

**Texas Tech University Staff Senate
General Meeting Minutes**

February 7, 2024

12:30pm-1:30pm

ICC Hall of Nations

Attendance: Rita Smith, Enola French, DaNay Phelps, Sierra Trenhaile, Brenda Shugart, Hisatoshi Fujino, Yulanda white, Feroza Haq, Rebecca Breeden, Anthony Rodriguez, Jerylme Robins, Casandra Suarez, Glen Mullins, Brandy Ganus, Jeremy Haggard, Clara Elliott Lindsey Crowley-Scott, Morgan Hyman, Jessica Gauna, Chamonix Mejia, Katie perkowski, Kyle Panon, Autumn Arthur, Dee Nguyen, Rachel Bloodworth, Jeff Bain, Ryan Bain, Holley Baker, Austin Pace, Joseluis Sanchez, Rosa Testini, Jeff Hoover, Natalie Trout, Johnny Fowler, Jonathan Duncan, Kelsey Syra, Charlotte stockton, Rodney Lackey, Kym Ruiz, Monica Jansa, Kyla Salinas, Marian Gossett, Matthew Gonzales, Ester Benitez, Jeanette Bownds, Theresa Madrid, Stephanie Santos, Joann Wright, Sandra Addo, Bethany Kuwitzky, Ysabelle Matta, Aimee Cameron, Michelle Hernandez, Jeramey Gillilan, Jasmine Flores, Vanessa Salazar, Dr. LJ Gould, Beth Watson, Natalee Gomez, Neil Knauth, Sarah Hatley, Vondee Langehennig, Aaron Smith, Lori Jones, Sondra Beneze, Emma Pond, Amanda Adamson, Kelly Ferguson, Julie Farley, Stephanie West, Marie Hanza, Heather Johnson

1. **Call to Order** – Carol Bonner

Called to Order at: 12:49pm

2. **Guest Speakers for 2/7:**

- a. Dr. Jon McNaughtan-Associate Professor and Department Chair, Educational Psychology, Leadership, and Counseling (EPLC); Faculty Senate President
John wanted to make staff aware of the Masters program in Higher Education. He provided an overview of the program.

3. **Administrative Business**

- a. Quorum – Blaine Grimes
Yes
- b. GM: Approve Past Minutes (January) – Carol Bonner
Motion: Holley Baker
Second: Brandy Ganus
Result: Approved unanimously
- c. Academic Council-Stephanie West
 - i. Dr. Brian Still presented on the following OP 30.10
This is a new OP currently being drafted, looking at credit-to-credit transfers. Rachel Bloodworth reported on this as it pertains to University Studies

4. Treasurer's Report - Scott Layher

Scott provided a report on Staff Senate finances. His report does not account for the Everyday Leadership Luncheon.

5. Unfinished Business - Carol Bonner

- a. Submit an issue for HR-Holiday Schedule inquiry

6. New Business - Carol Bonner & Stephanie West

- a. DumontJanks recap-Carol Bonner

Carol reported on the Executive Board meeting with DumontJanks

- i. Campus Strategic Alignment Process Survey

Carol urged staff to participate in the survey process

- b. Dr. Schovanec meeting recap - Carol Bonner

- c. Managing Director, Transportation and Parking Services Hiring Committee-Carol

Carol Bonner will represent Staff Senate on the search committee for this new parking position

- d. Mini-Grant Proposal (UWC) update - Carol Bonner

Proposals are under review

- e. Monthly Budget Working Committee update-Stephanie West

- i. Last meeting we discussed Advisors

- 1. New 6-tier career ladder

- 2. Advisor ratios per college

TTU Advising: Some Ratio Progress

TTU Fall 2023 Student to Advisor Ratios and Number of Academic Advisors

Unit	Student to Advisor Ratio	Number of Academic Advisors
Rawls College of Business	515:1	10
Human Sciences	445:1	6
Davis College of Agricultural Sciences & Natural Resources	392:1	7
Whitacre College of Engineering	389:1	12
College of Media & Communication	345:1	6
College of Arts & Sciences	260:1	33
Huckabee College of Architecture	256:1	3
College of Education	253:1	3
TTU University Studies	236:1	4
TTU University Advising (Explore & PPHC)	212:1	16
Talkington College of Visual & Performing Arts	182:1	4
TTU Regional Campuses	18:1	8
Honors College	13:1	4

