

Texas Tech University Staff Senate
General Meeting Minutes
March 6, 2024
4:00 – 5 p.m.
SUB Senate Room

Attendance: Blaine Grimes, Marie Hanza, Scott Layher, Stephanie West, Carol Bonner, Vanessa Salazar, Austin Pace, Rosa Testini, Jeramey Gillilan, Joann Wright, Jeremy Haggard, Kym Ruiz, Lord Rodrick Thomas, Lindsey Crowley-Scott, Nicole Stegal, Johnny Fowler, Jonathan Montes, Flavia Corona, Yulanda white, Rodney Lackey, Heather Johnson, Casandra Suarez, Elizabeth Carroll, Christine Mosher, Jana Campbell, Delores Sanchez, Anthony Rodriguez, Angela Chisum, Morgan Hyman, Beth Watson, Marie Hanza, Jared McCauley, Jasmine Flores, Marian Gossett, Jeff Hoover, Brandon Cruz, Stephanie West, Holley Baker, Rachel Bloodworth, Kourtney Rodriguez

1. Call to Order – Carol Bonner

Called to order at 4:02 p.m.

2. Land Acknowledgement-Stephanie West

3. Guest Speakers for 3/6:

- a. Keith Halman-Associate Vice Chancellor, TTUS Information Technology
- b. Scott Hall-Senior Managing Director, IT Help Central-IT Division
Keith and Scott provided an overview of the forthcoming multi-factor authentication changes coming to campus. You can visit the Texas Tech IT website for more information.
- c. Stephanie West-Director, Human Resources
Provided overview of Human Resources on-boarding guides, which are available on the Human Resources website. One document is an employee on-boarding guide, while the other is a manager on-boarding guide. Human Resources have also created a new employee welcome event to promote networking among new employees.

4. Administrative Business

- a. Quorum – Blaine Grimes
Yes
- b. GM: Approve Past Minutes (February) – Carol Bonner
Motion: Rachel Bloodworth
Second: Stephanie West
Result: Approved unanimously
- c. Academic Council-Stephanie West
 - i. No updates

5. Treasurer's Report- Scott Layher

- a. Since Last Month:
- b. 16E
 - i. Admin/Exec: \$267.71 Spent - Meeting dock, webcam and audio
 - ii. Current Budget Remaining: \$ 4313.58
- c. Communications/PR/Events:
 - i. Spent: \$1885.00 - Food from Farmhouse
 - ii. \$300.00 - Flowers
 - iii. Current Budget Remaining: \$4595.31
- d. Scholarships/Awards: \$15,000
 - i. Spent: \$0
 - ii. Current Budget: \$10,485.65
- e. Diversity: Spent \$225.00 - Celebrate Excellence Awards Banquet
 - i. Current Budget Remaining: \$1775.00
- f. Caregiver: Spent \$0
 - i. Current Budget: \$1451
- g. EOPS:
 - i. Current Budget: \$4955.86
- h. 18R:
 - i. FY24 Budget: \$22,499.46
 - ii. Spent:
 - 1. \$2335.98 - August 23 SEF
 - 2. \$1137.16 - Distinguished Staff Award
 - 3. \$2389.72 - Overdraft of SEF FOP from Last Year
 - iii. Revenue: \$
 - 1. 480.00 - Corn Maize
 - 2. \$52.07 - Fajita Pete's
 - iv. Spent Last Month: \$0.00
 - v. Current Budget: \$16,776.66
- i. 31A SEF:
 - i. Spent Last Month: \$0.00
 - ii. Current Budget- \$7500
- j. 15A003:
 - i. Spent: \$0
 - ii. Balance: \$0 - Only funded when scholarship funds are dispersed.

