



STAFF SENATE

TEXAS TECH

General Meeting Agenda

September 3, 2025

3:00 – 5:00 p.m.

SUB Senate Room

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

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 (August) motion by Ryan Bain, 2nd by Joshua Whitt
- Academic Council-Angela Chisum
 - 23 new courses, 3 course change titles, 2 course number changes, 8 deleted courses (mostly in Ag), 6 multiple changes, 59 prerequisite/corequisite/restriction/repeatable limit change, 3 course description changes.
 - Starting in September all voting members must be present in person

- Recognize that Curriculum changes will be difficult and some deadlines will be tight, but pre-planning meetings will occur to help with any details.
- A new toolkit with PDFs guides will be available soon
- Meeting with the President- September 26

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

- Budgets have gone out to the committees
- Angela wanted to ensure Committee chairs understood the reason behind the reduced budgets compared to last year:
 - Fundraising is a new committee that needs a budget, and Elections & Nominations requested a budget this year
 - Budget allowance from President's Office has not increased
 - Suggestion by Theresa Madrid to ask for budget reduction reasoning to be shared when sending out final budgets

5. TTU Emergency Management- Active Threat Video (15 min.)

- Allison Hirth (Marketing), Meredith Imes (Emergency Management), Amy Ivey (TTUPD), Chief Bonnath (TTUPD) presented the active shooter training video produced by TTU Marketing in collaboration with emergency teams on campus. The video teaches on the avoid, deny, defend training method during an active shooter situation.
- The video is being shared with Staff Senate before it goes out to campus. The video is meant to look and feel real. Similar videos are created and shared at universities across the country- these types of videos are not unique to Texas Tech.
- As campus leaders, we are being asked to help socialize and share this information to help get the word out. The training will go out in an email at a later date to students, staff and faculty (will be sent out each semester) but will not be sent out as a mandatory video to watch or take a training assessment on. One of the reasons Leadership made the decision that it will not be required viewing is due to sensitivity that some may have personal reasons or history/trauma caused by active shooter incidents.
- Question was asked based on recent active shooter threat on campus- TTUPD has a policy to ensure the active shooter is real before TechAlert goes out, and before a campus lockdown occurs.
- Be sure to sign up for the new TechAlert system- Blueberry AtHoc. For instructions on how to do this visit techalert.ttu.edu.

6. IT Help Central- Presentation (15 min.)

- Scott Hall and Ashley Stokes – from IT Customer Experience provided the findings from the survey that was sent out in the Spring 2025
- This survey compared IT at Texas Tech between the IT industry and other higher education institutions.
- Since they received and analyzed the results, they have been working on the following initiatives: IT reorganization, campus communications (campus engagement, centralizing IT communications, increased social media presence), response times, security measures (MFA and BitLocker), Mac/Linus/Software support, Department specific IT support, Network connectivity, Confusing request system, and addressing limited after-hours support.

7. Caregiver Support –Heather Higgins –Chair & Cas Suarez- Co-Chair (5 min.)

- Co-Chair: Cas Suarez
- Reserving the room for fall Caregiver Support Groups (dates TBA based on room availability)
 - Will be from 12:15-12:45 on Tuesdays
 - Sept 23, Nov 4, and Dec 16
 - Student Enrichment Center in Sankofa Suite 104
- Kudos – working on treat delivery – cup, drink mixes, sticker, thank you card and card with instructions on how to nominate a fellow caregiver.
- QR Code being created for the Newsletter for Caregiver nominations. They will also receive a delivered Caregiver Kudo.
- Registration for Caregiver month is coming up; a Microsoft form is being created
- Does Staff Senate have a logo? If so, can committee chairs have this to include on things?
 - All Campus logos, templates and signatures can be found here:
<https://texastechuniversity.sharepoint.com/sites/TTU-EDU/brand>

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

- Reaching out to HR about updating the OP and the Staff Emergency Fund Application, with hopes to get it updated this month.

9. Elections and Nominations- Chandyl Pruitt & Michelle DeLeon - Chairs (5 min.)

- Upcoming initiatives: Donuts with Senate, Bahama bucks group packs, etc

10. Issues- Stephanie Cross – Chair (2-3 min.)

- First meeting and holdover issues assigned.

