



TEXAS TECH UNIVERSITY
Staff Senate™
#YouHaveAVoice



Hello TTU Staff Members,

A lot sure has happened since our last newsletter.. We hope you and yours are all safe and healthy and are beginning to find a new balance in this new phase of life.

The Staff Senate wants you to know that as a valued member of the Red Raider Family, *You Have a Voice*. We are here to represent your interests and

concerns to the greater Texas Tech community and administration. We are continuously having conversations with administration to address the concerns you all have during this difficult time. The Senate is still meeting using remote means to discuss matters related to staff and continue our initiatives.

Read below for Senate and campus updates, campus resources, tips on working remotely and developing your professional life while we practice social distancing.

Stay safe, everyone!

SENATE NOMINATIONS ARE OPEN!



**WE WANT YOU TO
BE. THE. VOICE.**



TEXAS TECH UNIVERSITY
Staff Senate™
staffsenate@ttu.edu | www.staffsenate.ttu.edu

Senate Nominations open March 23rd and close April 10th. Do you want to be the voice for your coworkers? Do you want to be involved in decisions that help to improve the working environment for staff at Texas Tech? Then we want you!

You can self-nominate or nominate someone else. All nominees will be contacted to confirm acceptance prior to Elections in May. All nominees who accept must provide a 150 pixel x 150 pixel photo and a personal statement about why they want to serve in the Senate. Term served is 2020-2023.

[Nominate on the Staff Senate website>>](#)

CAMPUS UPDATES



Beginning March 26th at 5PM, the University is in Phase IV of the Emergency Remote Work Status Operational Phases. In summary, this means:

- Cancel all events and travel
- Implementation of a hiring review approval committee
- Conduct all operations remotely except for the minimum workforce needed to fulfill the essential core functions of the university.

[View the full memo here for more information>>](#)

We're Here For You.

Due to COVID-19, Operations Division will be reducing staff in support of the Level 4 precautions. However, you can still get assistance by calling 742-4OPS.



Changes to Operations Division

Operations Division is implementing several changes which are effective immediately and continue until the stay-at-home order is rescinded. **For emergencies or information please call 742-4OPS for any department within Operations Division.**

Building Maintenance and Construction (BMC)

The lock shop will be closed, and the on-call maintenance staff will respond to emergencies.

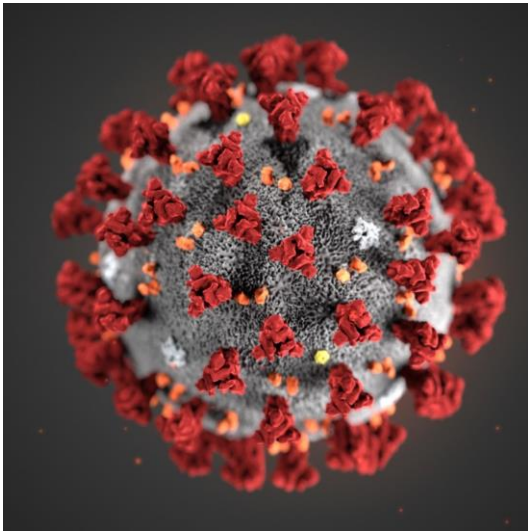
Custodial Services

Emergency only for custodial service for the campus.

Warehouse/MailTech

Mail/packages will not be available for pickup at MailTech and the Central Warehouse. MailTech and Central Warehouse will receive packages/mail and store until staffing levels are increased. Emergency arrangements may be made by contacting mailtech@ttu.edu or Carey Hewett, carey.hewett@ttu.edu.

Operations staff will continue to work from home, as possible, and will be glad to help if anyone has any questions. For quickest response for emergencies, please call 742-4OPS.



Human Resources has developed resources to assist in decisions during COVID-19:

- Remote work decisions and procedures,
- Hiring procedures,
- Non-work pandemic leave (a new leave option for non-exempt employees to report non-working hours) and more.

[Visit the webpage for more info>>](#)

All library book loans currently out will be automatically extended until June 10th, 2020 if they are due before then. Check your email for more information and send questions to libraries.circulation@ttu.edu.





IT Updates

1. eRaider password reset is now required every 180 days instead of every 90 days.
2. Expect an email the second week of April to complete a Basic Cybersecurity Awareness training through Cornerstone.



Working Remotely

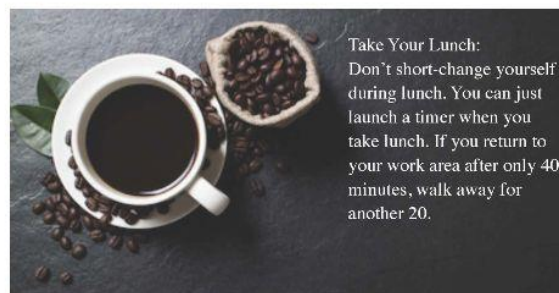


You will have the cutest co-workers!

Stay away from... your bed, Netflix, and the fridge!!



Maintain Regular Hours:
Having clear guidelines for when to work and when to call it a day helps many remote workers maintain work-life balance.



