

Texas Tech University Staff Senate  
General Meeting Agenda  
April 3, 2024  
4 p.m. – 5 p.m.  
SUB Senate Room

Attendance: Feroza Haq, Austin Pace, Jeremy Haggard, Delores Sanchez, Casandra Suarez, Jeramey Gillilan, Scott Layher, Carol Bonner, Anthony Rodriguez, Brandon Cruz, Clara Lindeman (Elliott), Rosa Testini, Beth Watson, Morgan Hyman, Marian Gossett, Jenn Fidler, Jared McCauley, Nicole Stegal, Elizabeth Carroll, Heather Johnson, Vanessa Salazar, Jasmine Flores, Theresa Madrid, Kym Ruiz, Lord Rodrick Thomas, Joann Wright, Marie Hanza, Angela Chisum, Jerrod Nutt, Yulanda White, Colin Baxter, Stephanie West, Jeff Hoover, Jeff Bain, Anne King, Christine Mosher, Kourtney Rodriguez, and Holley Baker

**1. Call to Order – Carol Bonner**

Bonner called the meeting to order at 4:02 p.m.

**2. Land Acknowledgement-Stephanie West**

West read the Land Acknowledgement statement.

**3. Administrative Business**

- a. Quorum – Hanza stated a quorum was presented.
- b. GM: Approve Past Minutes (March) – Carol Bonner
  - i. Bonner stated minutes were not available. The minutes will be available at the May meeting for approval.
- c. Academic Council-Stephanie West
  - i. No updates

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

- a. Since Last Month:
- b. 16E-Current available budget: \$22,969.33
  - i. Admin/Exec: \$0
  - ii. Current Budget Remaining: \$ 4313.58
- c. Communications/PR/Events:
  - i. Current Budget Remaining: \$4595.31
- d. Scholarships/Awards: \$15,000
  - i. Spent: \$0
  - ii. Current Budget: \$10,485.65
- e. HIT: Spent \$0
  - i. Current Budget Remaining: \$1775.00

- f. Caregiver: Spent \$0
  - i. Current Budget: \$1451
- g. EOPS:
  - i. Spent \$2850-3<sup>rd</sup> Quarter Exec
  - ii. Current Budget: \$2105.86
- 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.

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

- a. Proposed absence language:
  - i. “Only four (4) absences per year shall be allowed. Should an employee be on FMLA which causes an absence, the absence will not be counted, if it has been documented prior to or within a week of the first FMLA-related absence. It is the Senator’s responsibility to advise the Staff Senate of any absences while on approved Family and Medical Leave. Should an employee be on FMLA which causes an absence, the absence will not be counted, if it has been documented prior to or within a week of the first FMLA-related absence.”
    - 1. Carrol withdrew the proposed language-discussion of appeals process is currently being held.
    - 2. Proposal to limit all absences to 9 months. Can those on FMLA attend via Zoom?
  - ii. Reviewing proposed OP 70.46
  - iii. Scheduling tours of lactation rooms. Let Elizabeth know if you want to join.
  - iv. Proposal to create caregiver-friendly nomination: “Thank you for being a caregiver to a caregiver.”

**6. Technology – Nicole Stegal-Chair & Flavia Corona-Co-Chair**

- a. No updates

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

- a. No updates

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

- a. Five applications since last meeting, three denied, waiting on additional information on two.
- b. Working on an objective way to score the applications.
- c. OP is up for review this fall. The committee will meet with Jodie Billingsly for discussion.

**9. Elections-Heather Johnson-Chair**

- a. Nominations are live – Currently 78 nominations. Nominations end this Friday.
- b. Committee is working on clarifying, as part of election process, that there is a considerable time commitment with serving on Staff Senate

**10. Issues –Beth Watson-Chair**

- a. Five open issues under investigation

**11. Humanity, Impact and Togetherness (HIT)– Holley Baker- Chair & Theresa Madrid-Co-Chair**

- a. SB17 panel discussion scheduled for May 1<sup>st</sup> from 11am-12pm. Location is TBD, and we are going to cater the event. I will have more details on expenses at the meeting. Kourtney is working on a digital flyer for social media, etc.
- b. We are working out the details of a reward for our winner, and Brandon is working on the digital flyer.