6. Unfinished Business-Carol Bonner

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

7. New Business- Carol Bonner/Stephanie West

- a. Revision of meeting time-Carol
- b. Mid-Term Check-in-Carol
- c. DumontJanks Committee update-Carol
- d. Monthly Budget Working Committee update-Stephanie

8. OP Review – Marie Hanza-Chair

- a. **OP 70.18: Educational Incentive Pay** – Committee has no concerns.
 - i. Committee asked the question, “Is an incentive pay increase considered a raise and what does it do to your merit eligibility?”
 - ii. Answer-
 - iii. “Hi Marie,
I’ve been advised by Comp & Ops that by definition it is a permanent increase. The incentive pay does not affect merit eligibility.
I hope this is helpful.

Tree (Teresa Angulo) Administrative Coordinator TTU • Human Resources Administration”

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 70.42: Holidays



OP70.42 (Dec 2023)-Substantive Rev

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](#)

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

- a. First the Board will need to rescind the vote taken at the previous meeting. Per “Robert’s Rules of Order”, If you want to change an action voted on at an earlier meeting. Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required. I read this to mean a motion will need to be made in the Board meeting, to rescind the vote. Then we proceed with the second reading.

Motion to rescind vote to approve previous changes: Marie Hanza

Second: Carol Bonner

Result: Approved unanimously

- b. This will be the second reading.

- i. **Bylaws**

1. **Article 1 Membership**

- a. D. Attendance – Change to D. **Attendance/Senator** – for clarity.

Motion: Marie Hanza

Second: Carol Bonner

Result: Approved unanimously

- b. Wording from the Issues Committee concerning FMLA.

Motion: Marie Hanza

Second: Beth Watoson

Result: Approved unanimously

2. **Article IV Executive Board**

- a. B. Elections – What is new timetable for elections? Need to check with Elections Committee

- b. C. Attendance – Change to **Attendance/Board** -for clarity.

Motion: Marie Hanza

Second: Rachel Bloodworth

Result: Approved unanimously

3. **Article V Rules of Order**

- a. A. Order of Business – change shall to may be – President decides order.

Motion: Marie Hanza

Second: Heather Johnson

Result: Approved unanimously

- i. **Land Acknowledgement** – recommendation is to add this to Order of Business to have it on the record.
- ii. 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.**

Motion to table vote on Scheduled Meetings: Carol Bonner

Second: Heather Johnson

Result: Approved unanimously

Austin Pace

4. Article VI Standing Committee

- a. Diversity Committee – waiting for a new name from committee.
- b. 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.
 - i. Traffic & Pedestrians Safety Committee
 - ii. Sustainability Committee

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

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

- a. Thank you for all your help with Everyday Leadership Luncheon
- b. Tech Advantage May 15, 2024; 2-4 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

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

- a. Spring 2024 scholarship application now open

13. Diversity – Holley Baker- Chair & Theresa Madrid-Co-Chair

- a. Committee Name change for bylaws: The first reading completed at the Leadership Luncheon meeting, second reading and general senate approval are planned for the March general meeting.

Motion to approve committee name change: Marian Gossett

Second: Holley Baker

Result: Approved unanimously

Motion to approve changes to minutes: Scott Layher

Second: Rachel Bloodworth

Result: Approved unanimously

- b. The panel was canceled due to uncontrollable circumstances. We are currently working with Genevieve to reschedule this discussion later in the semester.

14. Issues –Beth Watson-Chair

- a. 2 issues under investigation
- b. 1 issue closed, relating to cost-of-living pay increases
 - i. All pay adjustments are governed by OP 70.14

15. Elections- Heather Johnson-Chair

- a. Chair change-Heather Johnson

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

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

- a. No updates

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

- a. No updates

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

- a. Only 1 of 2 pumps were properly installed. Working to get charge removed for pump not installed.
- b. Proposed absence language after speaking with HR:
 - i. All senators are limited to five (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 five (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.

Discussion led to suggestion of altering the language to align with the bylaws more closely.

Motion to table discussion until the next Executive Meeting

Motion: Stephanie West

Second: Austin Pace

Result: Approved unanimously

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

21. Adjourn

Motion: Holley Baker

Second: Anthony Rodriguez

Result: Adjourned at 5:12 p.m.