Take Your Lunch:
Don't short-change yourself during lunch. You can just launch a timer when you take lunch. If you return to your work area after only 40 minutes, walk away for another 20.

Get Some Fresh Air: if you've gained some extra time from not commuting, it's a great opportunity to go for a lunchtime walk around the neighborhood. Another idea to get fresh air is to open your window!



Stick with your Routine:

Wake up at your normal time, shower, and get dressed in real(ish) clothes (we recommend some comfy sweats or jeans and a Texas Tech t-shirt — just not pajamas).

It may sound trivial but this helps you mentally prepare for the day ahead and get into the "I'm going to work" mindset.



To Do

- ☒ Stay Connected with Your Team:
- ☐ Make sure to check in regularly just like you would in the office.
- ☐ Create to-do lists to keep organized and share the status of your list with your supervisor occasionally throughout the day.
- ☐
- ☐
- ☐

CAMPUS RESOURCES



Telehealth at the TTUHSC Counseling Center

Employee Assistance Program
counselors are providing telehealth
sessions on a HIPAA-compliant
platform. Call the Counseling Center
at 806-742-1327 or email
counselingcenter@ttuhsc.edu.

[Visit their website for more resources>>](#)



Zoom License and Resources

Obtain an upgraded Zoom account
from IT Help to move your meetings
to a digital platform. Request your
license via email

at ithelpcentral@ttu.edu.

[Visit the TLPDC information page
discussing Zoom>>](#)

[Visit the Zoom website>>](#)

Combatting Disconnect



"It's important to note that social distancing does not mean social isolation,"
Dr. Chaudhary said, a psychiatrist at Harvard Medical School.



Make time for phone calls and virtual meetups

Make sure you have regular check-ins with employees — both one-to-one and in group settings.

This gives people the opportunity to raise concerns, discuss sensitive topics or simply put forward ideas that may be difficult to convey via instant messaging.

Aside from this, something like a weekly video call "social hour" can be beneficial to employees just needing some informal face-to-face interaction.



Plan and Connect

Be creative: Schedule dinners with friends over FaceTime, participate in online game nights, plan to watch television shows at the same time, enroll in remote learning classes.

It's especially important to reach out to those who are sick or to high-risk people who are self-isolating.

"A phone call with a voice is better than text, and a video chat is better than a telephone call," Dr. Kanter said, director for the Center for Science of Social connection at the University of Washington in Seattle.



Relaxing activities, like listening to music, watching movies and meditation can be helpful for maintaining a positive mood.

Practicing deep breathing can be helpful when things start to feel overwhelming and the anxiety creeps in.

TEXAS TECH GIVING BACK

During the COVID-19 Pandemic, the Texas Tech community is coming together to give back to the medical community. These are some of the stories of Red Raiders lending a hand.

Researchers from across campus answered the call to donate gloves, gowns and masks to support medical personnel during the COVID-19 pandemic. A second drive for face shields and eye protection is currently being done. Click the image to watch the video for the full story on the PPE donations.



Several departments on campus are using campus 3D printers to print face shields for health care workers.

[Read the full story here>>](#)



OPPORTUNITIES FOR RECOGNITION



Phenomenal Women of Texas Tech

The Student Intersectional Leadership Council (SILC) is hosting the Phenomenal Women of Texas Tech Campaign in conjunction with Women's HERstory Month.

[Nominate>>](#)



Bravo! Board

Did someone go above and beyond for you? Were you really impressed by a job well done? Let them know!

[Give a Bravo>>](#)



Staff Award for Excellence in Gender Equity

Staff nominees will be evaluated on their efforts to engage in activities that promote gender equity. The \$750 stipend award will be based on contributions to

Texas Tech that are “beyond the call of duty” in relation to activities that advance the climate of gender equity at Tech. Nominations due April 10th.

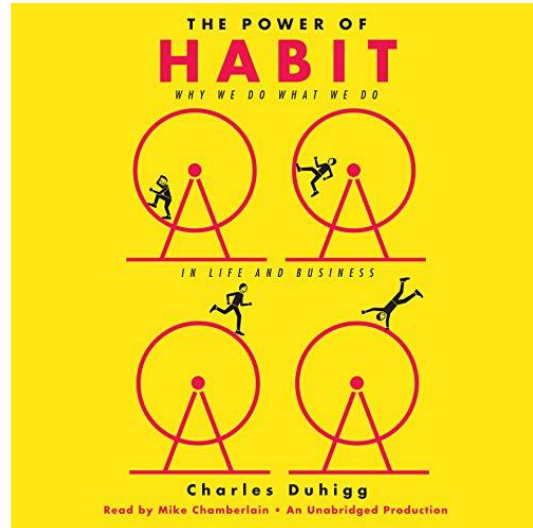
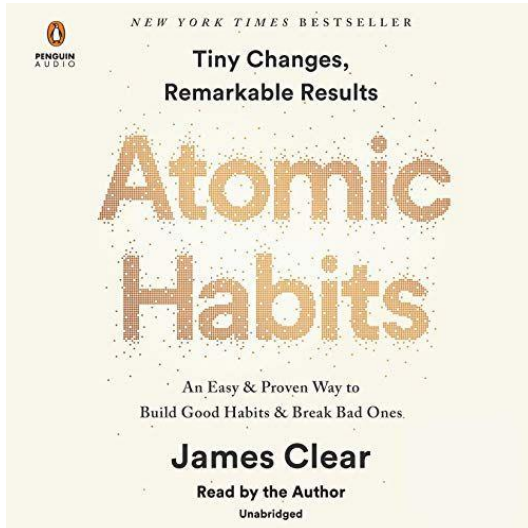
[Nominate>>](#)

