



STAFF SENATE

TEXAS TECH

General Meeting Agenda

October 1, 2025

3:00 – 5:00 p.m.

SUB Senate Room

Attendees: Stephanie Cross, Mikayla Acevedo, Neil Knauth, Annmarie Maldonado, Marjean Pressimone, Erika Soto, Ashlie Crawford, Brittany Backus, Aimee Cameron, Valorie Duvall, Anne King, Joshua Whitt, Vondee Langehennig, Theresa Madrid, Amy Perez, Kayla Cass, Charlotte Stockton, Marisol Alonzo, Rachel Minshew, Tayler Ramos, Jared McCauley, Rachel Poole, Erin Engelhardt, Justin Houser, Emily Warren, Kyle Panon, Jenny Erdmann, Alex DeLeon, Chandyl Pruitt, Heather Higgins, Ryan Adkins, Michelle DeLeon, Jeff Bain, Jonathan Barela, Yulanda White, Victor Moore, Sasha Gonzalez, Sierra Trenhaile, Rob Ward, Jeff Hoover, Bryson Carroll, Aaron Hamilton, Alexander Root, James Winters, Sierra Trenhaile, Kate Nail, Casandra Suarez, Ryan Bain, Kendall Schneider, Jay Balderas, James Preiss, Marla Childers, Michele Moore, Johanna Valencia, Brittany Doak, Brooks Gustafson, Kym Ruiz, Michelle Moore, Shelby Huffman, Janet Veal, Madison Walker, Rodrick Thomas, Angela Chisum, Joann Wright, Chris Mosher, Pris Renteria

1. Call to Order –Angela Chisum (1 min.) @ 3:04 p.m.

2. Land Acknowledgement- Erin Engelhardt (1 min.)

3. Administrative Business (5 min.)

- Quorum - yes
- Approve Past Minutes (September)- motion by Ashlie Crawford, 2nd Jeff Hoover
- Meeting with the President- October 31
 - 1st meeting was September 26th, a get-to-know-you meeting. Discussed the Staff Emergency Fund, he is in support and is open to giving more funds if needed.

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

1. Treasurer's Report - Heather Johnson
 - a. 16A019 – Staff Senate
 - i. Total Operating Available Balance
 1. 09/01/25: \$1,130.62
 2. 09/21/25: \$766.30 (End of year expense for PR)
 - b. Committees
 - i. Caregiver
 1. Budget = \$1,500
 2. Spent = \$0
 3. Remaining = \$1,500
 - ii. Elections
 1. Budget = \$250
 2. Spent = \$0
 3. Remaining = \$250
 - iii. Exec
 1. Budget = \$4,000
 2. Spent = \$0
 3. Remaining = \$4,000
 - iv. Fundraising
 1. Budget = \$1,500
 2. Spent = \$0
 3. Remaining = \$1,500
 - v. HIT
 1. Budget = \$1,500
 2. Spent = \$0
 3. Remaining = \$1,500
 - vi. Comms/PR
 1. Budget = Original: \$6,500
 2. Spent = \$0
 3. Remaining = \$6,500
 - vii. Scholarship
 1. Budget = \$5,000.00
 2. Spent = \$0
 3. Remaining = \$5,000
 - c. Other
 - i. Staff Senate Officer Stipends FY25
 1. Budget = \$11,000.00
 2. Spent = \$0
 3. Fringe = \$0
 4. Remaining = \$0
 - ii. Staff Senate General Expense
 1. Spent = \$7,000
 2. Spent = \$0
 3. Remaining = \$5,000
 - d. **31A460** – Staff Senate Emergency Fund

