

Texas Tech University Staff Senate
General Meeting Agenda
October 5, 2022
4 – 5 p.m.
SUB Senate Room | Zoom

Attendance: www.staffsenate.ttu.edu/checkin.php

Attendees: Sandra Addo, Anitta Baeza, Jeff Bain, Holley Baker, Lloyd Biles, Carol Bonner, Ben Chamness, Giovanni Cordoba, Flavia Corona, Crystal Cumberland, Jennifer Fidler, Jasmine Flores, Brandy Ganus, Raquel Gonzales, Marian Gossett, Blaine Grimes, Jeremy Haggard, Marie Hanza, Feroza Haq, Morgan Hyman, Shelley Johnson, Peggy Jones, Rachel Kloc, Bethany Kuwitzky, Rodney Lackey, Scott Layher, Liz Lindsey, Rebecca Maloney, Charity Martinez, Lauren McDonald, Chamonix Mejia, Chrissy Morris, April Narbaez, James Peel, Jessica Perea, Amy Peterman, Anthony A Rodriguez, Vanessa Salazar, Delores Sanchez, Michael Sonberg, Steven Tucker, Erika Valencia, Beth Watson, Stephanie West, Nicole Wyatt

1. Call to Order – Sandra Addo
2. Land Acknowledgement
3. Guest Speaker: Brittainy Klemme, University Career Center
 - a. Brittainy is the Lead Counselor at UCC, been there over a year
 - b. They have a new initiative – “College to Career” program
 - c. It is an internship placement program, a way for students to find internships and build skills for careers
 - d. Partner with on campus jobs and employers within the community
 - e. If your department needs help, contact UCC
 - f. This is free for your department, UCC pays for the position (up to \$15/hour)
 - g. UCC handles HR side of timesheets and whatnot
 - h. Student comes to them with interest on what their potential career path would be – UCC matches them with any positions that are available
 - i. Work up to 150 hours per semester (20hrs / week), eventually would likely take a course in coordination with the internship – working on figuring out if the 150 hours can be split between semesters
 - j. Don’t fully have marketing piece set up, nor do they have employee facing information available yet
 - k. Internships are any time of the year (during school terms)
 - l. Will leave business cards with Sandra
4. Administrative Business
 - a. Quorum ___ Yes ___ – Ben Chamness
 - b. GM: Approve Past Minutes – Sandra Addo
 - c. Treasurer’s Report – Brandy Ganus
 - i. Operating (16A019)

1. Carry Forward processed for \$17,866.97
 2. FY22 PCard charges posted (total \$627.30)
 3. PR Budget \$7,000
 4. Elections Budget \$50
 5. Diversity Budget \$2,000
 6. Scholarships & DSA Budget \$15,000.
 - a. DSA with gross up is \$1,137.16.
 7. Supplies Budget \$1,900
 8. Exec Board \$1,000
 9. Remaining \$19,009.67
 - ii. 18R005 – Carry Forward pending approvals
 - iii. Emergency Fund (31A460)
 1. Carry Forward processed for \$9,612.84
 2. Budget \$9612.84. Spent \$961.54. Remaining \$8,651.30
 - iv. Staff Senate now has its own PCard
 - v. Since our remaining balance is fairly large, we may look to update some budget items to give more funds to some committees
5. Unfinished Business – Sandra Addo
- a. Academic Council – Sandra Addo
6. New Business
- a. Centennial Volunteering Update
 - i. Volunteer opportunities now listed in the Staff Senate meeting invite
7. Committee Reports – open to discussion after each report is given
(*Voting reports first*)
- a. **OP Review – Peggy Jones**
 - i. OP 48.04 Cellular Telephones & Data Devices
 1. Minor Revisions – approved in committee vote
 - ii. OP 10.22, Concealed Carry of Handguns on Campus, has a moderate revision: [REDACTED]
 - iii. OP 60.02, Hazard Communication Act, has been completely rewritten. There isn't any markup from the previous OP, just the rewritten version: [REDACTED]
 - iv. OP 72.07, Leasing Land, Space, and Facilities, was previously approved by Staff Senate, but additional revisions needed to be made. The new revisions are marked with comments. I would consider them moderate. [\[REDACTED\] OP72.07 \(Feb 2022\).docx](#)
 - v. OP 78.06, Management of Visitor Park and Pay Spaces, has moderate revisions, (attached)
 - vi. Motion to approve all OPs with no comments or concerns
 1. Moved by Marie Hanza
 2. Second by Carol Bonner
 3. Vote to approve passes
 - b. **Bylaws – Shelley Johnson**
 - i. Proposed Constitution changes for October Exec Board meeting
 1. Making documents less specific, removing gendered programs
 - c. **Grievances – Sarah Cody**