TTU Cognos Enrollment Reports by College, Access Date 9/22/23

TTU Advisors by College, TTU Provost, Fall 2023

3. External consultation firms hired to review compensation

7. OP Review – Marie Hanza, Chair

Marie presented on the following OPs

a. OP 10.03: Severe Weather, Energy Curtailment, or Other Emergency Situations

– Committee has no concerns.

While the document shown below is a rough draft, senate members should consider “bookmarking” this OP for future reference. Also, if staff is unsure if they have been designated as essential, the individual should consider asking their supervisor, if they are designated. (Committee Chair’s recommendation.)

- Section 4 of this OP discusses essential personnel.
- Follow up conversation with Human Resources has provided:
 - Essential personnel are designated based on what and who the department needs to be on hand in an emergency situation so that the business tasks that need to be done can be done.
 - That departments are supposed to have their essential personnel designated in advance and those designated individuals have been communicated in advance, of their designation as essential personnel.
 - That an individual or individuals not previously designated as essential personnel can be designated as essential personnel at the last moment based on the business need(s) of the department at that point in time.
- Only non-exempt emergency services employees and non-exempt designated essential personnel who worked during the emergency leave period will report both hours worked and emergency leave for the same time period.

b. OP 74.17: Disclosure of Significant Business or Financial Interests That May Represent Conflicts of Interest – committee has no concerns.

c. OP 10.01, Operating Policy and Procedure Manual for Texas Tech University,

<https://ttu.curriculog.com/proposal:10178/form.-> Committee has no concerns.

While the document shown below is a rough draft, senate members should consider “bookmarking” this OP for future reference.(Committee Chair’s recommendation.)

Motion: Lindsey Crowley-Scott

Second: Jeff Bain

Result: Ryan Bain motions to approve; approved unanimously

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 70.01, Employee Leave** [OP70.01 \(Dec 2023\).docx](#)
2. **OP 70.04, Military Emergency Leave** [OP70.04 \(Dec 2023\).docx](#)
3. **OP 70.23, Reductions in Force** [OP70.23 \(Dec 2023\).docx](#)
4. **OP 70.31, Employee Conduct, Coaching, Corrective Action, and Termination** [OP70.31 \(Dec 2023\).docx](#)
5. **OP 70.32, Family and Medical Leave Act (FMLA) and Parental Leave** [OP70.32 \(Dec 2023\).docx](#)
6. **OP 70.43, Leave Without Pay** [OP70.43 \(Dec 2023\).docx](#)
7. **OP 70.44, Sick Leave and Sick Leave Pool** [OP70.44 \(Dec 2023\).docx](#)
8. **OP 70.45, Vacation Leave** [OP70.45 \(Dec 2023\).docx](#)
9. **OP 70.49, Remote Work** - The only revision is to simplify the way the system regulation is linked. [OP70.49 \(Dec 2023\).docx](#)
10. **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 [OP40.01 \(Dec 2023\).docx](#).
11. **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 [OP60.04 \(Dec 2023\).docx](#).
12. **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 [OP10.20 \(Sep 2023\).docx](#).

