

Texas Tech University Staff Senate General Meeting Agenda

February 2, 2022

4 – 5 p.m.

ZOOM

Attendance: Adrian Romero, Amy Peterman, Anita Nunez, Audrey Davis, Ben Chamness, Bethany Kuwitzky, Brandy Ganus, Carol Bonner, Charity Martinez, Chrissy Morris, Christian Enevoldsen, Cristal Ponciano Sanchez, Daniel Perez, Delores Sanchez, Feroza Haq, Giovanni Cordoba, Holley Baker, Jana Campbell, Jenn Fidler, Jeremy Haggard, Jessica Perea, Johnny Fowler, Jose Jimenez, Kymberli Saldana, L.J. Gould, Lauren McDonald, Lindsey Crowley-Scott, Liz Lindsey, Luke Stone, Marie Hanza, Myranda Aycock, Nicole Wyatt, Nina Ham, Peggy Jones, Ryan Bain, Sarah Cody, Scott Layher, Sean Scully, Shelley Johnson, Taylor Fidler, Sandra Addo, Stacy Caliva, Regina Gililland, Sharon Rhodes

1. Call to Order – Stacy Caliva
2. Administrative Business
 - a. Quorum 44 – Sandra Addo
 - b. Approve Past Minutes – Stacy Caliva
 - c. Treasurer’s Report – Ryan Bain
 - i. **No pending transactions**
3. Unfinished Business
 - a. Academic Council – Sandra Addo
 - i. **No updates at this time**
 - b. President’s Mental Wellness Committee – Stacy Caliva
 - i. Please take survey linked in Monday’s email memo even if you are not currently concerned for your mental wellness ([survey](#)).
4. New Business – Stacy Caliva
 - a. University Outreach & Engagement
 - i. Raiders Engaged Survey
 1. <https://www.depts.ttu.edu/provost/outreach-engagement/Staff/index.php>
 2. Report your volunteer hours for 2021 by April 4, 2022
 - a. <https://appserv.itts.ttu.edu/RaidersEngaged>
 - b. Contact sam.sumner@ttu.edu with any questions
 - ii. President’s Engaged Scholarship Awards
 1. President’s Excellence in Engaged Scholarship includes faculty-staff teams
 2. Deadline is February 15, 2022
 3. <https://www.depts.ttu.edu/provost/outreach-engagement/faculty/excellence-in-engaged-scholarship-awards/index.php>

5. Committee Reports – open to discussion after each report is given
(Voting reports first)
 - a. OP Review – Peggy Jones & Sean Scully
 - i. For a vote today with no comments or concerns:
 1. OP 61.43, Two-Way Radio Program, has moderate revisions **(passed as approved by committee)**
 2. OP 52.06, Project Management Practices, has major revisions **(passed as approved by committee)**
 3. OP 61.02, Use of University Grounds, Facilities, and Amplification Equipment, has moderate revisions **(passed as approved by committee)**
 4. OP 61.45, TTU Security Video Operations, has moderate revisions **(passed as approved by committee)**
 5. OP 72.08, Use of Consultant Services, has moderate revisions **(passed as approved by committee)**
 6. OP 72.20, Professional Services, has moderate revisions **(passed as approved by committee)**
 7. OP 79.01, Travel Authority and Definitions for Texas Tech University and TTU Employees, has moderate revisions **(passed as approved by committee)**
 8. OP 79.02, Texas State Travel Management Program, has moderate revisions **(passed as approved by committee)**
 9. OP 79.07, Travel Advances, has major revisions **(passed as approved by committee)**
 10. OP 79.14, Aircraft Piloted by Texas Tech University Personnel on Official Business, has minor revisions **(passed as approved by committee)**
 - a. **Peggy Jones – Motion, LJ Gould - Second**
 - ii. For a vote today with notes:
 1. OP 78.06, Management of Visitor Park and Pay Spaces, has major revisions **(approved with comments by committee)**
 - a. **Peggy Jones – Motion, Bethany Kuwitzky - Second**
 - iii. No vote needed, no concerns or comments:
 1. OP 61.32, Donated and Used Furnishings and Interior Finish Materials – Design and Code Review
 - iv. Two new OPs coming in March
 - b. Bylaws – Shelley Johnson
 - i. First read-through of attendance policy at February GM
 - ii. It will be soon followed by an update to the Grievance Committee description to include attendance
 - iii. **New attendance policy will be read at next two General Meetings**
 - c. Grievances – Sarah Cody & Jana Campbell
 - i. No updates at this time.
 - d. PR Committee – Bethany Kuwitzky
 - i. Everyday Leadership Luncheon

