



TEXAS TECH UNIVERSITY
Staff Senate™
#YouHaveAVoice



Hello TTU Staff Members,

We hope you and yours are all safe and healthy and have found ways to remain the awesome Red Raider family that we are through the COVID-19 pandemic.

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 to continue our initiatives.

Read below for Senate and campus updates, campus resources, tips on working remotely and taking care of your mental health and emotional well being while we practice social distancing.

Stay safe, everyone!

Congratulations to the Spring 2020 Staff Senate Scholarship Recipients!



**Cari Carter
Ben Chamness
Madeleine Frossard
Aruna Gamanayake
Kaelene Hansen
Michela Heth
Jacob Howle
Nettie Kwick
Tanner Robinson
Kymberli Saldana
Emily Wilkinson**

SENATE ELECTIONS MAY 18-20TH!



Be sure to vote for your new Staff Senators May 18-20th! You can only vote for Senator nominees within your own EEO classification.

[Cast your vote here>>](#)

IN CASE YOU MISSED IT..



President Schovanec and other campus administration provided an online Town Hall to answer submitted questions. If you missed it, you can view the recording [here](#) using the password 5V&?1WTv to access.

Congratulations to the 2020 Top Techsans!



Monica Hicks, Assistant to the Dean, College of Arts & Sciences Dean's Office

Lori Lightfoot, Lead Administrator, Undergraduate Research for the Honors College

Brenda L. Martinez, Sr. Associate Registrar, Office of the Registrar

Dominique Massey, Marketing Coordinator & Lead Counselor, Career Center

Reagan Ribordy, Director for International Programs, Office of International Affairs

Ergonomics for Remote Work



How to Set Up Your Workstation

To improve safety, comfort and productivity anywhere



Raise the top of your computer monitor to eye level



Screen distance should be arm length (18-30" away)



Keep elbows by your sides and supported by armrests



Maintain neutral wrists and keep forearms parallel to the ground



Keep feet flat on the floor with thighs parallel to the floor
Leave 1-2" between calves and the edge of the seat



Using a Laptop?

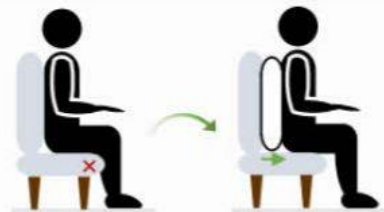
Raise your laptop to eye level
Try a stand, box, or step stool



Use a separate keyboard and mouse if you can



Or use a monitor and type on the keyboard
If you have a laptop, monitor, and keyboard, move your monitor to side to act as a dual monitor



Sinking into a Deep Couch?



Use a pillow to shorten the seat.
A pillow or rolled towel can also be used for lumbar support.



Work Surface Too High?



Use a taller chair or raise your seat with a cushion



Use a footrest or box to support dangling feet



Type on a lower surface like keyboard tray, side table or lap desk



Prefer to Stand?



Find a counter or other tall surface



Wear comfortable shoes











Try standing on a kitchen mat

Take a Micro Break



Every hour for five minutes

 Get Moving	Try Microbreak Exercises When you exercise and move around, you activate your muscles and help improve circulation, energy, and mood. At the very least look away, stretch, get up, or walk. This can help you feel refreshed when you resume your work. Giving your body a break from prolonged and/or repetitive activities can help reduce your risk of injuries. Easy microbreak exercises include touching your toes, stretching your arms to the ceiling (you can lean left and right to stretch your sides too), or walking around.
 Change Positions	The Next Position is the Best Position No matter how good your posture is, if you have not moved in an hour, you are still loading the same structures in your body in the same direction for an hour. Switch It Up Take active breaks by changing how you perform a task to reduce risk of repetitive motion injuries. If able, try standing, varying your sitting positions, standing with one leg forward, switching hands, changing locations or alternating tasks.
 Check Your Posture	Check in with Yourself Bring your equipment to you instead of conforming your body to your equipment. Try setting a timer every 30 minutes to identify and correct any awkward postures. <i>Have you been hunched over your laptop? Leaning on your elbow? Crossing your legs? Rotating your neck to the right? Holding your fingers up when using your mouse?</i>
 Be Well	Stay Hydrated Remember to keep drinking plenty of fluids. Take opportunities for water breaks. Take Care of Yourself You can work more effectively and comfortable when taking care of all aspects of your health and wellness.
 Protect Your Eyes	Reduce Eye Strain and Fatigue <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> 20 Every 20 minutes of screen time  </div> <div style="text-align: center;"> 20 Look away for at least 20 seconds  </div> <div style="text-align: center;"> 20 At something at least 20 feet away </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> Hydrate Your Eyes  Remember to blink </div> <div style="text-align: center;"> Minimize Glare Avoid facing or having your back to a window </div> </div>

What is Ergonomics?

Ergonomics is an applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely.

Questions?

Submit questions to safety@ttu.edu on ergonomics.



