Texas Tech University Staff Senate
General Meeting Agenda
January 4, 2022
11:30 a.m. - 1 p.m.
SUB Ballroom

Senators: Sandra Addo, Jeff Bain, Lloyd Biles, Carol Bonner, Jana Campbell, Ben Chamness, Sarah Cody, Giovanny Cordoba, Flavia Corona, Jon Crider, Lindsey Crowley-Scott, Jennifer Fidler, Jasmine Flores, Johnny Fowler, Brandy Ganus, Raquel Gonzales, Marian Gossett, Blaine Grimes, Marie Hanza, Feroza Haq, Shelley Johnson, Peggy Jones, Bethany Kuwitzky, Rodney Lackey, Scott Layher, Rebecca Maloney, Charity Martinez, Chamonix Mejia, Jonathan Montes, April Narbaez, James Peel, Jessica Perea, Amy Peterman, Anthony A Rodriguez, Vanessa Salazar, Delores Sanchez, Erika Valencia, Beth Watson, Stephanie West, Nicole Wyatt


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

1. Call to Order – Sandra Addo
2. Land Acknowledgement
3. Administrative Business
   a. Quorum ___Yes___ – Ben Chamness
   b. GM: Approve Past Minutes – Sandra Addo
   c. Treasurer’s Report – Brandy Ganus
      i. 16A019 – Staff Senate Operating
1. Overall Budget: $46,586.97 (rollover included)
   a. PR Budget: $7,000
      i. Spent $1,236.77
      ii. Remaining: $5,763.23
   b. Elections: $50
   c. Diversity: $2,000
   d. Caregiver: $8,000
   e. Scholarships & DSA: $15,000
      i. Spent: $5,585.81
      ii. Remaining: $9,414.19
   f. Supplies: $1,900
      i. Spent: $1,437.50
      ii. Remaining: $462.50
   g. Exec: $1,000
      i. Spent: $172.50
      ii. Remaining: $827.50
   h. Uncategorized Spent: $627.30 (FY22 PCard)
      i. Excess = $13,759.67
      j. Remaining balance: $19,636.97

ii. 31A460 – Staff Senate Emergency Fund
    1. Budget: $9,612.84
    2. Spent: $3,484.21
    3. Remaining: $6,128.63

iii. 18R005 – Unrestricted Funds (Savings/Reserved)
     1. Budget: $21,767.67 (none spent)

4. Unfinished Business – Sandra Addo
   a. Academic Council – Jana Campbell
   b. Meet with President – Sandra
      i. Discussed new initiatives with Caregiver Support Committee
      ii. He apologized for not attending the Everyday Leadership Luncheon and hopes to attend a Senate meeting soon
   c. Met with Provost – Sandra
      i. Faculty have provided feedback to their supervisors over the years
      ii. Looking for ways in which staff could provide feedback to their supervisors
      iii. This can be tricky as some teams are quite small making it hard to be anonymous
   d. Centennial
      i. Lots of events are scheduled
      ii. Still need to report volunteer hours to help meet to the university’s volunteerism goal

5. New Business
6. Committee Reports – open to discussion after each report is given
   (Voting reports first)
   a. OP Review – Peggy Jones (Table 18)
      i. Vote in January Meeting
         1. OP 67.01 Campus Mail Service (Moderate Revisions)
            a. Change of address since the office moved
         2. OP 79.01 Travel Authority and Definitions for TTU and TTU
            Employees (Moderate Revisions)
            a. Using points for free travel means you cannot be
               reimbursed by the university
         3. OP 80.02 Vehicle Rental Office – Checkout Procedure (Moderate
            Revisions)
            a. Use of fleet gas card changed
      ii. Motion to accept by Shelley
           1. Seconded by Bethany
           2. Vote passes
   b. Bylaws – Shelley Johnson (Table 4)
      i. Approve updated Staff Senate Constitution/Bylaws
         1. Make language more inclusive (removing he/she pronouns)
         2. Clarify eligibility for Senate memberships (departing and returning
            staff members, those that leave senate early, etc)
         3. Refer to Bylaws since that document more appropriately reflects
            day-to-day operations
         4. Change to dates of Staff Senate terms
         5. Motion to accept proposed – Shelley
            a. Second by Peggy
            b. Vote Passes
   c. Grievances – Sarah Cody (Table 8)
      i. Working with Senate secretary to get out notices
   d. PR Committee – Bethany Kuwitzky (Table 1)
      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!

iii. Thank you for joining us at our events!

iv. Look out for upcoming events
   1. Volunteering
      a. Senate and non-senate volunteering groups
   2. Wellness Night at the Rec Center
      a. Spring semester
      b. Likely during Spring Break
   3. 2nd Cup of Coffee
   4. Tech Advantage
      a. May 17, 2023
         i. Showcasing local businesses and campus offices
            providing services to staff members
   5. Trivia
   6. Staff Happy Hours

   e. Scholarship Committee – Johnny Fowler (Table 6)
      i. Scholarships
         1. Awarded 9 scholarship for Fall 2022
         2. Spring 2022 Scholarship App opens Feb. 1

   f. Diversity – Raquel Gonzales (Table 14)
      i. R.E.D. Talk: Fentanyl is Fatal: Dispelling the Stereotypes
         1. January 19, 1:30pm – 2:30pm
         2. Via Zoom
         3. https://texastech.zoom.us/j/96927111879
      ii. R.E.D. Talk: Unbroken Chains: Slavery & Human Trafficking
          1. January 26, 1:30pm – 2:30pm
          2. Via Zoom
          3. https://texastech.zoom.us/j/92706796364

   g. Issues – Beth Watson (Table 23)
      i. Several new issues submitted; still investigating solution
      ii. General Parking Update

   h. Elections – Jeremy Haggard (Table 13)
      i. No new business

   i. Staff Emergency Fund – Jenn Fidler (Table 26)
      i. New applications received and reviewed
j. **Nominations – Becky Maloney (Table 4)**
   i. No new business

k. **Technology – Beth Watson (Table 23)**
   i. No new business

l. **Caregiver Support – Becky Maloney (Table 4)**
   i. Moving forward with MFR on campus

7. **Open Forum Announcements – open to all Senators & Guests**
   a. TTU Continuing Education is hosting conversational Spanish class
      i. Weekly Zoom Meetings, 30-min weekly live sessions
      ii. $250 for all materials
      iii. February 1 – March 10, 2023
   b. Becky Maloney - Department of Environmental Health and Safety
      i. Hiring someone to help with bio-safety initiatives on campus
   c. University Career Center has an intern program that they have hired and will place in offices across campus

8. **Adjourn**
   a. Motion to adjourn – Shelley
   b. Seconded by Lindsey Crowley-Scott