- Access to private items in shared work spaces
- Emergency leave

11. Humanity, Impact and Togetherness (HIT)– Theresa Madrid - Chair (0 min.)

- No new business

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

- No new business
- Medal oversight has been moved to the Fundraising Committee

13. Communications/Public Relations –Anne King – Chair & Erika Soto - Co-Chair (15-20 min.)

- New Co-Chair: Erika Soto
- Monthly Events for Senators: – **3rd Wednesday every month**
 - September: Staff Senate Welcome Mixer, Sept. 17th at Triple J's from 6 PM – 7:30 PM. Heavy appetizers and non-alcoholic drinks are provided. Will have a few interactive games for all.
 - October: Hybrid Trivia Lunch, October 17th at TBD from 12 pm – 1 PM.
 - Will be updated to all staff members will be invited
 - Correct date will be Wednesday, October 15th
 - November: Senate Giving Potluck November 19th at TBD from TBD.
 - December: Minute to Win It Holiday Themed December 17th at TBD from TBD.
(notes: opposite side of campus from November's event to spread out)
- Volunteering Opportunities:
 - July: Lubbock Meals on Wheels. It will now be an annual volunteering event to help bridge the transition from senate terms and bring everyone together.
 - October: Kat's Alley Cats on October 4th from 1 PM – 5 PM at KAC Volunteers' Home (2211 32nd Street). We will be building shelters for cats that will be delivered all around Lubbock. The supplies needed will be provided. Senators need to show up ready to help! The signup sheet and calendar invite will be sent out soon.
 - November: Annual South Plains Food Bank on November 1st from 9 AM – 12 PM at 5605 Martin L King Blvd. An email with a link to sign up on their website will be sent out along with a calendar invite as well.
- 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 for all TTU Staff Members and their family/friends when the QR Code is scanned to purchase tickets. (PR Committee

pays the remaining \$4 per ticket sold). Partner with the Fundraising Committee to raise funds.

- December: Idea: Holiday Campus Socials Event. TBD.
- February: Everyday Leadership Luncheon, February 4th, 2026, at TBD from TBD.
- Events Calendar Management: Reviewing the campus events calendar to see how it's set up and what processes they have in place to see what we might need to adapt for us. Anyone can download this calendar as of now. The goal is to have all Staff Senate committees' events on this calendar.
- Social Media Management:
 - Working on a yearly calendar schedule with known dates and pre-schedule posts for those now (TTU's important dates, holidays, and seasons, etc.)
 - Monthly In-Depth Content Calendar: Working on September and October now. The goal is to have 4 months booked out and continue with that momentum moving forward, so there is no slack in postings during the transitioning period.
 - Special posts for live updates for events on the spot, breaking news alerts, campus news, etc.
- Website Management:
 - Updates are underway with a spreadsheet to keep track of changes. Order of focus: 1. Current Senators with Committee Assignments, Updated Pictures, Fun Facts, Notes. 2. Meeting Minutes in both English and Spanish. 3. Scholarship Recipients Term and Updated. 4. FAQ Page with links to workplace violence prevention, Article I, Section A bylaws, 742-MAPP.

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

- No new business

15. Bylaws – AnnMarie – Chair -Rachel Minschew – Co-Chair (5 min.)

- A Staff Senate Poll regarding Bylaws is in progress
- Heather Johnson made motion to update to discuss questions, 2nd by Heather Higgins – Kayla Cass explained that the questions on the poll are the results of questions Bylaws committee has received.
- The survey will going out via email and will include details of the current recorded roles of the Historian. The future of the Historian role will be based on the results from the survey.
- Motion by Angela Chisum to end the discussion on Bylaws, motion to 2nd end of discussion is Ashlie Crawford

