

Staff Senate
General Meeting Minutes
November 6, 2019
SUB Senate Room – 4:00 pm

Members present: A. Wagner, A. Buck, A. Nunez, A. Davis, A. Peterman, B. Sasser, C. Favela, D. Ballard, D. Cannon, D. Nguyen, D. Burt, E. Wilkinson, H. Coats, J. Kemp, J. Thornton, J. Day, J. Thomas, J. Bernal, K. Ericson, K. Shiplet, K. Saldana, L. Raschke, L. Gould, M. Proctor, M. Brannon, M. Villanueva, R. Bain, S. Scully, S. Harkey, S. Johnson, S. Stockard, S. Morales, T. Love

1. Call to Order – *Jon Mark Bernal* 4:04PM
2. Administrative Business
 - a. Quorum 32/59 -- *Heather Coats*
 - b. Introduction of new senators – Amy Peterman and James Thornton and reading of Senate oath
 - c. Guest Wes Cochran from Faculty Senate
 - d. Approve Past Minutes – *Jon Mark Bernal*
 - i. S. Johnson move, R. Bain second, all approve
 - e. Treasurer's Report – *Olga Achourkina*
 - i. \$23,524 – scholarships, working wed
3. New Business
 - a. Staff Emergency Fund Committee – *Jon Mark, Heather & Kymberli*
 - i. *See attached information – application & OP for review*
 1. H. Coats & K. Saldana - \$500 plus taxes award, based on other institutions
 2. M. Villanueva – TTUS employees?
 3. J. Bernal – pet expenses? No
 4. H. Coats – move SEF committee description reading, S. Johnson second, second reading next time
 - a. The Staff Emergency Fund (SEF) Committee shall be comprised of 3-5 Senators, a representative from Payroll Services and a representative from Human Resources. The duty of the Committee shall be to review the SEF application and process as needed, review completed SEF applications as they are received and award funds to approved applicants. The Committee chair shall coordinate with Payroll Services and Human Resources offices to validate the standing of each applicant before review by the Committee. The proceedings of the SEF Award Process are outlined in TTU OP XX.XX.
 5. S. Johnson – who will chair? Maybe K. Saldana or H. Coats.
 6. Committee composition – next meeting – not for you if you have super busy schedule

- b. Academic Council – *Dee Nguyen*
 - i. 2025 Academic Calendar Update (see attached calendar)
 - 1. Will vote in November
 - 2. Option A has 8 days for grades, august intercession and summer II overlap, Carol of Lights on Tuesday
 - a. K. Saldana – B tremendous strain on academic offices
 - 3. Option B has 3 days for grades, Carol of Lights on Friday
 - a. K. Shiplet – better for students
 - b. A. Davis – better time for student workers
 - c. S. Johnson – longer time to process summer \$
- 4. Committee Reports – open to discussion after each report is given
(*Voting reports first*)
 - a. Constitution & Bylaws –*Shelley Johnson*
 - i. Nothing
 - b. OP Review – *Kymerli Saldana*
 - i. 3 OP’s for review/vote (see attached OP’s)
 - 1. 10.15 - Faculty are “ranked” higher than staff and research expenses are greater
 - a. K. Shiplet – name of award can be confused with Division of Diversity, Equity and Inclusion, award not housed on President’s Office website, and discrepancy in use of ampersand & and
 - b. K. Saldana move to table, K. Shiplet second, all approve
 - 2. 72.10 – fall in line with tax reform, no committee concerns
 - a. K. Saldana move to approve, R. Bain second, all approve
 - 3. 10.04 – change verbiage, no committee concerns
 - a. K. Saldana move, L. Gould second, all approve
 - 4. President’s Gender & Family Equity Committee – OP 32.45 modified instruction duties for childbirth for faculty, make equivalent OP for staff
 - a. A. Buck, S. Scully, K. Shiplet and R. Bain - support
 - c. PR Committee – *Morgan Brannon*
 - i. NEO Nov 12th – second or third year senator
 - ii. Working Wednesday – 11/13/19 @ 2:30 pm Drane 249
 - 1. Help mix and mingle inside Drane
 - iii. Unwind & Be Well – 11/20/19 SUB Matador Room 2-4PM
 - 1. Vendors, chair yoga, donating door prizes
 - iv. January luncheon will be Jan 8th
 - d. Nominations – *David Cannon*
 - i. nothing
 - e. Elections – *Mari Baeza*
 - i. Alternate Senator Updates – filled vacancy in Other Professionals, have one Other Professionals open and one Clerical
 - f. Diversity – *Keri Shiplet*
 - i. National Diversity Associations
 - 1. Senate belong or participate in trainings?

- ii. Social Justice & Inclusion/Multicultural Competencies
 - 1. PD opportunities to establish your competencies
 - iii. List of events available on sharepoint and on committee webpage
 - g. Scholarship & Awards Committee – *Myranda Villanueva*
 - i. Distinguished Staff Awards – Tuesday, November 5, 2019
 - 1. Israel Flores and Rose Cruz
 - 2. Change number of Senate attendees for number of recipients
 - ii. Scholarship certificates - pending
 - h. Issues – *LJ Gould*
 - i. R13 parking – TPS handled
 - ii. Campus wide evacuation process – Ronald Phillips contacted
 - i. Grievances – *Angela Buck*
 - i. Nothing
 - ii. Excessive absence letter will be distributed for senators have missed 3 meetings, notified again at 4, and expelled at 5 absences
 - 1. Look at allowable number of absences?
 - j. Technology – *Carlos Favela*
 - i. Nothing
 - ii. D. Nguyen – change to EEO classes?
 - 1. J. Bernal – must notify via email any changes let
- 5. Special Committee Announcements
 - a. Lady Raider Basketball Game – President’s Suite – November 18th @ 6:00 pm
 - i. 15 open spots for Staff Senate -RSVP required
 - 1. Email staffsenate@ttu.edu by Monday
 - ii. **Deadline – Monday, November 11th @ 5:00 pm**
- 6. Old Business
 - a. Lime Group Ride – *Madison, Donna, Carlos*
 - i. D. Burt – it was fun, incentives for good Lime behavior, working hard to make it safe with TPS, certain people in state programs get discount
- 7. Open Forum Announcements – open to all Senators & Guests
 - a. Staff Senate Newsletter for November – *Heather Coats*
 - i. Request info for Dec letter early with Thanksgiving holiday
 - b. Friday before thanksgiving email RSVP for commencement
- 8. Adjourn S. Johnson move, M. Brannon second, all approve 5:02PM