- i. Balance 09/1/25 = \$4,609.26
 - ii. Spent = \$0
 - iii. Balance = \$4,609.26
- e. **18R005** – Unrestricted Funds (Savings/Reserved)
 - i. 09/01/2025 Balance = \$11,253.71
 - ii. Spent = \$
 - iii. Scholarship Payments - \$0
 - iv. Income from Graduation Medals - \$30
 - 1. Total Overall Income from Graduation Medals FY25 = \$1,100.00
 - 2. Total Overall Income from Graduation Medals FY26 = \$30.00
 - v. Income from Corn Maze (BEFORE TICKET PURCHASE) = \$430.00
 - vi. DONATION VIA ONLINE SITE = \$5.00
 - vii. Remaining = \$11,721.60
- f. **24G9QL** – Staff Senate Fund for Excellence
 - i. Balance 09/1/25 = \$674.06
 - ii. Spent = \$0
 - iii. Fund Raising Efforts - \$0
 - iv. Balance = \$674.06

5. TTU Procurement Services- Charlene Williams & Brandon Harper (10 min)

Charlene Williams and Brandon Harper came by to give senators an overview of the P-Card program and best practices. P-Cards are for small and infrequent purchases and must follow OP guidelines. Citibank is the current P-Card merchant, but they are moving to US Bank, and everyone will get new cards (this is a state mandated move). This will also impact travel cards.

Three strike policy- this has always been around, but they are going to enforce this now. CW and BH over the items that counted as a strike, and the course of action if you or your department get three strikes.

New process for prohibitive purchases- foreign purchases are being scrutinized.

As an approver, make sure you are reviewing the purchases that come through your area- are they valid, are they needed, are they allowed on your funding source? OP 72.09 is the OP for purchasing.

Procurement is about to be audited and they want to make sure they are being good stewards of university funds and make sure they are compliant.

Questions ? Contact prchasing.pcard@ttu.edu

6. Campus Accessibility Committee- Dr. Still (10 min.)

The Federal government changed the standards about what is accessible a few years ago, but TTU has not made a lot of effort to follow the new standards, and the deadline is April 2026. The first round of standard updates we are focusing on are digital.

- Step one- digital compliance
- Step two- training for websites to be compliant.

Dr. Still is most concerned with online applications we've purchased with p-cards that may not meet government requirements for accessibility.

Voluntary Product Accessibility Template, or VPAT- proof that the vendor has that they are valid and conformed to accessibility standards- for websites, apps and software. The accessibility team is asking that current vendors who provide TTU with online products either provide their current VPAT or be able to get one by April. Moving forward, any vendor of an online application that a TTU member purchases from must have the VPAT at the time of purchase.

The accessibility guidelines will also apply to social media and external websites. If it's Texas Tech material that is consumed by students or the public, it must be accessible.

Guidance will be going out in the next few weeks, and a website will be created with this information.

7. Caregiver Support –Heather Higgins –Chair & Cas Suarez- Co-Chair (min.)

- **Caregiver Support Groups:**
 - 9/23 Coloring Relaxation
 - 11/4 (Guest Speaker – TBD)
 - 12/16 (Holiday craft - TBD) Kudos (received another Kudos)
- **Caregiver Month:**
 - QR code in TechAnnounce & Newsletter
 - 11/4 Support group; 11/10 at Physical Plant (trying for massage chairs – WIP)
 - 11/17 Student Enrichment Center (treats – WIP)

8. Staff Emergency Fund – Rachel Minshew- Chair & Michele Moore – Co-Chair (1 min.)

- One application in review

9. Elections and Nominations- Chandyl Pruitt & Michelle DeLeon - Chairs (0 min.)

- No new business

10. Issues- Stephanie Cross – Chair (4-5 min.)

- Privacy space expectations in staff working areas
 - You have no reasonable right to privacy in your workspace while you work at TTU. But if you have a personal item (such as a backpack or purse or mini fridge) and something is taken from your personal property, you will need to submit a complaint with HR. There must be a TTU reason that they are going into your space, ex. A file, Texas tech owned office supplies (OP 70.01)
- Emergency Leave
- Staff Senate Grievance Committee Process
- Staff Courses Offerings for Professional Development
- Bus Bench
- Permit wait times

11. Humanity, Impact and Togetherness (HIT)– Theresa Madrid - Chair & Sasha Gonzalez (5 min.)

- Co-chair Sasha Gonzalez
- Working on a presidential memorandum regarding Staff Senate Mentor Program
 - Senators- send your ideas of what you would like from a Senator mentor program to Theresa Madrid

