

Texas Tech University Staff Senate
General Meeting Agenda
June 7, 2023
4 p.m. - 5 p.m.
SUB Senate Room

Attendees: Anthony A Rodriguez, April Narbaez, Beth Watson, Brandy Ganus, Carol Bonner, Christian Enevoldsen, Delores Sanchez, Elizabeth Carroll, Erika Valencia, Feroza Haq, Flavia Corona, Giovanni Cordoba, Holley Baker, James Peel, Jana Campbell, Jasmine Flores, Jeff Bain, Jennifer Fidler, Jeremy Haggard, Jessica Perea, Jonathan Montes, Jose Jimenez, Laura Hernandez, Lindsey Crowley-Scott, Liz Lindsey, Loni Crosby, Marian Gossett, Marie Hanza, Nicole Wyatt, Peggy Jones, Rachel Kloc, Rebecca Maloney, Rodney Lackey, Sandra Addo, Scott Layher, Theresa Madrid, Vanessa Salazar

Guests: Clara Elliott, Jeff Hoover, Michelle Perez, Nika Teague, Miah Jn Charles, Yulanda White

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

1. Call to Order 4:00 p.m.– Sandra Addo
2. Land Acknowledgement
3. Administrative Business
 - a. Quorum 30 senators in attendance – Lindsey Crowley-Scott
 - b. GM: Approve Past Minutes – Sandra Addo
 - i. Tabled for email vote
 - c. Treasurer’s Report – Brandy Ganus
 1. 16A019 – Operating Funds
 - a. Caregiver = \$8K
 - b. Comms/PR
 - i. Budget = \$7K
 - ii. Spent = \$6,347.96
 - iii. Remaining = \$652.04
 - c. Diversity
 - i. Budget = \$2K
 - ii. Spent = \$30
 - iii. Remaining = \$1,970
 - d. Elections = \$50
 - e. Exec
 - i. Budget = \$1K
 - ii. Spent = \$1,956.37 (split costs with PR)
 - iii. Remaining = **-\$956.37** * *Vote to increase budget to zero out?*
 - f. Scholarship

- i. Budget = \$15K
 - ii. Spent = \$10,769.76
 - iii. Promised = \$1,210.73 (semi-monthly paid on 10th)
 - iv. Remaining = \$3,019.51
 - g. Supplies
 - i. Budget = \$1,900
 - ii. Spent = \$1,681.15 (water bottles & SS brochures)
 - iii. Remaining = \$218.85
 - h. Operating (From FY23)
 - i. Budget = \$627.30
 - ii. Spent = \$627.30
 - i. SS Officer Stipends
 - i. Budget = \$11K (via reimbursements – current at \$7,750)
 - ii. Spent = \$7,958.97 (\$7,750 EOPS + 208.97 FNG)
 - iii. Remaining = \$3,041.03
 - iv. Emailed Lindsey Myers about 4th quarter reimbursement.
 - j. Remaining = \$11,009.67
- 4. Unfinished Business
 - a. Academic Council – Sandra Addo
- 5. New Business
 - a. No new business
- 6. Committee Reports – open to discussion after each report is given
(*Voting reports first*)
 - a. OP Review – Peggy Jones**
 - i. Committee Review only
 - a. OP 78.05 Parking for Departments Housed at Off-campus and Remote Campus Sites
 - i. Minor Revision
 - ii. Approved with no comments or concerns.
 - ii. Approved at General Meeting
 - a. OP 34.06 Sponsorship of Student Activities and Off-campus Trips
 - i. Major Revisions
 - b. OP 60.16 Confined Space Entry Program
 - i. Major Revisions
 - c. OP 74.17 Disclosure of Significant Business or Financial Interests That May Represent Conflicts of Interest
 - i. Moderate Revisions
 - d. OP 76.02 Annual Crime Reporting - Clery Act Compliance.
 - i. Major revisions - Complete

- ii. 70.33 Employee Assistance Program
 - iii. Moderate revisions.
 - e. OP 73.01 Data Management and Data Governance
 - i. (NEW)
 - ii. Review all details
- iii. Tabled at general meeting to send back questions
 - a. OP 73.01 Data Management and Data Governance
 - i. (NEW)
 - ii. Review all details

