- i. Motion to approve budget made by Levi Johnson
- ii. Second by DaNay Phelps
- iii. All Senate Vote: Motion passed with 2018-2019 Budget Approved

Chancellor Duncan Retiring – Maggie J. Gilchrest

- i. Briefly discussed retirement
- ii. Should we be approached with questions please submit to Issues
What did Staff Senate leadership do about it?
Met with Dr. Schovanec and offered support with request to potentially have a member of Staff Senate be a part of the hiring committee
- iii. Continue to support all in moving forward with process for new Chancellor
- iv. Question from the floor was asked: Does the staff senate have an official statement regarding the Chancellor's retirement?
This was answered by President Maggie Jane:
No, Staff Senate does not have an official statement and will not provide one as continue to be in line with the President's office. Staff Senate reports to the President's Office directly.

- a. Lyris – Jon Mark
 - i. Briefly discussed how we can utilize this internally with our internal communication. This could be used to send to all and an easier way to maintain roster. This was discussed at the Executive Board Meeting and will be tested out once it has been set up.
 - i. Point of information request from Joshua Pia, he asked if the Technology Committee has been consulted for this?
 - 1. He shared in detail how the sharepoint works
 - 2. Suggested looking at Office 365 before doing this
 - ii. At this time, we will wait for the best solution regarding this

Parking: update for all Senators, this has been taken care of for the 2018-2019 year.

Permissions granted for meetings only to park in:

R11 Visitor pay & park spaces

R13 Visitor pay & park spaces

New Business:

- a. Speakers- form created to nominate a speaker or if there is a topic that you would like to hear about*
 - a. Proposed Calendar- sent to you by email, please review this
 - i. Motion made to Table calendar discussion
2. Standing Committee Reports – open to discussion after each report is given
- a. Issues Committee Report- Heather Coats
 - i. Three issues submitted so far
 - i. Dealing with Royalties on buying shirts, working to get the department with the correct person to address this.
 - ii. Request received to look at the employee holiday schedule, as days are not the same as previous years.
 - 1. Looking to work with HR on this issue and provide further information on this.
 - iii. Received concerns regarding a new director who was hired in a department who has a past of plagiarism.
 - 1. Suggestion offered to contact Rob Stewart to address this issue.
 - b. Bylaws & Constitution Report-Kacey Marshall

Second reading before the senate for the amendment to the Bylaws regarding quorum for Executive Board meetings. Article IV Section A

 - i. Noted that the missing EEO class is Executive, referring to Nominations to revisit this as some titles are outdated.

Second reading is as follows:
I move to amend Article IV, Section A, of the Staff Senate bylaws, By: Striking out “and four of the six EEO classifications shall be represented.” and inserting “with a simple majority of the EEO classification recognized by the senate being represented.”

Article IV, Section A, 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..

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.

The proposed amendment would allow the staff senate executive board to reach a quorum to hold official business with more frequency.

- i. Floor opened for discussion, motion made to vote on the amendment
 - ii. Motion second by Joshua Pia
 - iii. All Senate Vote: Amendment passed
 - iv. Continuing to research other amendments from the Constitution regarding dates
 - c. Elections Committee Report- Madison Proctor
 - i. Seeking out our current vacancies to see if we need to have a special election
 - d. Scholarship Committee Report- Christi Felton
 - i. deadline to submit is 10/1/18
 - ii. \$250 per class for Staff Members
 - i. Request to send an email to share with other departments
 - ii. Suggestion to send the Tech Announce out to Staff
 - e. PR Committee Report- Raquel, Morgan, Madison
 - i. Sign up list for NEO during our Lunch
 - ii. Name tags are in, please see Raquel
 - iii. Missing shirt please let Raquel know to order this
 - iv. Birthday list will be sent out from Senate email
 - v. Second Cup of Coffee dates set now and looking for new locations for Spring
 - i. all open at this point fifteen to thirty people
 - ii. Also need nominations to spotlight an employee from that location
 - iii. Fall locations are set, seeking new locations for Spring
 - 1. Location suggested outside of west hall
 - iv. If you have interesting events, please send to PR to send out
 - f. Grievances Report- Jeremy Sedeno
 - i. At this time there is not anything to report
 - g. Technology Report- Justin Hughes
 - i. Motion to collect Staff Members birthday months in order to celebrate
 - i. Form will be sent out to sign up to participate
 - ii. Staff will receive drink vouchers
 - iii. Motion second by Tracy Tindle
 - iv. Requested list of Scholarship recipients made to add to website
3. Ad Hoc Committee Announcements
- a. Diversity- Dee Nguyen
 - i. Created a description about the committee to put on the website
 - ii. Would like to create a list of Professional Associations
 - i. Seeking help with this email to dee.nguyen@ttu.edu
 - iii. Looking to continue the Spanish translation and how to help with this
 - b. Operational Procedure Review-OP -Kymberli Saldana
 - i. Shared the OP regarding outside work OP 70.15
 - ii. Issue with language, "must be compatible with TTU"
 - iii. Important for Staff, part of the cycle and how it effects Staff
 - i. Can move forward
 - c. Education-
 - d. DSA Sponsorship- not created yet
 - i. Form will be sent out to allow sign ups
 - ii. Will take effect next Year
 - iii. Will allow Staff Senate to choose their own award winner

Old Business:

Proposals- from 2017-2018

Maggie has not met with President Schovanec to discuss these yet
HR Professional Development Partnership (tabled previously)

Motion made to move off the table by Heather Coats, second by Christi Felton
Motion passed

1. Discussion opened for how much will the Staff Senate will contribute; the amount is \$1250 total to be allocated/divided between the five sessions
 - a. Jon Mark shared what this will go towards
 - i. Food, snacks, beverages
 - ii. Sessions will take place in the Student Union
 - iii. Planning for 50 people max per each session
 - b. Question asked about what type of branding will occur for Staff Senate
 - i. Maggie highlighted this, logo on marketing and Staff Senate will be listed as a co-sponsor
 - c. David Mondt asked if we should consider increasing the amount now to alleviate from having to go back should the session be maxed out.
2. First session will take place on October 1, 2018
 - ii. Motion made to move made to spend the \$1250 by Kelly Cooper,
 - iii. Update on spending for a vote
- c. Ending Sexual Assault in the Academy debrief – Sarah Cuevas
 - i. brief highlights shared and encouraged everyone to be aware of any concerns and submit them

7. Special Committee Announcements

- a. Academic Council
 - i. Maggie attended the last one as Jon Mark will now take over being the representative for Staff Senate
 - ii. Calendar 2020-2023 is up for approval
 - i. Looking at the semester starting mid-week, review and input is important
 1. Please email this in and it will be reviewed
 - iii. Academic Calendar created with Office 365, going live and created by Brian Anderson
 - iv. Commencement was discussed, and August went well
 - v. In December the Marching Order will be implemented
 - vi. Amiee Dixon shared how this program work, students will be sent a link in November to RSVP
 - vii. Looking at adding more Academic Advisors to the University, will review compensation guidelines for this
- c. President's Council
- d. President's Cabinet
- e. Ethics Council
- f. Faculty Senate-meets 9/12/18
- g. Provost Council -will share the notes from this, highlighted Dr. Sumner and all the plans that she has moving forward

8. Open Forum Announcements

9. Adjourn-5:02 pm