

Texas Tech University Staff Senate  
General Meeting Minutes  
December 6, 2023  
4 – 5 p.m.  
SUB Senate Room/ Teams  
Attendance : [www.staffsenate.ttu.edu/checkin.php](http://www.staffsenate.ttu.edu/checkin.php)

1. **Call to Order** – Carol Bonner
  - a. Bonner called the meeting to order at 4:00 p.m. and welcomed those in attendance, in-person or Zoom.
2. **Land Acknowledgement**-Stephanie West
  - a. The Land Acknowledgement statement was read by West.
3. **Guest Speakers for 12/6:**
  - a. Tabitha Rendon-Director of Community Outreach, CASA of the South Plains, Inc., gave an overview of the CASA program.
  - b. Megan Thoen-University Wellbeing Committee, reminded the Staff Senate of the mini-grant program which can be used to improve the current wellbeing of TTU staff. Proposals must be submitted by Monday, December 11, 2023. Late submissions will not be accepted. Individual faculty and staff members may request up to \$2,000 of funding. Individuals may not submit more than one proposal. Faculty and staff who were funded for wellbeing and success programming during the 2022-2023 academic year are eligible to apply for this program. Funded programs/activities must be completed by August 31, 2024.
4. **Administrative Business**
  - a. Quorum – Marie Hanza declared a quorum was present.
  - b. GM: Approve Past Minutes (November) – Carol Bonner – Upon a motion by Marian Gosset and a second by Rachel Bloodworth, the minutes were approved as presented with all voting aye.
  - c. Academic Council-Stephanie West (Carol Bonner during General)
    - i. No updates
5. **Treasurer’s Report- Scott Layher**

**Since Last Month:**

  - a. 16E
    - i. Admin/Exec:
      1. \$0.00 Spent
      2. Current Budget: \$ 4581.29
    - ii. Communications/PR/Events:
      1. Spent: \$0.00

- 2. Current Budget: \$6780.31
- iii. Scholarships/Awards: \$15,000
  - 1. Spent: \$0
  - 2. Current Budget: \$15,000
- iv. Diversity:
  - 1. Spent \$0.00
  - 2. Current Budget: \$2000
- v. Caregiver:
  - 1. Spent \$0.00
  - 2. Current Budget: \$1500
- vi. EOPS:
  - 1. Spent \$0.00
  - 2. Current Budget: \$7780.86
- b. 18R:
  - i. FY24 Budget: \$22,499.46
  - ii. Spent: \$2335.98 - August 23 SEF
    - 1. \$1137.16 - Distinguished Staff Award
    - 2. \$2389.72 - Overdraft of SEF FOP from Last Year
  - iii. Revenue:
    - a. \$480.00 - Corn Maize
    - b. \$52.07
    - c. Current Budget: \$16,776.66
- c. 31A:
  - i. SEF - \$7500!!

- 6. **Unfinished Business-Carol Bonner**
  - a. None

- 7. **New Business- Carol Bonner Stephanie West**
  - a. Senator Potluck-December 8<sup>th</sup>
  - b. Budget Working Committee
  - c. Dumont Janks-Strategic Alignment Working Group
  - d. United Way Celebration Luncheon
  - e. Safety Committee Posters
  - f. University Wellbeing Committee
  - g. Distinguished Staff Awards-Nataly Mendoza

8. **OP Review – Marie Hanza-Chair**

- a. **OP 30.30: Family Educational Rights and Privacy Act (FERPA) (New) – No Concerns**
- b. **OP 60.13: Hazardous Materials Shipping – No Concerns**
- c. **OP 61.01: Use of University Facilities, Equipment, Vehicles, Supplies, and Services for Private Purposes Prohibited – No Concerns**
- d. **OP 69.07, Payroll Deduction Designated to Texas Tech for University Recreation Fee – No Concerns**

- Refer to Jarred for discussion.
- e. **OP 70.05: Eligibility for Insurance and Other Benefits – Moderate Revisions - No Concerns**
- f. **OP 70.14: Compensation Policy – Moderate Revisions – No Concerns**
- g. **OP 60.27: Scissor Lift Work Platform Program - Major Revisions – No Concerns**

**On Hold**

- h. **OP 30.13: Visiting Speakers – On Hold – August 2023**
- i. **OP 70.46: Break Time for Nursing Mothers – November 2023**
  - Pulled for the time being – faculty senate offering some suggestions.
  - Elizabeth Carroll

**The OP Review Process**

The below links are for information purposes only.

