



STAFF SENATE

TEXAS TECH

General Meeting Minutes

July 9, 2025

3:00 – 5:00 p.m.

Student Union Building - Senate Room

Attendees: Heather Johnson, Rachel Minshew, Ryan Bain, Stephanie West, Angela Chisum, Jeff Bain, Yulanda White, Erin Engelhardt, Ryan Adkins, Vanessa Salazar, Tayler Ramos, Jasmine Dumas, James Winters, Ashlie Crawford, Kyle Panon, Blaine Grimes, Christine Mosher, Johanna Valencia, Michele Moore, Austin Pace, Jared McCauley, Charlotte Stockton, Joann Wright, Marjean Pressimone, Victor Moore, Marian Gossett, Erika Soto, Jenny Erdmann, Theresa Madrid, Casandra Suarez, Rob Ward, Shannon Gonzales, Joseph Hogan, Joshua Whitt, Brooke Galvan, Jeff Hoover, Ashley Stokes, Alex Root, Annmarie Maldonado, Brooks Gustafson, Rodney Lackey, Heather Higgins, Jay Balderas, Vondee Langehennig, Kayla Cass, Beth Watson, Neil Knauth, Anne King, Jonathan Montes

1. Call to Order – Stephanie West (1 min.) @3:04pm

2. Land Acknowledgement-Angela Chisum (1 min.)

3. Administrative Business (5 min.)

- Quorum - yes
- Approve Past Minutes (June)
 - Ashlie Crawford motions and Victor Moore 2nds.
- Academic Council
 - Multicultural credit will not be required for graduation anymore, the students do not know this yet.

- Meeting with the President 06.26.25 – went over end of year wrap up and how much money we raised for the year. Really proud of what we did with the medals.

5. Treasurer's Report- Heather Johnson (1 min.)

1. Treasurer's Report - Heather Johnson
 - a. 16A019 – Staff Senate
 - i. Total Operating Available Balance
 1. 5/22/25: \$18,134.86
 2. 06/22/25: \$9,120.85
 - b. Committees
 - i. Caregiver
 1. Budget = \$2,000
 2. Spent = \$1,704.15
 3. Remaining = \$295.85
 - ii. Exec
 1. Budget = \$7,000
 2. Spent = \$1,543.63
 3. Remaining = \$5,456.37
 - iii. HIT
 1. Budget = \$2,000.00 + \$150 from Caregiver
 2. Spent = \$1,473.36
 3. Remaining = \$526.64
 - iv. Comms/PR
 1. Budget = Original: \$8,000
 2. Spent = \$6,305.45
 3. Remaining = \$1,694.55
 - v. Scholarship
 1. Budget = \$3,000.00
 2. Spent = **\$3,812.54**
 3. Remaining = **-\$812.54**
 - c. Other
 - i. Staff Senate Officer Stipends FY25
 1. Budget = \$11,000.00
 2. Spent = \$8,250
 3. Fringe = \$676.58
 4. Remaining = \$2,073.42
 - ii. **Staff Senate General Expense**
 1. Shirts and Transition were moved here as general expenses. Previously charged to Exec.
 2. \$6,233.83
 - d. **31A460** – Staff Senate Emergency Fund
 - i. Balance 06/1/25 = \$5,681.16
 - ii. Spent = \$535.05
 - iii. Balance = \$5,146.11
 - e. **18R005** – Unrestricted Funds (Savings/Reserved)
 - i. 06/01/25 balance = \$16,826.55

- ii. Spent May = \$2.78 – Credit Card Fees
 - iii. Scholarship Payments - \$1,532.99 (**Total from fund: \$6,506.68**)
 - iv. April income from Graduation Medals - \$30.00 + \$2.48 (Tax)
 - 1. Total Overall Income from Graduation Medals = \$1,055.00
 - v. Remaining = \$11,208.98
- f. **24G9QL – Staff Senate Fund for Excellence**
 - i. Balance 06/1/25 = \$627.33
 - ii. Spent = \$0
 - iii. Fund Raising Efforts - \$0
 - iv. Interest Earned - \$2.16
 - v. Balance = \$629.49

6. Caregiver Support – Angela Chisum- Chair & Heather Higgins – Co-Chair (5 min.)

- Support Group:
 - July 15th, 2025 – Virtual Self Care with HR
- Caregiver Kudos:
 - Everything is ordered, will give the care package to those that attend the support group with a postcard or form that encourages them to nominate a caregiver.
 - Will also start posting in Staff Senate newsletter.

7. Technology – Stephanie West – Chair (2 min.)

- Website will be updated with new Senators in the coming weeks
- Will get an email for more information about you that we can post on the website.

8. Nominations –Chandyl Pruitt – Chair & Shannon Gonzales – Co-Chair (0 min.)

- No new business

9. Staff Emergency Fund – Rachel Minshew- Chair – Michele Moore – Co-Chair (0 min.)

- 1 New application funded, 1 more to be voted on this week

10. Elections- Michelle Deleon –Chair & Heather Johnson – Co-Chair (0 min.)

- No new business

11. Issues – Austin Pace- Chair & Beth Watson – Co-Chair (15 min.)

- 2 Outstanding Issues
 - 1 closure related.
 - 1 new issue regarding building temperatures

- 1 for additional raise for staff recognition

12. Humanity, Impact and Togetherness (HIT)– Theresa Madrid - Chair & Cassandra Suarez– Co-Chair (7 min.)

- No new business

13. Scholarships & Awards– Brooks Gustafson-Chair & Marian Gossett-Co-Chair (1 min.)

- Applications close on the 15th!

