

Staff Senate
General Meeting Agenda
August 7, 2019
SUB Senate Room – 4:00 pm

1. Call to Order – Jon Mark Bernal – 4PM
2. Administrative Business
 - a. Quorum ___40__ -- Heather Coats
 - b. New senators repeat senator oath
 - c. Approve Past Minutes – Jon Mark Bernal –
 - i. Shelley J move to approve
 - ii. Justin Hughes second
 - iii. All in favor
 - d. Treasurer’s Report – Jon Mark for Olga Achourkina
 - i. About \$6000 left
 - ii. Budget start in September
 - iii. Send outstanding receipts to staff senate email
3. New Business –
 - a. Committee Chairs/Co-Chairs
 - i. Appointments – Nominations, Parliamentarian & Historian
 - ii. Break into committees to conference on chair appointment
 1. Constitution & Bylaws – Shelley Johnson
 2. OP Review – Kymberli Saldana, co chair Lacey Raschke
 3. PR – Morgan Brannon, co chairs Aimee Dixon & Jonathan Duncan
 4. Elections – Maryellen Baeza, co chair Ryan Bain
 5. Diversity – Keri Shippet, co chair Erin Justyna
 6. Scholarship & Awards – Emily Everett, co chairs Myranda Villanueva & Chris Mosher
 7. Issues – LJ Gould
 8. Grievances – Angela Buck, co chair Steven Morales
 9. Tech – Justin Hughes, co chair Carlos Favela
 10. Nominations David Cannon, co chair Chris Mosher
 11. Shelley J Parliamentarian
 12. Historian Justin Hughes

- iii. What does the historian do? Work with PR, collect senate records, photos, historical records, work with Kelley Cooper
 - 1. Justin Hughes for historian
 - iv. Move forward with nominations
 - 1. Sarah move to accept
 - 2. Shelley J second
 - 3. All in favor
 - b. New Budget – Jon Mark for Olga Achourkina
 - i. Chairs and co chairs set budget for FY 2019, look at Sharepoint
 - ii. Send by Monday Aug 19th 5PM to Olga at staffsenate email, any format
 - iii. Olga present budget at Sept meeting and we will vote
 - c. Meeting dates – Jon Mark
 - i. November 20 - Exec / Dec. 18 (Jan Exec) / **Jan. 8 – General?** / July 8 – General
 - ii. All other meeting first Wed for General and last Wed for Exec
 - iii. Change above dates to accommodate holidays
 - iv. Jan work with HR on Leadership Luncheon
 - v. Heather will send the calendar invites for all General & Exec meetings
 - d. HR Brown Bags for Fall – Jon Mark
 - i. Grace, Jodie and Noel discussions on getting info to staff
 - ii. They have agreed – we recommend topics
 - 1. Taylor Fidler - Working remotely
 - 2. Donna Burt & Erin Justyna - Retirement process and how to determine when you can, how to plan early on
 - 3. Keri Shiplet – healthcare at national level and how it affects us
 - 4. Justin Hughes – different categories on time sheet
 - 5. Heather Coats – establishing a flex schedule
 - 6. Nina Ham & Lacey Rashcke – accruing and using comp time
 - 7. Sarah Cuevas – process for filing formal complaints
 - 8. Send more to staffsenate email and what time of day/week/month
 - iii. Not a gripe session, but an information session
 - iv. Start with two in the fall

4. Committee Reports – open to discussion after each report is given
 - a. Constitution & Bylaws –Shelley Johnson
 - i. OP Review and Diversity are now standing committees
 - ii. Look at Bylaws and send funny things to them
 - b. OP Review – Kymberli Saldana
 - i. Nothing to report
 - c. PR Committee – Morgan Brannon
 - i. Re evaluate Second Cup per Exec request
 - ii. First Second Cup in October
 - d. Nominations – Shelley Johnson & David Cannon
 - i. Need Skilled Crafts EEO rep – none present
 - ii. Vacancies on a couple university committees
 1. International Student Com. Interested email staffsenate email
 - e. Elections – Madison Proctor
 - i. Nothing new
 - ii. Checking vacancies
 - f. Diversity – Dee Nguyen
 - i. Gender Neutral Language resolution encouraged by IT and President Sc
 - g. Scholarship Committee – Emily Everette
 - i. Awarded 12 scholarships, entered in EOPS on next payroll
 - ii. Competed DSA selection, will award two \$300 awards, announce in Sept.
 - iii. Shelley – when does Fall open? Early- mid September
 - h. Issues – Heather Coats
 - i. Nothing new to report
 - i. Grievances – Margie Ceja
 - i. Angela – don't know, ask for access
 - j. Technology – Carlos Favela & Justin Hughes
 - i. Send link to the webpage that needs correction to IT
 - ii. Jon Mark emails
 1. staffsenate@ttu.edu – external contact, absents, calendar invites
 2. TTUStaffSenate@groups.ttu.edu – goes to all senators on SharePoint, internal communication
5. Old Business –
 - a. Transition Ceremony – Morgan Brannon/Jon Mark

- i. Successful, a good choice to continue to highlight what Staff Senate does to upper administration
 - ii. Include in budget moving forward
 - iii. Well executed, fancy
 - iv. Good feedback from guests, thank you to PR, Morgan
 - b. HR Summer Series (Fall update) – Jon Mark
 - i. Dee will coordinate in the Fall
 - ii. Stefanie West will be contact
 - iii. Keri – love them, beneficial
 - iv. Lacey Raschke – help Dee with series
- 6. Open Forum Announcements – open to all Senators & Guests
 - a. Lacey Raschke – question on archives, searchable? Dee- Southwest Collection
 - b. Keri Shiplet – need student org advisors, email keri.shiplet@ttu.edu
 - c. Katie Ericson – need Faculty/staff move in volunteers, 2 hour shifts Sat- Sun, email katie.ericson@ttu.edu by Friday 8/9/19
 - d. Morgan Brannon – first day of school pics
 - e. Ryan Bain & Erin Justyna – WSN Welcome & lunch tomorrow
 - f. Raider Welcome Events
- 7. Adjourn 4:55PM
 - a. Shelley J. move
 - b. Justin Hughes second
 - c. All approve