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. **Bylaws**

i. **Article 1 Membership**

1. D. Attendance – Change to D. **Attendance/Senator** – for clarity.
2. Wording from the Issues Committee concerning FMLA.

ii. **Article IV Executive Board**

1. B. Elections – What is new timetable for elections? Need to check with Elections Committee
2. C. Attendance – Change to **Attendance/Board** -for clarity.

iii. **Article V Rules of Order**

1. A. Order of Business – change shall to may be – President decides order.
 - a. **Land Acknowledgement** – recommendation is to add this to Order of Business to have it on the record.
2. B. Scheduled Meetings – States the first Wednesday of every month from 3 to 5 p.m. – suggested change is to remove specific time and state **at a time to be determined by the president and approved by the Board.**

iv. **Article VI Standing Committee**

1. Diversity Committee – waiting for a new name from committee.
2. Committees shown below are not listed in the bylaws but are on the Committee Sign Up form on the website. Appointed positions –Recommend the words “Ad Hoc Committees” be added above where these two committees are listed.
 - a. Traffic & Pedestrians Safety Committee
 - b. Sustainability Committee

Beth Watson suggested that the we change to appointed university committees

Motion: Stephanie West

Second: Ryan Bain

Result: Approved unanimously

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

- a. Still working on revisions to the committee’s policies and procedures

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

- a. After ELL, PR committee is working on a Spring Wellness event and 2024 Tech Advantage Fair
- b. Tech Advantage- May 15, 2024; 2:00-4:00 PM

- i. If you know any local businesses that would like to be a vendor, send them my way!
- ii. Lindsey.Crowley-Scott@TTU.edu

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

- a. Spring scholarship opening soon

12. “Diversity” – Holley Baker, Chair & Theresa Madrid, Co-Chair

Holley Baker proposed changing the committee name to Humanity Impact and Togetherness (HIT Committee). Vote will be forthcoming. Holley also read the new committee paragraph proposal for bylaws.

- a. Genevieve Durham DeCesaro has approved the committee’s name change and website updates
- b. Request a motion to approve/deny the committee’s name change and website updates
- c. We will be hosting our First C.H.A.T.T. (Celebrating Humanity at Texas Tech) discussion on February 22nd! Time and location details are TBD, but we will host a panel discussing the SB-17 bill and how it impacts Texas Tech staff members. Attendees are encouraged to submit questions beforehand to holley.baker@ttu.edu, but our panel is happy to answer any questions that arise during the discussion. The panel members are:
 - i. Genevieve Durham DeCesaro – Vice Provost for Faculty Success
 - ii. Dr. Jorge Iber, Interim Vice President for Campus Access and Engagement
 - iii. Dr. Matt Gregory, Dean of Students

13. Issues –Beth Watson, Chair

- a. 2 issues closed
- b. 2 issues under investigation

14. Elections - Rachel Steinberg, Chair

- a. Proposed election timeline:
 - i. Nominations Open: Monday, March 18 (Monday after Spring Break)
 - ii. Nominations Close: Friday, April 5 (3 weeks after open)
 - iii. Nominee Acceptance Deadline: Friday, April 12 (1 week after nomination close)
 - iv. Candidates sent to IT for ballot: Monday, April 22 (2 Mondays after acceptance deadline)
 - v. Elections Open: Wednesday, May 15 (about 3 weeks after data sent to ADS)
 - vi. Elections Close: Tuesday, May 28 (*change from last year: Wednesday, May 15*)

- vii. New Senator Announcement: Monday, May 20 (*Change from last year: Friday, May 17*)

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

Jennifer updated on fund availability. The committee is creating a rubric by which to evaluate submitted applications. The committee is planning to meet with HR soon, as well as discussing possible additions to their committee OP.

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 – Joann Wright, committee chair

- a. Checking on recent pump installations
- b. Getting 2 refrigerators from surplus into lactation rooms
- c. Proposed absence language after speaking with HR:
 - i. All senators are limited to 5 absences, but any absences due to FMLA 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. It is the Senator's responsibility to advise the Staff Senate of any absences while on approved Family and Medical Leave.

19. Open Forum Announcements - open to all Senators & guests

Sandra Addo is co-chair for University Wellbeing committee. On April 4th, wellness professionals will present to faculty and staff. Be on the lookout for marketing materials.

Scott Layher announced pickleball courts at the University Recreation Center

Dee Nguen announced a culinary event forthcoming from Hospitality, date TBD.

20. Adjourn

Motion: Ryan Bain

Second: Brandy Ganus

Result: Adjourned at 1:43