b. Bylaws – Marie Hanza

- i. Officer Stipends- All changes were voted on & approved
 - i. The Payroll & Tax office has advised the Staff Senate to include wording about “Officer Stipends” in the Staff Senate By-laws. Item 1 is the suggested new language to be included in the by-laws and the location of where the information would be placed. This location would require a name change for the article.
- ii. Article III. Officer Duties, Vacancies, and Stipends (new name) Previously titled Officer Duties, and Vacancies
 - i. (new section) D. Officer Stipends. - Staff Senate Officers will receive stipends per the April 1, 2022, signed memo by TTU President Lawrence Schovanec. The amounts and distribution of said stipends are outlined in the memo and are subject to change as directed by the TTU President. For additional information please reference “Staff Senate Officer Stipends” policy and procedures document.
- iii. PCard
 - i. The addition of language to the By-laws about the PCard is to provide clear guidance concerning where responsibility for the Staff Senate PCard lies. The wording shown below, would be added to the Treasurer’s duties under Article III. Officer Duties and Vacancies. (This title could change to Officer Duties, Vacancies, and Stipends with the addition of language concerning stipends is approved.)
- iv. Article III. Officer Duties and Vacancies.
 - i. The Staff Senate Treasurer is the designated Reconciler for the Staff Senate Department Procurement Card. The Reconciler must attend required training within one month of being elected (the goal is for them to take all trainings before taking office). For additional information please reference “Staff Senate Procurement Card Guidelines” policy and procedures document.

c. Grievances – Sarah Cody

- i. No new business

d. PR Committee – Lindsey Crowley-Scott

i. Social Media

- i. *Join us on Instagram and Facebook! Our tag is texastechstaffsenate*
- ii. 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. Tech Advantage:

- i. THANK YOU for all your help with vendors and sharing the event with your offices.
- ii. 333 Attendees
- iii. 14 Non-TTU Vendors, 11 TTU Vendors

iii. Transition Ceremony

- i. July 5, 2023
- ii. ICC Hall of Nations
- iii. RSVP Email sent 6/7
- iv. Award nominations
- v. Design in progress – 3D Printed Centennial Logo on base with senator name

e. Scholarship Committee – Johnny Fowler

- i. Summer Scholarship application will be open 6/16 and due 7/14

f. Diversity – Carol Bonner

- i. Looking to create a “resources” page on our Staff Senate website
 - i. Goals:
 - a. Add news feed
 - b. Connect to Twitter without having our own account?
 - c. Add resources
 - ii. How to have difficult conversations
 - a. DEIB discussions at campus/State level
 - b. DEIB Engagement
- ii. Loni is working on an all-inclusive “You are welcome here” sticker for Senators and beyond
 - i. Will reflect a partnership between DDEI and Staff Senate
- iii. Schedule trainings for Senators
 - i. Raider Education
 - a. Multiple topics
 - ii. Allyship training
 - iii. Will look to schedule trainings starting in September

- g. Issues – Beth Watson**
 - i. No new business

- h. Elections – Rachel Kloc**
 - i. Elections have concluded.
 - i. 7 Clerical & Secretarial elected
 - ii. 14 Other Professionals elected
 - iii. 1 Skilled Crafts elected (and confirming 2 write-ins for Skilled Crafts)
 - iv. Rachel will work on a request to post new Senators on Social Media and Website
 - ii. New Senator Orientation
 - i. Wednesday, June 28th 12-2 pm
 - ii. Traditions Room in SUB
 - iii. Chairs attend from 1-2
 - iv. Let Carol know by Wednesday June 13th who is attending for your committee. Carol.Bonner@ttu.edu

- i. Staff Emergency Fund – Jenn Fidler**
 - i. Received & approved 2 applications for the full amount requested (\$500)

- j. Nominations – Becky Maloney**
 - i. Just waiting for new senator orientation so we can get rolling on committee selection and special appointments :D

- k. Technology – Ben Chamness**
 - i. No new business

- l. Caregiver Support Ad Hoc – Becky Maloney**
 - i. We have information regarding parking accommodation from nursing mothers. This information has been forwarded to both the Title IX office and HR so that mothers have access to this.
 - ii. The title IX changes are yet to be finalized.
 - iii. Working with the committee to get it approved to order 3 breast pumps for the IMSE, ESB2 and Plaza spaces. I hope to have a verdict on this prior to the general meeting next week.
 - iv. Lactation room tours were canceled due to campus closure 😞
 - i. Will be sharing information for next tour with senators

- 7. Open Forum Announcements – open to all Senators & Guests
 - a. Distinguished Staff Awards!!!!
 - b. Summer Intramural URec Leagues are free for faculty staff

- i. June- Pickleball
 - ii. July- Softball
 - c. HR Benefits Summer Enrollment July 3-21
 - d. Utilize CopyMail downstairs for reduced price mailing, copying, printing
 - i. Dropoff returns easily
 - ii. TECH ID for reduced cost

8. Adjourned 4:54 PM