12. Scholarships & Awards– Brooks Gustafson-Chair (0 min.)

- No new business

13. Communications/Public Relations –Anne King – Chair & Erika Soto - Co-Chair (10-15 min.)

- Monthly Events for Senators: – 3rd Wednesday every month
 - September: Staff Senate Welcome Mixer, Sept. 17th. Awesome turnout! We played “learn your fellow senator’s” bingo, ate food, and enjoyed everyone’s presence. Thank you to all who joined!!
 - October: Hybrid Trivia Lunch, October 15th, Holden Hall 004 12 PM – 1 PM.
 - November: Senate Giving Potluck, November 19th, EDUC 001 11:30 AM – 1:00 PM, more details to come.
- Volunteering Opportunities:
 - October: Kat’s Alley Cats on October 4th from 1 PM – 5 PM at KAC Volunteers’ Home (2211 32nd Street). 15 volunteers have already signed up.
 - November: South Plains Food Bank, November 1st from 9 AM – 12 PM. Sign-ups and calendar invite went out, please respond asap.
- Big Events for all Staff Members:

- October: Annual Night at the Corn Maze, October 16th at At'l Do Farms (6323 FM 1294) from 6 PM – 8 PM. \$5 tickets. Fundraising and Concessions.
- Holiday Campus Social Event, TBD still
- Social Media Management:
 - No new updates
- Website Management:
 - Senators, please check your profiles and let us know if anything is incorrect. Email anne.king@ttu.edu, copy Erika.l.sotto@ttu.edu, and we will notify the website subcommittee immediately for corrections.
 - Mission and Vision statements for each committee to be on the main page of each committee. Move Bylaws to be in a link under each committee and not as the main page under the committee. Make it more personal.

14. Grievances & Attendance – Chris Mosher-Chair (0 min.)

- No new business
- Angela- motion to open for discussion
- FMLA- if you will be using FMLA leave, please send the paper that HR provided you. It is requested that you send the document every time you are going to use that exception.
- Heather Higgins motion to close discussion, Amy Perez 2nd , approved

15. Bylaws – AnnMarie Maldonado – Chair & Rachel Minshew – Co-Chair (5 min.)

- Working on compiling the poll data along with other projects

16. OP Review – Joshua Whitt –Chair & Justin Houser Co-Chair (10-15 min.)

1. Updates on OP 79.01
 - a. This was the OP we discussed at the last Senate Meeting in depth and voted to approve with amendment. Even though it was approved to allow other travel OPs to be moved forward, the university has placed the OP indefinitely back into Curriculog for us to include the amended language once received so that we can then have it included in the approved policy and the policy will then be updated including it. I will be reaching out to Kara Newcomb requesting status on this. Depending on the response if there is no movement or response, the committee would like to request Staff Senate leadership to elevate this matter. I will keep you informed.
2. Co-Chair nominations and vote.
 - a. Justin Houser is now the OP Review Committee Co-Chair.
3. The committee reviewed all OP's below

- a. OP 70.14, Compensation Policy (Major Revision)
 - i. Motion to approve Victor Moore, 2nd Anne King, approved
- b. OP 78.05 Parking for Departments Housed at Off-Campus and Remote Campus Sites (Moderate Revision)
 - i. Motion to approve Stephanie Cross, 2nd Ashlie Crawford, approved
- c. OP 78.06, Management of Visitor Park and Pay Spaces (Moderate Revision)
 - i. Motion to approve Maryann Widerburg, 2nd Jonathan Barela, approved
- d. OP 79.14, Aircraft Piloted by Texas Tech University Personnel on Official Business (Moderate Revision)
 - i. Motion to approve Rachel Poole, 2nd Candyl Pruitt, approved
- e. OP 10.03, Severe Weather, Energy Curtailment, or Other Emergency Situations (Minor Revision)
 - i. Motion to approve Michelle Deleon, 2nd Mikayla Acevedo, approved
- f. OP 70.22, Concealed Carry of Handguns on Campus (Minor Revision)
 - i. Motion by Victor Moore, 2nd Amy Perez, approved
- 4. 70.801- Traffic parking rules and regulations- no revisions, this was automatically approved through Curriculog, did not require any votes