- i. No new business

d. PR Committee – Bethany Kuwitzky

- i. Social Media

- 1. Join us on Instagram and Facebook! Our tag is texastechstaffsenate
- 2. If anyone ever wants Staff Senate social media to post something on their behalf, submit a request to <https://www.surveymonkey.com/r/VWV2Y39>

- ii. Senator Spotlights

- 1. Please remember to fill out the spotlight form if you have not already!
- 2. <https://www.surveymonkey.com/r/79ZYJ83>

- iii. Look out for upcoming events

- 1. Volunteering

- a. 2 separate opportunities
- b. One with The Ronald McDonald House
 - i. Guest chef program cooking for families at the house
 - OR
 - ii. Helping maintain their garden
- c. One at food bank
- d. Will also have a TTU Food Bank volunteer day

- 2. Staff Night Happy Hour with Two Docs

- a. October 13, 5:30pm (1/2 price beer with Staff ID)
- b. Bella J's Food Truck (pizza and gelato)
- c. May do a staff wide email to announce

- 3. Event with Young Professionals of Lubbock

- a. Date TBD
- b. Second Cup

- 4. Returning event with BCC

- a. Date TBD
- b. Chance for staff to come and meet with senators in their office space (10:00 am – around the “second cup” of coffee)

- 5. ELL

- a. If you have business in mind that you think would donate a prize, please let me know (for door prizes)

e. Scholarship Committee – Johnny Fowler

- i. Distinguished Staff Awards

- 1. Award amount: \$1,137.16

- ii. Scholarships

1. Met October 19th for Fall Scholarships
2. Opened Fall Scholarships on Saturday, 10/1. Will Close roughly 10/31.

f. Diversity – Raquel Gonzales

- i. First R.E.D. Talk - “Vaccine hesitancy of People of Color – Why and Why not.” – Late October via Zoom.
 1. Coordinating partnership with Covenant Health.

g. Issues – Christian Enevoldsen

- i. What parking lots are available to students who are on the waitlist for parking? Any more plans for parking at this time?
 1. There are a few off-campus parking locations that offer private pay parking; however parking is limited on campus due to the sheer size of the student body in addition to faculty and staff.
- ii. A staff member noticed there was the power of attorney workshop being presented by Student Legal and inquired about having something similar for staff.
 1. Student legal is unable to host workshops for staff, but they were open to helping to notarize the form once the staff member had completed it. Student legal offers free notary services to all of campus on a walk-in basis. Our contact in Legal said that the paperwork they use with students is the most commonly available online as supplied by the State of Texas and they felt that most TTU staff members should be able to complete it without much concern or issue.

h. Elections – Steven Tucker

- i. No new business

i. Staff Emergency Fund – Jenn Fidler

- i. Have funded 3 applications within the last month
- ii. New applications received and reviewed
- iii. Reviewed SEF O.P. and made language changes
 1. Hoping to gross up the funds provided to cover taxes
- iv. Payroll Deduction – SEF
 1. TTU HSC has an option to donate some of their salary / pay towards a given fund
 2. We’re looking into implementing a similar program

j. Nominations – Becky Maloney

- i. No new business

k. Technology – Beth Watson

- i. List of Senators added to each committee page, including chair/members and EEO class for each member

l. Caregiver Support Ad Hoc – Becky Maloney

- i. Making Caregiver Ad Hoc a standing committee – first reading

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

- a. International Week
 - i. Open house on Oct 11, 11-1, really good food coming

- ii. Learn about what office does
 - iii. Culture Fest on Oct 15, awesome food and performances from international students
 - b. Keep Lubbock Beautiful community cleanup
 - i. 26th and Kiwani community cleanup this Saturday 8-12 – food and cleanup
 - c. United we Read
 - i. Read to 2nd or 3rd graders in their classrooms
- 9. Adjourn
 - a. Close 4:42 PM
 - b. Motion to adjourn Rebecca Maloney
 - c. Second by Bethany Kuwtizky