16. OP Review – Joshua Whitt –Chair (10 min.)

- OP 79.01
- [OP79.01 Clean draft for meals discussion.docx](#)
 - Policy section 4, part b. “Unallowable Meal and Lodging Expense” section 3 “Meals or lodging when travel does not require an overnight stay”
 - University has asked us to vote on this so that other policies can move forward
 - Staff Senate has three options: 1. Vote to approve the OP as is, 2. Ask for language to be added with caveat for why per diem is not allowed, or 3. Choose not vote on it.
 - Motion by Joshua Whitt to open for conversations, 2nd by Victor Moore
 - Issue is that if there is no overnight stay, any per-diems become taxable income. The OP committee would like for the OP to include language on why a per diem is not allowed. Joshua Whitt pointed out that if you are someone who does deduction on your taxes, then getting the per diem (which would be taxed) would help you, but most people don’t do deductions.
- The deadline to vote on this is today- September 3, 2025. Procurement needs this voted on so that they can move forward with other elements within this OP.
- Motion for a vote by Joshua Whitt with amended language, Theresa Madrid is 2nd
 - Vote results: 4 nays, “ayes” have it, motion passes
- Vote to approve with amended language-
 - Vote results: 9 nays, “ayes” have it, motion passes- OP committee will move forward with approving.

Proposed language

Motion: On behalf of the OP Review Committee, Senator Whitt moved that the Staff Senate adopt Operating Policy 79.01 as presented, with the stipulation that Section 4, Meals and Lodging, subsection b. Unallowable Meals and Lodging Expenses, item 3 (Meals or lodging when travel does not require an overnight stay) be revised to incorporate clarifying language from Human Resources once it is received.

Action: The motion, as amended, was adopted by majority vote.

17. Ad-Hoc Committee – Proposal for Office of Staff Success - Carol Bonner - Chair (0 min.)

- No new business

18. Fundraising – Ashlie Crawford – Chair (0 min.)

- No new business
- Ryan Bain has been voted as co-chair

19. Unfinished Business-Angela Chisum (0 min.)

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

- Organizing External Committee Representation
 - Ensuring that Staff Senate is represented on the external committees on campus and update Staff Senate website
- Mission & Vision Meetings
- Campus Accessibility Committee
 - Working to have a Staff Senate representative on the committee
- SGA Fall Break Proposal
 - Context from Angela- Faith Geistweidt, SGA president, came to Staff Senate Executive Meeting get feedback from Staff Senate regarding a fall break spanning the entire week of Thanksgiving. This would be a break for students only, campus would still be open.
 - There was a concern presented during the Exec Meeting that this would negatively impact student workers and part-time staff who would not be able to work during the break.
 - We can motion to provide support or if it would impact
 - SGA representative Cooper Mau (dean of student senate- liaison) was present and shared when writing this resolution there were a lot of thoughts regarding the precedence from other universities and studies/data on how this break would impact students. Mau shared that the fall break in October wouldn't be a feasible solution because time off in October impacted all the labs being conducted in Sciences
 - Some thoughts/concerns shared:
 - Heather Johnson – College of Engineering students would lose internship hours if coming back to school earlier
 - Victor Moore- concerns that students won't come back from the thanksgiving break to have their finals and condensed curriculum times.
 - Aaron Hamilton- asked about the percentage of students who don't show up for classes the week of Thanksgiving
 - Michelle Moore- support undergrad students having a break but not during Thanksgiving because they'll have 2 day classes before they start finals. Her suggestion is to have the SGA proposal align with

when professors are taking natural breaks, and suggests they would have luck having a fall break in October and it being in front of professors

- Bryson Carroll- echoes the trend that students don't attend the week of thanksgiving and attendance dropping off as the semester goes on.
- Stephane Cross motion vote and approve with the language below,, Neil Knauth 2nd
- “The Staff Senate affirms its support for the Student Government Association's proposal to establish a Fall Break in the academic calendar. We recognize that a mid-semester break supports students' well-being, retention, and academic success while also contributing to a healthier and more balanced campus community for all. In expressing this support, the Staff Senate emphasizes that part-time employees must not lose scheduled hours or pay as a result of this change. Protecting our staff is essential to ensuring that the benefits of a Fall Break extend equitably across the university community. The Staff Senate looks forward to collaborating with students, faculty, and administration to advance this initiative in a way that reflects our shared commitment to both student success and staff support.”

- Vote results: 5 nays, ayes have it, motion passes – Staff Senate will offer support

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

- None

22. Adjourn motion to adjourn at 5 p.m. by Angela Chisum, 2nd James Winters