

STAFF SENATE
General Meeting Minutes
March 4, 2020
Senate Room – 4:00 pm

Members present: A. Dixon, A. Deaton, A. Wagner, A. Buck, A. Nunez, A. Davis, B. Sasser, C. Favela, C. Mosher, D. Ballard, D. Nguyen, D. Burt, E. Everette, E. Wilkinson, H. Coats, J. Kemp, J. Thomas, J. Williams, J. Vega, J. Bernal, J. Duncan, J. Wagner, K. Ericson, K. Shiplet, K. Saldana, L. Raschke, L. Gould, L. Lively, M. Proctor, M. Baeza, M. Brannon, N. Ham, O. Achourkina, R. David, S. Cuevas, S. Scully, S. Johnson, S. Stockard, S. Morales, T. Fidler, T. Love

1. Call to Order – Jon Mark Bernal 4:00PM

2. Administrative Business

a. Quorum __yes _44/58__ -- Heather Coats

b. Welcome Guests – Jon Mark Bernal

i. President Schovanec

1. 2% merit raises – flexible money is from tuition income, a 2% staff raise is roughly \$4 million, minimum to \$11/hr
2. SEF - \$10,000 from President's Office, roll out May 1st
3. Campus emergency protocol – discuss the night before inclement weather, look at what other schools are doing (HSC), work with communications – provide better traffic control, better communication with staff via email
 - a. Jon Mark met with Matt Dewey, new Director of Marketing & Communications
 - b. Working to improve emergency protocols like bomb threat or live shootings – with Emergency Management
 - c. Add a training on emergency procedures
4. Gender Neutral Language – convey an inclusive environment (e.g., don't use "chairman", "foreman"), use your best judgement, stay away from archaic language, message from Schovanec and Provost
5. Centennial Celebration – Grace is chairing, selecting consulting firm to assist with event planning/ focus groups
 - a. email Grace, Dr. Elisa Wong, or Blane to be involved
 - b. Kick off with Carol of Lights 2022 and end with Carol of Lights 2023
 - c. Gala for raising scholarship, Lubbock Lights activity, bring in performers, birthday on Feb. 10th, coordinate with TTAA
 - d. 100 Voices for 100 Years – who are the voices in the centennial book
 - i. Someone who made a difference in the way we do things – tell Grace about them

c. Approve Past Minutes – Jon Mark

i. S. Johnson move to approve, L. Gould second, all approve

d. Treasurer's Report – Olga Achourkina

i. Total budget \$29,852, spent ~\$10,000 with \$6500 scholarships

3. Old Business

a. January Staff Senate & HR Luncheon Recap – Jon Mark/Morgan

i. Easy to coordinate in January before school starts

4. New Business

- a. Academic Calendar Revisions – 2025 – *Dee Nguyen*
- b. Absence Letter Template – University Sanctioned Events – *Dee Nguyen*
 - i. Give recommendations to Dee on revisions to letter
- c. Inclement Weather Update – *Jon Mark*
 - i. Send ideas to Jon Mark; work with Marketing & Communications to provide consistency in communications through TechAlert – don't assume anything
- d. Faculty/Staff TTU Alumni memberships – *Jon Mark*
 - i. Get a membership in place for faculty and staff; don't have to have graduated from TTU

5. Committee Reports – open to discussion after each report is given

(Voting reports first)

- a. OP Review – *Kymerli Saldana*
 - i. 5 OP's for review (see additional attachments)
 - 1. Minor 10.14 reporting wrongdoing 72.23 licensing and use of logos – get comments by Monday
 - 2. 61.02 grounds use – alcohol references moved to separate OP
 - a. K. Saldana move to approve, S. Cuevas second, all approve
 - 3. New 61.45 security video operations – library and testing centers are not exceptions, must submit in writing for exemption
 - a. K. Saldana move, J. Duncan second, all approve
 - 4. 61.46 therapy dog – dogs in labs → different OP, this is for people bringing dogs onto campus for stress relief
 - a. K. Saldana move, S. Johnson second, all approve
- b. Grievances – *Angela Buck*
 - i. Expulsions – 6 Senators
 - 1. A. Valdez, A. Rodriguez, A. Cypert. R. Cooper. R. Adams, O. Lucero,
 - a. A. Buck move to expel, K. Saldana second, all approve
- c. Constitution & Bylaws – *Shelley Johnson*
 - i. EEO Requirements for committees
 - 1. Change to remove EEO requirements
 - 2. Elections, Grievances, OP Review and Nominations revision first reading
 - a. Elections – read current version; see new below
 - i. The Elections Committee shall be composed of a minimum of five senators. The duties of the Committee shall be to handle all nomination and election procedures in accordance with Article III, Section 1 of the Constitution.
 - b. Grievances – read current version; see new below
 - i. The Grievance Committee shall be composed of a minimum of five senators. The duties of the Committee shall be to handle Senate grievances or concerns that may be expressed by any Senator and/or the University community in accordance with Article IV, Section 2 of the Constitution.
 - c. OP Review – read current version; see new below
 - i. The OP Review Committee shall be comprised of a minimum of five members. The duties of the committee are to receive and review updates and/or changes to Texas Tech Operating

Procedures that directly affect staff at the university. Any suggested concerns, edits or corrections will be submitted back to the Executive Committee and/or the Issues Committee.

- d. Nominations – read current version; see new below
 - i. The Nominations Committee shall be composed of a minimum of five senators. The duties of the Committee shall be to seek and recommend nominations for appointments to internal, external, and University committees, as deemed necessary in accordance with Article V, Section 1 of the Constitution.

- d. PR Committee – *Morgan Brannon*
 - i. Working Wednesday – 3/25/20 / Maedgen Theatre / 2:30 pm – 3:30 pm
 - ii. Tech Advantage Updates – 5/20/20 / SUB Ballroom / 2-4 pm
- e. Staff Emergency Fund – *KyMBERLI Saldana*
 - i. Creating a rubric for selection before April 1st
- f. Elections – *Mari Baeza*
 - i. Elections Reminder for 2020-2021
 - 1. Website, Timeline and Process
 - a. Nominations March 23-April 10
 - b. FAQ page on the website
- g. Diversity – *Keri Shiplet*
 - i. Diversity Week Events
 - 1. Two events by Senate – Blindspot book discussion, Student with autism workshop (Burkhart center)
- h. Scholarship & Awards Committee – *Emily Everette*
 - i. Spring Scholarships have closed – Total Apps: 21
- i. Issues – *LJ Gould*
 - i. Weather, drop fee (contact S. Johnson), supervisor evals
- j. Nominations – *David Cannon* – nothing
- k. Technology – *Carlos Favela*
 - i. Updating nominator form

6. Open Forum Announcements – open to all Senators & Guests

- a. R. David – nominate anyone for the work they do, nominations due March 6th, four categories
- b. S. Johnson – BCBS TX has rewards program
- c. J. Bernal – Diversity and Inclusion Award – not many staff awards – publicize better
- d. E. Everett – student hires and business position open in ORS

7. Adjourn 5:05PM

- a. S. Johnson move, M. Brannon second, all approve