14. Communications/Public Relations –Joann Wright – Chair & Anne King – Co-Chair (5 min.)

- **Monthly Event**
 - Mostly positive feedback for Staff Senate Relaxation event!
 - Monthly Events moving forward- the third Wednesday of every month
- **Big Events:**
 - Working on end of summer ice cream social at various locations around campus
 - Transition- working on certificates for award nominees, will help with assigned seating and venue decorating
- **Fundraising:**
 - Bahama Buck's Dine & Donate- We made \$37.83, and had 16 people mention our fundraiser. Thank you to everyone who was able to stop by!
- **Volunteering:**
 - July 23rd in TLPDC room 151, Meals on Wheels bag decorating from 11:30am-1pm

15. Grievances & Attendance – Chris Mosher-Chair & Jeff Hoover – Co-Chair (2 min.)

- 3 Warnings sent out
- 1 expulsion – appeal was approved

16. Bylaws – Rachel Minshew – Chair -Valorie Duvall – Co-Chair (15 min.)

- Bylaws update
 - Conversation about taking off Nominations and Elections chair being chosen by the president. Look into why this was started.

- Motion to table conversation to let Bylaws look into it more, motion by Kayla Cass and 2nd by Beth Watson.

ARTICLE I. MEMBERSHIP

B. ATTENDANCE/SENATOR

A Senator has a commitment to attend all General Meetings. General Meetings and meetings of the Senate may be conducted in person or by electronic modality, provided that all members participating can simultaneously hear one another and participate fully in deliberations. Participation in a meeting via electronic means shall constitute presence in person for the purposes of quorum and voting, including officer elections.

Only Senators whose primary duty point is at a regional site or who are assigned remote work status may participate in meetings via electronic means. All other Senators are required to attend in person. Senators with regional site or remote work duty points will be emailed the virtual link prior to each general meeting.

When absence cannot be avoided, Senators shall give notice of their absence, via email, to staffsenate.grievance@ttu.edu, before the expected absence. After a Senator has three (3) total absences in a Senate term year, the Secretary and/or Grievance & Attendance Committee will reach out to the Senator for the purpose of supporting continued service in the Senate. After a Senator has five (5) total absences in a Senate term year, the Senator will be relieved of their Senator duties. The Secretary and/or Grievance & Attendance Committee will inform the Senator of their expulsion and shall report the expulsion of the Senator to the Board.

Absences that cause a Senator to miss three or more consecutive general meetings, such as those below, will be considered *excused* and will not count against a member's attendance record when prior notification is sent to the Grievance & Attendance Committee:

Approved Family and Medical Leave (FMLA)

Parental leave, including maternity and paternity leave

Bereavement leave

Military leave

Other official university-approved leaves of absence in accordance with OP 70.01

ARTICLE V. RULES OF ORDER

D. PARLIAMENTARY AUTHORITY

The most recent edition of Robert's Rules of Order shall serve as the parliamentary procedure.

ARTICLE VI. STANDING COMMITTEES

A. MEMBERSHIP/PURPOSE

~~Dissolving the Technology Committee~~

B. ORGANIZATION, POWERS, AND DUTIES OF STANDING COMMITTEES

- The members of each committee shall appoint their committee chair except for the Nominations & Elections Committee and the Fundraising Committee. The President shall appoint the chair of the Nominations & Elections Committee and the Fundraising Committee.
- ~~• If any EEO classification as required by the committee description is not represented on the committee, the committee duties shall be performed as prescribed.~~
- The chair of each standing committee shall have responsibility for the effective administration of the committee. The chair shall be responsible for the upkeep of the online Committee Binder. The online Committee Binder shall be used to record committee membership, meeting notes, attendance at each meeting, and any other information appropriate for the committee. The online Committee Binder ~~shall be passed on to the President-Elect at the Senate meeting in June.~~ is housed in the Staff Senate Teams page.
- ~~• Committee and/or subcommittee meetings shall be decided by the committee chair.~~
- The chair shall preside over all meetings, deliberations, and activities.
- The chair shall have a committee meeting report to be presented at all Board and Senate meetings. The chair shall prepare a written yearly summation of the committee's activities to be presented at the ~~May-June~~ Board and July General Meeting. These reports shall be made available to all Senators and filed in the online Committee Binder.

17. OP Review – Jared McCauley –Chair & Joshua Whitt – Co-Chair (5 min.)

- 1 OP to review – OP 60.17, motion by Joshua Whitt & Theresa Madrid 2nd.
 - 68.01

18. Ad-Hoc Committee – Proposal for Office of Staff Success - Carol Bonner & Jerrod Nutt – Chairs & Bryson Carroll & Jeramey Gillilan – Co-Chairs (0 min.)

- Erin Engelhardt is the new Co-Chair
- Developing plan for final presentation
 - Meeting with committee next week for input. Mid-September hopes to present this.

19. Unfinished Business-Stephanie West (0 min.)

20. New Business- Stephanie West (0 min.)

- No new business

22. Birthdays & Celebrations (5 min.)

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

22. Adjourn – Motion by Theresa Madrid to adjourn at 3:51pm and 2nd by Ryan Bain.