

Texas Tech University Staff Senate

General Meeting Agenda

January 3, 2024

4 – 5 p.m.

SUB Senate Room

Attendance: Jeremy Haggard, Jared MCAuley,

Rachel Bloodworth, Lindsey Crowley-Scott, Jeramey Gillian, Jeff Hoover, Yulanda White, Morgan Hyman, Marian Gossett, Holly Baker, Johnny Fowler, Beth Watson, Nicole Wyatt, Elizabeth Carroll, Anthony Rodriguez, Feroza Haq, Angela Chisum, Rodney Lackey, Austin Pace, Colin Baxter, Joann Wright, Ryan Bain, Jeff Bain, Rachel Steinberg, Carol Bonner, Stephanie West, Blaine Grimes, Scott Layher, Marie Hanza, April Narbaez, Jerrod Nutt, Rosa Testini, Clara Elliott, Kym Ruiz, Christine Mosher, Delores Sanchez, Flavia Corona

1. **Call to Order** – Carol Bonner

Called to order at: 4:02

2. **Land Acknowledgement**-Stephanie West

3. **Administrative Business**

a. Quorum – Blaine Grimes

Quorum reached

b. GM: Approve Past Minutes (December) – Carol Bonner

Motion: Austin Pace

Second: Morgan Hyman

Result: passed unanimously

c. Academic Council-Stephanie West

- i. New CampusESP tool to be rolled out soon – I will give more details once they are available, but it is a student engagement & communication tool.

4. **Treasurer's Report**- Scott Layher

Scott Layher provided an update on the budget.

5. **Unfinished Business**-Carol Bonner

a. None

6. **New Business**- Carol Bonner/Stephanie West

a. Budget Working Committee update-Stephanie

Stephanie West updated Senate on the PayScale compression efforts by Human Resources, noting that staff starting salaries are being evaluated. Email questions for the committee to Stephanie West, so that she can bring them before the committee.

Pay Plan Review:

In addition to the information in the PowerPoint, Lacey Ellis talked about how our pay plan has not changed in many years and we have just added more position titles in to support career growth. To support the growth, we reclassified but have since then widened the pay band. Right now, we are in a habit of reclassing when maybe we should just do a pay raise. We need to update our titles and make career ladders to promote growth within the system. By updating the titles, we can make better comparisons internally and externally in the current job market. It is hard to say we are not paying competitively if our titles don't compare, and the position title means several different things across the university.

We have been linked in our pay plan to HSC and we have made the decision to separate. In Banner we are still linked, and you may still get a warning that you are outside the pay cap for this position, but the HR website is where you can find the actual pay cap.

Communication about this pay plan with the staff senate is important. Keeping staff informed on the updated titles and career paths will help to retain and attract talent. More information will be available mid spring semester.

b. DumontJanks meeting-1/25/24 @ 3:00pm-Carol

Carol will gather the executive board to meet with DuomontJanks

Senators expressed interest in the following:

- Parking garage on 15th status update
- General update about plans to improve parking options for staff—possibly increased controlled lots
- Options to improve office space on campus & upkeep and renovation in buildings
- Equitable pay for custodial staff
- Mother-Friendly space additions

7. OP Review – Marie Hanza-Chair

- a. OP 10.03: Severe Weather, Energy Curtailment, or Other Emergency Situations – arrived 11/27/23
- b. OP 74.17: Disclosure of Significant Business or Financial Interests That May Represent Conflicts of Interest – arrived 11/28/23

Published without Substantive Revisions

OPs listed in this area were not provided to the Staff Senate for review. No action is required by

the Staff Senate. OPs listed are being provided for information purposes only.

1. OP 70.49, Remote Work - The only revision is to simplify the way the system regulation is linked. 12/222/23
2. OP 40.01, Equal Employment Opportunity Policy and Affirmative Action Program - The only revisions are to add links to Executive Order 11246 and only link System Regulation 07.09 once so that it is less repetitive. 12/20/2023
3. OP 60.04, Use of Laboratory Hoods, Biological Safety Cabinets, and Special Local Exhaust Ventilation - The only revisions are to update some department names and some grammatical changes. 12/19/2023
4. OP 10.20, Conflict of Interest and Commitment Policy - The only revisions are to update some broken links in the references section. 11/30/2023

On Hold

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

The OP Review Process

Provided for informational purposes only.

OP Review

OP 10.01: Operating Policy and Procedure Manual for Texas Tech University

8. Bylaws – Marie Hanza-Chair & Jared McCauley-Co-Chair

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

9. Grievances – Chris Mosher-Chair & Feroza Haq-Co-Chair

- a. Committee met and we are working on revising the committee procedures. We hope to have them ready to present to the Executive Board in either January or February.

10. Communications/Public Relations – Lindsey Crowley-Scott-Chair

- a. Everyday Leadership Luncheon: February 7th 12:00-1:30 at the ICC Hall of Nations
 - i. Senators RSVP by January 10th: <https://forms.office.com/r/eZVhF29h5C>
- b. Social Media Requests: <https://www.surveymonkey.com/r/VWV2Y39>

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

- a. No updates

12. Diversity – Holley Baker- Chair & Loni Crosby-Co-Chair

- a. Diversity Committee Name Change-need general approval
Red Raider HIT (Humanity, Impact, and Togetherness) is the new proposed name for this committee.
- b. Diversity Committee Website Update-need general approval (see attachment)

13. Issues –Beth Watson-Chair

- a. 2 closed issues, 1 issue under investigation

14. Elections- Rachel Steinberg-Chair

- a. No updates

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

- a. No updates

16. Nominations – Brandy Ganus-Chair & Heather Johnson-Co-Chair

- a. No updates

17. Technology – Nicole Stegal-Chair & Flavia Corona-Co-Chair

- a. No updates

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

- a. Awaiting HR review of proposed FMLA absence language
- b. Pumps installed in IMSE & Plaza
- c. Conducting survey of lactation rooms across campus
 - i. Asking senators to share broadly:
<https://www.surveymonkey.com/r/YZSBDGF>
 - ii. Hoping to use this data to secure external funding and resources
- d. Looking into inclusion in Space Allocation Review

19. Adjourn

Motion: Stephanie West

Second: Rachel Bloodworth

Adjourned at: 5:04PM