

**Texas Tech University Staff Senate Meeting Minutes**  
**October 3, 2018**

Call to Order: 2018-2019 Staff Senate President, Maggie J Gilchrest  
4:05PM Senate Room, Student Union Building

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

Quorum: 34 of 62 senators present, 6 Vacancies  
Quorum is 33 of 62 senators present

- Administrative Business
  - Recognition of guests-
    - Dr. Barenberg present from Faculty Senate
  - Well-Being Activity – Sarah Cuevas
    - Shared with the Senate Stress response and encouraged everyone to be aware of resources available (provided a flyer for this)
    - October 10, 2018 is World Mental Health Day
      - Take care of YOU
- Approve Past Minutes – Maggie J. Gilchrest
  - All voted, passed no edits
- Treasurer's Report – Ron Baker (not present, keep him in good thoughts)
  - We spent 43.96 on second cup
  - \$35,048.58 is the updated balance
- Old Business:
  - Proposals – Maggie J. Gilchrest
    - childcare stipend, consider those that do not have children
    - Professional development
      - Potential matching of cost if someone wanted to attend a conference
        - Funding would come from the President's office
    - Another proposal to be discussed in new business
  - Speakers – Maggie J. Gilchrest
    - we have not received any requests yet, previously Dr. Sumner was mentioned
    - Please email suggestions in for any guest speakers you are interested in or a topic you would like discussed

- Calendar – Sarah Cuevas
  - Created to be in line with University Calendar and to allow everyone to look ahead at to what you are committing to.
  - Two points were brought up in discuss
    - consider date in January for those with school kids
    - Would like to send the calendar out by November
  - Please review calendar and submit feedback before the November General Meeting
- New Business:
  - Joint Faculty Senate/SGA Resolution on Gender Neutral Language – MJG/Dee (for Senate vote)
    - Dee shared with the Senate the updated
    - Potential concerns with system change with Registrar
    - From financial aid standpoint, they use first year students
    - Question asked would it be changed across the board, for all years. Will we change all years?
    - Resolution is addressing gender neutral language
    - All Senate vote today will be if the Staff Senate should participate.
  - Motion from the floor made to participate: by Shelley, Second from Katie
    - All Senate vote passed
  - Motion made to Vote the resolution as it stands by: Kacey & Steve
- Point of clarification asked by Shelley, if further discussion would take place. It could after the Faculty staff votes on it.
  - Dr. Barenberg shared information regarding this resolution with Faculty Senate and they plan to vote to pass it next week
- Top Techsan Luncheon Table – Maggie (for senate vote and then list)
  - At this Luncheon, Jon Mark and Kacey will be recognized
  - Table sponsorship cost is \$168.00 for a table of eight people
    - Floor opened to discuss if we would like to buy a table
  - It was mentioned for everyone to seek interest of other departments
    - Motion made by David M to sponsor a table, seconded
  - All senate vote passed to sponsor a table
  - The following Senators will be attending:
    - Shelley Johnson
    - Christi Felton
    - Heather Coats
    - Katie Ericson
    - David Mondt
    - Laci McDermett
    - Emily Everette
    - David Cannon

- Ombudsman – Jon Mark Bernal
  - Is this something we want to continue to investigate?
  - Please email staff senate to express interest or thoughts
  - Faculty senate confirmed that they have their own Ombudsman
- Emergency Fund – Maggie J. Gilchrest/Ron Baker (ad hoc)
  - This is the new proposal that was mentioned above previously.
  - Other Staff Senates have this fund to support employees
  - Potential amount of \$10, 000 to fund this
  - Floor opened to discussion :
- What type of emergencies would be considered?
  - Death, fire, natural disaster
  - Question asked if there was a cap off for how much a person would receive?
    - Look into process and consult with other colleges
    - Idea brought up to utilize Empower
- Motion moved by Heather & Seconded by David M to form an Adhoc committee
- Please email Staff Senate if you are interested in being on this committee
- Committee Review/Survey – Jon Mark Bernal
  - Brief Survey will be sent out to get feedback on the committees to assess the purpose
  - Brainstorm within your committee meetings on this
- Senator Awards – Maggie J. Gilchrest (vote)
  - Is this a all senate thing or from the Executive Board
  - Recommended that funds not spent on us for recognition
  - Be mindful of what options to utilize
    - Will remain with Executive Board, a senate vote is not necessary
- Standing Committee Reports – open to discussion after each report is given
  - Issues Committee Report – Heather Coats
    - Received a total of seven issues
    - Three have been resolved
    - Survey will be sent out regarding telecommuting
    - Issue open on Staff parking permits
  - Bylaws & Constitution Report – Kacey Marshall
    - Reading next month on amendments since we no longer have quorum
    - Addendum for EEO classification alternative
  - Elections Committee Report – Madison Proctor
    - nothing to report
  - Scholarship Committee Report – Emily Everette
    - Deadline ended on 10/1/18 and thirty-three application received
    - Looking to review and notify winners hopefully in Two weeks

- PR Committee Report – Morgan Brannon
  - Second Cup of Coffee on November 6, 2018 in Media and Communications
  - Candy Grams will be going out in Spring
  - Tech Advantage will be on May 22, 2018
  - Potential event in the Fall with Raider Red's Food pantry
  - HR Development -potential budget items
    - Around forty people attended the first session
    - Jon Mark also briefly shared details on how this went
- Grievances Report – Margie Ceja & Jeremy Seden
  - Not Present
- Nominations – Shelley Johnson
  - Seeking a co-Chair or another senator that would like to take the Chair position next year
  - Please email Shelley if interested
- Technology Report – Justin Hughes & Levi Johnson
  - Recommendation made to use Office 365 vs. Lyris
    - If you have concerns, please get them to the Technology board
  - It was stated that the Technology Committee had other items to be discussed and voted on, but would bring them up at the next Executive Meeting
- Ad Hoc Committee Announcements
  - Diversity - Dee
    - Looking at resolution to consider working with the Food Pantry
  - OP – Katelyn Perry
    - Reviewing six Operational Procedures currently
    - These will be sent out for the Senate to review before November's meeting
    - They are updating OP' s with Gender inclusive language for example using "they" instead of “he or she”
  - DSA Sponsorship – Scholarship
    - Mentioned to consider having Scholarship committee lead this
- Special Committee Announcements
  - Academic Council – Jon Mark Bernal
    - Focus of discussion has been about TTU Costa Rica
    - Sixty -nine brand new faculty this call
    - Working on 2023 calendar as was brought up by the Senate recently
  - Faculty Senate – Maggie J. Gilchrest
    - Gender Neutral resolution as discussed above was the focus
  - State Senate – Maggie J. Gilchrest
    - Lots of things going on, discussed merit increases, Ombudsman, work schedules
    - Seeking to be an association, will be emailed regarding this

- Open Forum Announcements –
  - October 5, 2018- first Human Resources Training
  - Fall Book Club October 12 & 25, 2018
  - , Top Techsan October 19, 2018
  - November 6, 2018- Distinguished Staff Awards
  - President's Office Hours-starting soon
  
- Adjourn- at 5:05pm