1. Thank you to everyone who attended!
- ii. Social Media
 1. We have an Instagram! We are in the processing of making it a strong social media account.
 2. *Join us! Our tag is texastechstaffsenate*
 3. If anyone ever wants Staff Senate social media to post something on their behalf, submit a request to <https://www.surveymonkey.com/r/VWV2Y39>
- iii. Senator Spotlights
 1. Will be sending out a new link for senator spotlight submissions to those who have not already been featured
 2. **Please submit photo and contact Bethany for link if you have not yet sent your submission**
- iv. Upcoming Events
 1. Wellness with the Rec
 - a. Still in the process of working on this
 2. Movie Night at the Jones
 - a. Summer
 3. Staff Night at the Stars and Stripes Drive in
 4. Arbor Day
 5. Look out for upcoming events!
 - a. 2 events in the Summer
 - b. 4 events in the Fall
 - c. More volunteering available
- e. Scholarship Committee – Johnny Fowler
 - i. Potential year-end senator award research
 1. **Meeting with Maggie Gilchrest tomorrow (2/2)**
 - ii. Spring Scholarship Open 1/15 – 2/15 (extend to 2/28 if needed)
 - iii. Discussion on scholarship amounts and naming
 1. **Tabled until Taylor can join meeting**
- f. Diversity – Cristal Sanchez & Lauren McDonald
 - i. First R.E.D. (Raiders Engaged in Diversity) Talk of 2022.
 1. Tuesday, Feb. 22 at 1:30
 2. **Black History and Women’s History Months - "Black, Brave & Beautiful: Women Doing It All".**
 - ii. **Communication/Graphic Designer Contact?**
 - iii. Meeting with Jade and the DEI team on the 15th regarding a DEI collaborative event.
 - iv. Dee Nguyen also put us in contact with Loni Crosby regarding a Diversity Week Committee for an event during the week of March 21st.
 - v. **Representee from DEI office on campus will be present at all Staff Senate Diversity meetings to provide support**
- g. Issues – Christian Enevoldsen & LJ Gould
 - i. One issue submitted on behalf of another staff member with three questions:

1. Are you allowed to record a meeting between HR, your supervisors, and yourself?
2. Are supervisors allowed to request doctor's notes for each medical visit if the medical visit is not for longer than 3 days?
3. If a supervisors requests the doctor's note, can the employee give it to HR instead?
 - a. All answered and delivered to asking staff members.
4. Last minute issue: Where can staff members go in case power in the city goes out? (Warming Stations)
- h. Elections – Ben Chamness & Jeremy Haggard
 - i. Hoping to have election details finalized for next meeting
- i. Staff Emergency Fund – Jana Campbell & Liz Lindsey
 - i. One award given in January in the amount of \$500
- j. Nominations – Becky Maloney
 - i. No updates at this time.
- k. Technology – Ben Chamness
 - i. Updating senate website with resources and making sure information on site is up to date
- l. Land Acknowledgement Ad Hoc – Sean Scully & Lauren McDonald
 - i. Working with Technology
 1. Add committee SharePoint documentation
 2. Add initial land statement and active list of resources to Staff Senate website (Consulting Diversity Committee for statement location)
- m. Caregiver Support Ad Hoc – Becky Maloney (Sarah Cody & Liz Lindsey)
 - i. In the process for formalizing findings regarding the mother friendly program for TTU. Will present these to the senate prior to sharing with HR.
 - ii. Working on a tour of mother-friendly spaces with Jodie
6. Open Forum Announcements – open to all Senators & Guests
 - a. Space allocation on campus. Staff member has issue with new department moving into building and taking up space. Will submit to Issues Committee
7. Adjourn