DEVELOPING PROFESSIONALLY AT HOME

Improve your habits

[Atomic Habits by James Clear](#)

[The Power of Habit by Charles Duhigg](#)

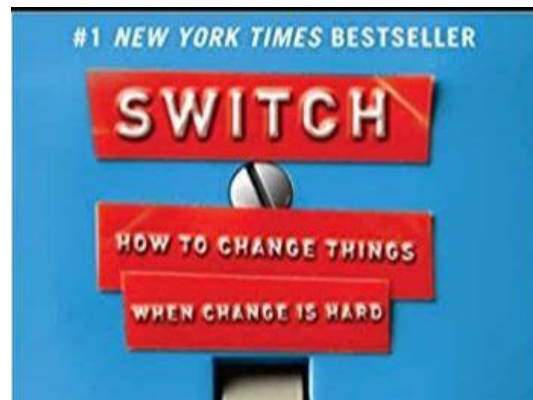
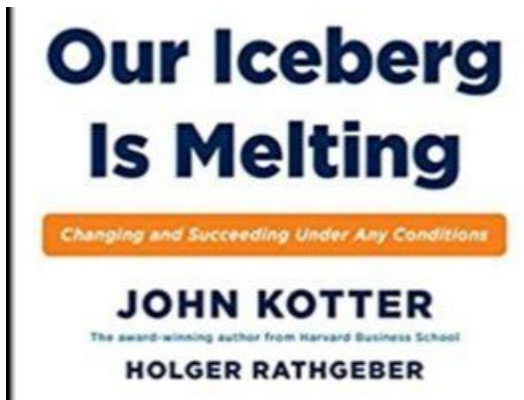


Change Management

[Our Iceberg is Melting: Changing and Succeeding Under Any Conditions by John Kotter and](#)

[Holger Rathgeber](#)

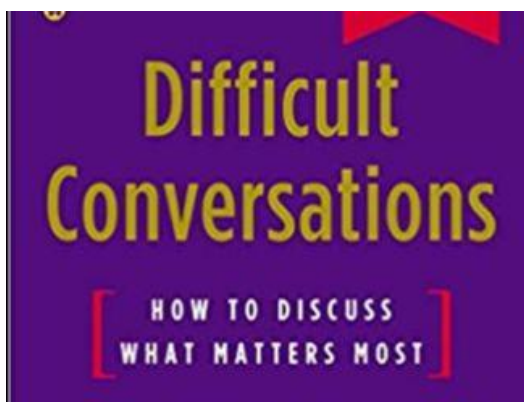
[Switch: How to Change Things When Change is Hard by Chip Heath and Dan Heath](#)



Difficult Conversations

[Difficult Conversations: How to Address What Matters Most by Douglas Stone, Bruce Patton and Sheila Heen](#)

[Fierce Conversations: Achieving Success at Work and in Life One Conversation at a Time by Susan Scott](#)





[Being proactive>>](#)

[Navigating Uncertainty>>](#)

[Michael Hyatt's Professional Development Tools>>](#)

[Develop with John Maxwell>>](#)

Learn about yourself and others with [Enneagram>>](#)

Thank you Human Resources - Talent Development for this wonderful list!

Student Involvement needs staff to serve as Student Organization advisors. If you are interested, please fill out a [form](#). Students and the staff determine if it is a good fit allowing staff to have the option to say no. There is training provided to help advisors learn the requirements and how best to support the student organization. If you have questions, please email keri.shiplet@ttu.edu.



ABOUT THE SENATE

Who We Are:

- Elected representatives from different EEO classifications on campus
- For a list of current Senators, [click here](#)

What We Do:

- We're the voice of staff on campus! We care about:
 - *your* issues,
 - *your* needs,
 - *your* ideas!

- General Senate Meeting on the first Wednesday of every month. The Staff Senate is still meeting remotely to address issues concerning staff.

Current Senate Initiatives:

- Finalizing the implementation of the Staff Emergency Fund
- Finalizing work on Community Engagement Hours for staff
- Support of the HR Learning Series
- Partnering with the Texas Tech Alumni Association for potential Faculty/Staff Memberships
- Continued conversations with administration on Inclement Weather Plans and Gender-Inclusive Language
- Need to submit an issue? [Click here>>](#)

Strive For Honor,

Staff Senate Officer Team

Jon Mark Bernal, President

Dee Nguyen, President-Elect

Olga Achourkina, Treasurer

Heather Coats, Secretary



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Find a PDF version of this newsletter here: <https://www.depts.ttu.edu/staffsenate/newsletters.php>.

Our mailing address is:

staffsenate@ttu.edu