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

- a. Eight completed applications, five drafts—application to close 3/29.
- b. Started conversation about graduate cords.

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

- a. TechAdvantage looking for vendors. Only four vendors have paid. Event is set for May 15. A flyer is available for use in promoting.
- b. Transition Ceremony most likely July 10<sup>th</sup>.
- c. JoAnn Wright will serve as co-chair.

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

- a. Working on an appeals process for absences. Upon a motion by Mosher and a second by Brandon, the Senate approved the Grievances Committee moving forward with developing an appeals process.

**15. Bylaws – Marie Hanza-Chair & Rachel Bloodworth-Co-Chair**

- a. **Article 4-Rules of Order-Section 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.-This was tabled at 3/6 General meeting.**
  - i. Have since found a discrepancy between Bylaws and Constitution
  - ii. New proposed language is as follows:
    - 1. “Senate meetings shall be held the first week of every month at a time and date chosen by the Senators and voted upon at the first Senate meeting of the new fiscal year. Meeting times and dates shall be published through an official University announcement system.”
      - a. Carol: Proposed by President
      - b. Consider a different time to vote (officer elections?-may want to include in Elections nomination acceptance language)
  - iii. No action taken.

**16. OP Review – Marie Hanza-Chair & Jared McCauley- Co-Chair**

- a. OP 70.38 (attached)-no concerns.
- b. OP 30.13 (attached)-no concerns.
- c. OP 76.12 (attached)-no concerns.
- d. OP 70.17 (attached)-no concerns.
- e. Published without Substantive Revisions: OP 70.15, Multiple and Other Employment
- f. On hold: OP 70.46: Break Time for Nursing Mothers – November 2023
  - i. Pulled for the time being – faculty senate offering some suggestions.
  - ii. 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](#)

#### **17. Unfinished Business-Carol Bonner**

- a. Revision of meeting time-Carol
  - i. Discussion was held concerning the revision of the Staff Senate meeting time. The goal is to bring the constitution and bylaws into agreement, plus have the meeting date and time voted on each year.

#### **18. New Business- Carol Bonner**

- a. Mid-Term Check-ins update
  - i. “Membership” committees collaborating.
  - ii. Stressed importance of co-chairs
  - iii. Proposing an appeals process for absences
  - iv. Caregiver support group
  - v. Idea to have supervisor honorees at Everyday Leadership Luncheon and Distinguished Staff awardee separate from general meeting.
- b. TTU Comprehensive Campaign-Campus Alignment Subcommittee
  - i. Kris Wood-Assoc. VP for Advancement
    - 1. Over the course of 8 years: Sept. 1, 2020-August 31, 2028
    - 2. Goal over \$1 billion
    - 3. Goal is to align donors in a certain time frame to maximize impact.
    - 4. What can we do to make sure campus knows about the campaign, how they can participate (giving and organizing), evaluate campaign, and advocate for the campaign?
  - ii. October 17-19-public launch; series of events
    - 1. VIP dinner for donors
    - 2. Can or have made contributions of \$1 million or more.
  - iii. Campus kickoff to faculty and staff week before week of October 17<sup>th</sup>
  - iv. Carol invited him to present a Staff Senate meeting down the road.
  - v. Four areas are: students, research and academic excellence, campus and community, and Athletics.
    - 1. Carol mentioned the opportunity for this campaign to help in the areas staff that feel overworked in the academic/administrative support units to either support them or get additional staff.

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

## **20. Adjourn**

Upon a motion by Mosher and a second by Rodriguez, the meeting was adjourned.