17. Fundraising – Ashlie Crawford – Chair & Ryan Bain Co-Chair (10 min.)

- **Introduction of New Co-Chair**
 - Ryan Bain has been appointed as the new committee co-chair.
- **Mission, Vision, and Website Updates**
 - The committee has drafted updated mission and vision statements and developed new website content.
- **Staff Senate Medallion Process**

A revised process for distributing staff senate medallions has been established.

 - Cost will increase to \$20 per medallion.
 - Medallions will be delivered via campus mail and accompanied by a congratulatory note or card from the committee.
- **Fundraising Initiatives**
 - Launching “Take-Over Nights” beginning in October.
 - Developing a payroll deduction campaign and planning a larger-scale fundraising event.
 - Preparing silent-auction baskets for upcoming events.
 - Exploring the addition of a “Give” button to the committee website and monthly newsletter.

18. External Committee Report (5-10 min.)

- Academic Council-Erin Engelhardt – September 16th
 - Heard from Patrick Albritton, TTU military liaison for TTU online.

- Worked through course proposals and courses for future years
- New programming proposal
- Modality changes
- Academic Fresh Start Program
- Campus Accessibility Committee – Stephanie Cross
 - Third party partnership and vendor issue- reach out for their accessibility policies. They will be setting up working groups to help the committee. Website is at about 70% meeting accessibility, looking at it to be 90%, most issues lie with videos. Accessibility guidelines out in 3-4 weeks, looking to contain best practices and standards and developing best practices to archive content. Reach out to Dr. Still if funds are needed to pay for accessibility resources.
 - Open for discussion, motion Ashlie Crawford, 2nd Jenny Erdmann
 - Discussion about in-person events and the needs and requirements for this, example- a interpreter if needed
 - Discussion about Social Media
 - Motion to close, Charlotte Stocketon, 2nd Joshua Whitt
- Budget Working Committee – Angela Chisum
 - From the new pay plan, \$400 million extra funds for staff pay to get them up to industry standards
 - This meeting agenda is committee driven, we can make suggestions on what should be discussed.
- DFSCA Biennial review committee – Angela Chisum
 - Drug Free School Community Act, similar to the DARE program, but for college. They are evaluating the drug-free initiatives that have been available the last few years to see if they were effective. This review must be completed before the end of the year. They are creating sub committees.

19. Unfinished Business-Angela Chisum (5 min.)

- External Committee updates
 - Texas Tech Mobility Safety Committee- Joshua Whitt
 - IT Advisory Committee- Rob Ward
 - If you are interested in being on an external committee, please let Angela know.
- NEO video (New Employee Orientation)
 - If anyone is interested in doing voice over for the video, please let Angela know. We have footage from last year, and a script, just need to complete.
- Birthdays & Celebrations

20. New Business- Angela Chisum (10 min.)

- Current projects- Quick Start Guide, Oral History, Committee Binders
 - Quick Start Guide- for new senators and alternates that come in. Will be going out to committee chairs for feedback.
 - Oral History- 2 parts, 1. Years in Review form past presidents and 2. Video series highlighting big initiatives, things that the past presidents want to highlight
 - Committee Binders- a rubric will be created so chairs know what needs to be in each binder for current senators and future senators.

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

- Heather Johnson- Alumni are having an “On-and-On” ultimate back to school experience on 10/10 afternoon, they will be all around campus and parking so be mindful.
- Angela will be helping with the Homecoming Court resumes and interviews
- Question on the Flu Shot- is campus having a flu clinic? Angela will verify. Anyone can come by the Operations one with their BCBS card. Kym will send the information to Angela to distribute.
- Kym Ruiz asked if she could send out Operation SECC initiatives, yes
- Cas Suarez will be sending out the homecoming schedule

22. Adjourn, motion to end Heather Higgins, 2nd Janet Veal, end at 5:03