[OP Review](#)

[OP 10.01: Operating Policy and Procedure Manual for Texas Tech University](#)

[Provided for informational purposes only.](#)

**9. Bylaws – Marie Hanza-Chair & Jared McCauley-Co-Chair**

- a. Committee has met. The Committee is reading both documents to determine if there are any minor corrections to be made and to identify any inconsistencies in the documents or between the documents.

**10. Grievances – Chris Mosher-Chair & Feroza Haq-Co-Chair**

- a. No updates – Mosher stated this committee would be meeting December 11, 2023.

**11. Communications/Public Relations – Lindsey Crowley-Scott-Chair**

- a. Next semester:
  - i. Everyday Leadership Luncheon February 7<sup>th</sup> (Location TBD, either SUB or ICC)
- b. Thank you to everyone who attended the Fajita Pete’s giveback day! Total amount returned to Staff Senate was \$50, plus the owner stated he wants to work with the Staff Senate on other projects.

**12. Scholarships & Awards– Johnny Fowler-Chair & Marian Gossett-Co-Chair**

- a. Gossett reported:
  - i. 15 applications reviewed.
  - ii. Ranked and awarded the top 8 to stay within our budget.
  - iii. Awards have been sent out graduate should appear on their next paycheck and undergraduate should be in their accounts already)

**13. Diversity – Holley Baker- Chair & Loni Crosby-Co-Chair**

- a. Name changes for committee and CHATs – Celebrating Humanity at Texas Tech

**14. Issues –Beth Watson-Chair**

- a. One old issue still open and under investigation
- b. New issue submitted and closed regarding campus climate control.
  - i. Submitter concerned that steam system is not switched on until December.
  - ii. Steam system is already on, so referred submitter to their local operations contact so a request can be submitted to investigate possible local issue.
- c. One issue submitted and closed regarding shared use pathways.
  - i. Submitter inquired about the policies for scooters on sidewalks and the safety of pedestrians.
  - ii. Under the TTU Traffic and Parking Regulations document, bicycles, scooters, etc. are permitted on traveled ways, however the operator is responsible for observing and obeying posted signage, right-of-way rules, and general safe operation. Violations can lead to citations or vehicle impoundment.
- d. Two new issues submitted and under investigation.

**15. Elections- Rachel Kloc-Chair**

- a. The Elections Committee is meeting to discuss the Elections timeline and some proposed changes to last year’s timeline.

**16. Staff Emergency Fund – Jenn Fidler/Jeff Bain (both Co-Chairs)**

- a. No updates.

**17. Nominations – Brandy Ganus-Chair & Heather Johnson-Co-Chair**

- a. No updates

**18. Technology – Nicole Stegall-Chair & Flavia Corona-Co-Chair**

- a. No updates

Commented [HM1]: Last name changed. She is married.

**19. Caregiver Support – Elizabeth Carroll-Chair & Angela Chisum-Co-Chair**

- a. Draft language regarding leave and absences
  - i. All senators are limited to 5 absences, but any HR-excused absences in excess of this will not be cause for expulsion. Senators who exceed this amount in excused absences will be able to keep their Senator roles but will forfeit any additional leadership roles. Once 5 absences have been reached by a Senator in any additional leadership roles, a replacement will be put in place. The Grievances Committee will confirm any excused absences due to any FMLA or disability on file.

- ii. Direct supervisor or department can confirm if employee is on leave. If not, Holly Caglar in HR can confirm.

**20. Open Forum Announcements-open to all Senators & guests**

- a. Pack the Pantry – Bingo – Saturday, December 9, 6:30 p.m. on Zoom. It only takes two things to join in the Zoom BINGO fun: A \$6 donation per player to Raider Red's Food Pantry: That gets you three BINGO cards – one for each round we play. If you're a serious BINGO player who wants to increase your odds of winning, each additional \$2 you donate will get you another card to use on any one of the rounds we play. On the third round, we keep playing until all prizes have been won. You'll also need a device that will let you join the Zoom, preferably one with a working camera so that we can see you. We want to see your RBF (Resting Bingo Face – After all, we did say family-friendly!)
- b. Bravo Cards - West stated Bravo Cards were now being mailed to recipients in addition to the email the recipients receive.
- c. Birthday Celebrations – There were no birthday's to recognize.
- d. Student Senate's Fall Break Request - Bonner reported the Faculty Senate President talked with her concerning the Student Senate send a request to the University President for a fall break. A general discussion was held. No decision needed to be reached, the report was to make the Staff Senate aware of the Student Senate's request.

**21. Adjourn**

- a. Motion for adjournment was made by \_\_\_\_\_ and seconded by \_\_\_\_\_. Motion carried with all voting aye. The meeting was adjourned at 5:03 p.m.