

Texas Tech University Staff Senate
General Meeting Minutes
July 5, 2023
4 p.m. - 5 p.m.
International Cultural Center

Attendees: Amy Peterman, Anitta Baeza, Ben Chamness, Beth Watson, Bethany Kuwitzky, Blaine Grimes, Brandy Ganus, Carol Bonner, Chamonix Mejia, Christian Enevoldsen, Delores Sanchez, Elizabeth Carroll, Feroza Haq, Flavia Corona, Giovanni Cordoba, James Peel, Jana Campbell, Jasmine Flores, Jeff Bain, Jennifer Fidler, Jeremiah Baumann, Jeremy Haggard, Johnny Fowler, Jon Crider, Jonathan Montes, Lindsey Crowley-Scott, Marian Gossett, Marie Hanza, Morgan Hyman, Nicole Wyatt, Peggy Jones, Rachel Kloc, Rebecca Maloney, Rodney Lackey, Sandra Addo, Scott Layher, Stephanie West, Vanessa Salazar

Guests: Angela Chisum, Christine Mosher, Dakota Chisum, Heather Johnson, Jeff Hoover, Jerrod Nutt, Michelle Perez, Rachel Bloodworth, Richard Meek, Rosa Testini, Ryan Bain, Yulanda White

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

1. Call to Order – Sandra Addo
2. Land Acknowledgement
3. Guest Speaker: Brandon Hennington
Designed to align with senate bill 475
What about research data? “does not fall under the category of data asset inventory for campus.”
Here to help with how data is stored. They have set up site to submit issues.
Process has already started, the OP is just formalizing what is already happening. Will be coordinating with relevant departments to provide best practices
Peggy mentioned that they have received feedback that the policy seems vague: “not vague on purpose, but didn’t want to box themselves in. Planning to meet with multiple groups after policy goes into effect. Happy to visit again with Senate.”
4. Administrative Business
 - a. Quorum (yes) – Ben Chamness
 - b. GM: Approve Past Minutes (May/June) – Sandra Addo
 - c. Treasurer’s Report – Brandy Ganus

16A019 – Staff Senate Operating

- Caregiver = \$8K
 - Budget = \$8K
 - Spent = \$5,165.85

- Remaining = \$2,834.15
- Comms/PR
 - Budget = \$7K-\$545.04 = \$6,454.96
 - Spent = \$6,454.96
 - Remaining = 0
- Diversity
 - Budget = \$2K
 - Spent = \$30
 - Remaining = \$1,970
- Elections = \$50-\$50 = 0
- Exec
 - Budget = \$1K+\$545.04+\$50+\$218.85 = \$1,813.89
 - Spent = \$2,793.72 (Past Pres Lunch, Transition Ceremony, SS polos)
 - Remaining = -\$979.83 * *Vote to zero out with Diversity's excess? Still need flowers estimate for Transition Ceremony (est. ~\$200)*
- Scholarship
 - Budget = \$15K
 - Spent = \$10,769.76
 - Promised = \$1,210.73 (semi-monthly paid on 10th) – *why didn't this come out?*
 - **SM 09 = 710.73 & MN 06 = \$3,909**
 - ***I thought it was supposed to be \$5,119.73?***
 - Remaining = \$3,019.51
- Supplies
 - Budget = \$1,900-\$218.85 = \$1,681.15
 - Spent = \$1,681.15 (water bottles & SS brochures)
 - Remaining = 0
- Operating (From FY23)
 - Budget = \$627.30
 - Spent = \$627.30
- SS Officer Stipends
 - Budget = \$10,500
 - Spent = \$10,000
 - Promised = \$500
 - Remaining = 0
- Unbudgeted
 - SS officer stipend fringes = \$381.61
 - This should be budgeted out of SS funds for FY24
- Remaining = \$11,009.67

31A460 – Staff Senate Emergency Fund

- Budget = \$9,612.84

- Spent = \$9,850.97
- Remaining = (\$238.13)
 - BR needed to move funds from 18R to 31A
 - Scott & Brandy discussed – Scott will do this

18R005 – Unrestricted Funds (Savings/Reserved)

- Budget = \$21,767.67
- Spent = \$20.35 (Jan, Mar, Apr, May CC fees)
- Remaining = \$21,747.32
 - Unbudgeted revenue in 5E0 = \$752.14 (last deposit 5/17)
 - Brandy will walk Scott through this process

5. Unfinished Business

- a. Academic Council – Sandra Addo

6. New Business

- a. End of Year Committee Reports – July Exec

7. Committee Reports – open to discussion after each report is given
(*Voting reports first*)

a. OP Review – Peggy Jones

i. Vote at General Meeting

a. OP 10.10 Records Retention

i. Major Revisions

Most changes amount to changes in punctuation.

Ben Chambliss recommend changing title of Master
in OP to Primary or something more inclusive

b. OP 62.06 Payment Card

Processing

i. Major Revisions

No comments from committee

c. OP 73.01 Data Management and Data Governance

i. Tabled at June Meeting

Motion – Peggy Jones

Second – Bethany K.

Motion passed.

b. Bylaws – Marie Hanza

i. Officer Stipends

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.

Article III. Officer Duties, Vacancies, and Stipends (new name) Previously titled Officer Duties, and Vacancies

(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.
PCard

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.)

Article III. Officer Duties and Vacancies.

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. Transition Ceremony – RSVP required
 - i. 5:30 today!

e. Scholarship Committee – Johnny Fowler

- i. New Co-Chair: Marian Gossett
- ii. Scholarship Application Update
 - i. Four applicants,
Deadline July 14th

- f. Diversity – Carol Bonner**
 - i. No new business

 - g. Issues – Christian Enevoldsen**
 - i. No new business
 - Suggestions for campus tours for new employees

 - Complaint about building temps.

 - Report of unfair remote work policy – no plans to remove remote work policy

 - h. Elections – Rachel Kloc**
 - i. No new business

 - i. Staff Emergency Fund – Jenn Fidler**
 - i. Received & approved 2 applications for the full amount requested
One approved, one encouraged to reapply with changes

 - j. Nominations – Becky Maloney**
 - i. Committee Sign Up Form – all current senators must submit!
 - i. <https://www.depts.ttu.edu/staffsenate/apps/committee-signup/index.php?elu=saaddo&elk=6575070602944098>

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

 - l. Caregiver Support – Becky Maloney**
 - i. Purchased breast pumps!!
 - Working to get equipment in rooms. One room needs a keypad lock.
 - ii. Lactation Room Tours
 - Title IX revealing new changes in January, we are told
8. Open Forum Announcements – open to all Senators & Guests
- a. Distinguished Staff Awards – closed Friday 7/7
 - b. Summer II session of Fac./Staff Rec League
9. Adjourn
- M: Peggy Jones
- S: Brandy Ganus