

Staff Senate
General Meeting Agenda
December 4, 2019
Senate Room – 4:00 pm

Members present: A. Dixon, A. Peterman, A. Wagner, A. Nunez, A. Davis, B. Sasser, C. Favela, C. Mosher, D. Ballard, D. Cannon, D. Mireles, D. Ngyuen, D. Burt, E. Everette, E. Wilkinson, H. Coats, J. Kemp, J. Thornton, J. Day, J. Williams, J. Vega, J. Bernal, J. Duncan, J. Wagner, J. Hughes, K. Ericson, K. McCravey, K. Shiplet, K. Saldana, L. Raschke, L. Gould, L. Lively, M. Proctor, M. Baeza, M. Brannon, M. Villanueva, N. Ham, O. Achourkina, S. Scully, S. Harkey, S. Morales, T. Love

- 1. Call to Order – *Jon Mark Bernal* 4:02PM**
- 2. Administrative Business**
 - a. Quorum 36/61 -- *Heather Coats*
 - b. New senator intros and read the oath
 - c. Approve Past Minutes – *Jon Mark Bernal*
 - i. J. Hughes move, K. Shiplet second, all approve as ammended
 - d. Treasurer’s Report – *Olga Achourkina*
 - i. \$22598 remaining
 - ii. Think about spring spending
- 3. Old Business**
 - a. Staff Emergency Fund Committee – 2nd Reading & Update – *Jon Mark & Heather*
 - i. Revise to add President ex officio, payroll & tax name, ex officio
 - ii. H. Coats move to accept amendment, R. Bain second, all approve
 1. The Staff Emergency Fund (SEF) Committee shall be comprised of 3-5 Senators, a representative from Payroll & Tax Services (ex officio), a representative from Human Resources (ex officio), and the Staff Senate President (ex officio). 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 Human Resources office 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.
 - iii. H. Coats move to accept SEF committee description and create standing committee, L. Raschke second, all approve
 - b. Academic Council – 2025 Calendar Update – *Dee Nguyen & Kymberli Saldana*
 - i. Compromised schedule, start Mon Aug 25th, decrease instructional days, commencement, Carol of Lights on Tuesday or Friday push back
- 4. New Business**
 - a. Commencement – Staff RSVP’s – *Amiee Dixon*
 - i. Staff email commencement@ttu.edu and wear regalia to get RSVP link and parking pass
 - b. January 2020 Meeting Date and info – *Jon Mark*

- i. Wednesday, January 8th – SUB Ballroom 11:30 am – 1:00 pm
 - ii. Cosponsored with HR, RSVP link will be sent out later
 - iii. M. Brannon – work with Technology to create tickets, limit seats, must RVSP
 - iv. Heather will send out meeting invite, use accept/decline on invite for headcount
 - c. Regional Site Campus Reps (Issues, Elections and Bylaws Convo) – *Jon Mark*
 - i. Met with President to discuss how best to have regional site reps
 - ii. Ad hoc or voting members? Technology limitations in the Senate room
 - d. Staff Community Engagement Hours – *Jon Mark*
 - i. Met with Dr. Oppermann
 - ii. Differences between faculty, staff and students
 - iii. Create “Community Engagement Hours” line item on time sheet or leave report, certain partners are approved (e.g., Raiders Engaged, SECC partners), proposing 16 hours to use per year
 - iv. Work with Office of Outreach & Engagement to track hours and partners
 - v. Positive thing for staff
 - vi. Market through website, social media, etc. when ready
- 5. Committee Reports – open to discussion after each report is given**
(Voting reports first)
- a. Constitution & Bylaws – no one reported
 - b. OP Review – *Kymerli Saldana*
 - i. 2 OP’s for review/vote (see attached)
 - 1. 10.15 – Dr. Sumner said name change was to recognize individuals who exemplify inclusion and diversity not to draw attention to the division
 - a. K. Saldana move to accept, S. Scully second, all approve
 - 2. 72.02 – “they” pronoun instead of “his/her” passed on to HR
 - a. K. Saldana move to accept, S. Scully second, all approve
 - c. PR Committee – *Morgan Brannon*
 - i. Working Wednesday Update from 11/13/19
 - 1. Approx. 20 people
 - ii. Unwind & Be Well Update from 11/20/19
 - 1. 60 people attendees
 - 2. Do in October next year
 - iii. Luncheon in January
 - iv. Working Wednesday in Physical Plant maybe Jan 28th
 - d. Nominations – *David Cannon*
 - i. Nothing
 - ii. Talk to David Mireles
 - e. Elections – *Mari Baeza*
 - i. New Senator Updates – Jesus Vega & Kristina McCravey – welcome
 - ii. Have 3 vacancies for Services/Maintenance
 - f. Diversity – *Keri Shiplet*
 - i. Work with Carlos to add to Staff Senate Website a Translation tool powered by Google
 - 1. Check out – www.redraiderorientation.ttu.edu for an example
 - ii. National Diversity Associations/Professional Associations/Campus Faculty & Staff Associations – Where to house
 - iii. [Upcoming Events](#)
 - 1. Weihachtl
 - 2. MLK day of service – Jan

3. Jan 17th book discussion on MLK book *Why we cant wait*
4. LGBTQIA Summit March at TTU
 - a. Diversity committee may sponsor some people
- g. Scholarship & Awards Committee – *Emily Everette*
 - i. Certificates mailed out
 - ii. Get ready for spring – open early Feb
- h. Issues – *LJ Gould*
 - i. Evacuation – still pending
 - ii. Safety in crosswalks during orientation- RRO requested meeting, LJ ask the submitter if they want to attend, H. Coats recommend Issues member attend
- i. Grievances – *Steven Morales/Angela Buck*
 - i. Nothing
- j. Technology – *Justin Hughes*
 - i. Event Brite thing for Jan luncheon
- 6. Special Committee Announcements**
 - a. Lady Raider Basketball Game Update
 - i. We came, we ate, we drank, we laughed, and we won
 - b. Parking Committee – Rusty David
 - i. Committee that reviews appeals
- 7. Open Forum Announcements – open to all Senators & Guests**
 - a. Staff Senate Newsletter for December – *Heather Coats*
 - i. Added PDF version to the website
 - b. Be asking for Jan newsletter stuff before Winter Break
- 8. Adjourn 5:00PM**
 - a. J. Hughes move to adjourn, M. Brannon second, all approve