**ENVIRONMENTAL
HEALTH & SAFETY**

www.ehs.ttu.edu
1.806.742.3876

CAMPUS EVENTS



Giving Tuesday

Tuesday, May 5th

[#GivingTuesdayNow](#) is a new global day of generosity and unity that will take place on May 5, 2020, as an emergency response to the unprecedented need caused by the COVID-19 pandemic.

[Visit the TTU Donation page>>](#)

Weekly Zoom Support Group Stress Management

Every Wednesday at 3PM

The group allows individuals to connect and discuss issues that might be causing stress during this time of uncertainty.

Link: <https://ttuhsc.zoom.us/j/761649444>

For questions contact

Kristie.Collins@ttuhsc.edu





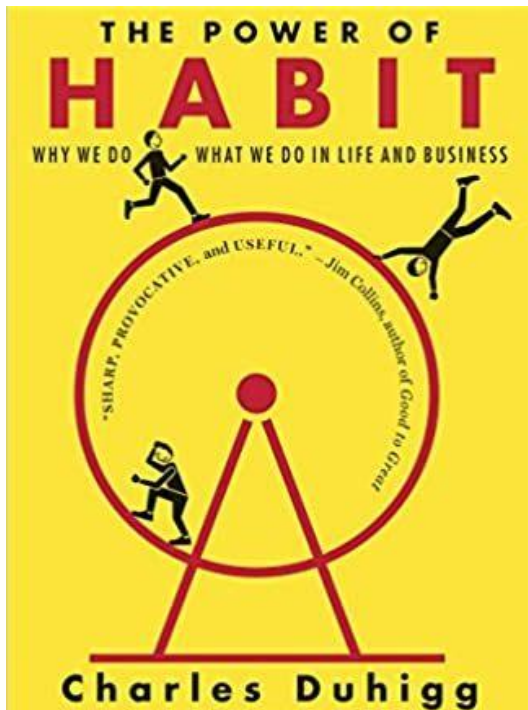
Virtual Commencement

Saturday, May 23rd 9AM

Join in celebrating our graduates this Spring by attending the virtual commencement ceremony.

[View the schedule and find the ceremony link>>](#)





*Zoom Book Club hosted by
Human Resources - Talent
Development*

All sessions are 2:00-2:50PM

Session 1- June 10th

Session 2- June 24th

Session 3- July 8th

Session 4- July 22nd

Buy the book through Amazon or
Barnes & Noble. Email
maclay.buie@ttu.edu to register.

DISTINGUISHED STAFF AWARDS OPEN



Recognize outstanding Red Raider staff by nominating them for one of the many Distinguished Staff Awards available. Awards include the Matador

Award, Staff Senate Award, Masked Rider Award, Guns Up Award, President's Excellence Award and Chancellor's Excellence Award.

Send questions about years of service to stephanie.west@ttu.edu.

[Submit nominations here>>](#)

CYBERSECURITY TRAINING DEADLINES



Employees who use technology at least 25% of their work time and vendors accessing TTU IT resources must complete training by

Friday, May 15, 2020.

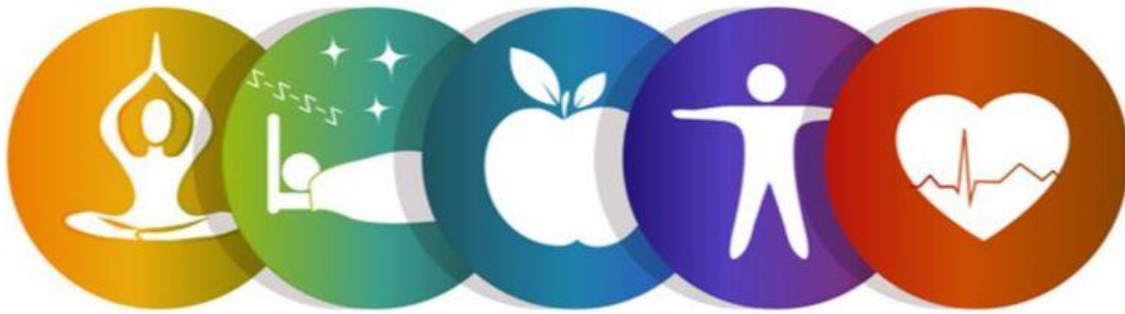
Employees who use technology less than 25% of their work time must complete training by

Saturday, August 15, 2020.

For further information about Cornerstone, contact hrs.systems@ttu.edu, and for compliance questions contact the TTU IT Division at 806-742-5151.

[Access Cornerstone>>](#)

TAKING CARE OF MENTAL HEALTH AT HOME



Keep self-talk positive, encouraging, and hopeful

- TIP: Talk to yourself the way you would talk to someone you love.
- Avoid ruminating about the past or worrying excessively about the future, which creates “imaginary stress”
- Check out [The Single Most Important Thing You Can Do to Manage Your Stress](#)

Increase Emotional Intelligence (self-awareness and self-management)

- Recognize signs of emotional dysregulation and activate positive coping to get the “rational brain” back in control of the “emotional brain”

Get adequate and efficient rest

- Adequate sleep strengthens the nerve circuits underlying learning and memory, allowing the brain to make and consolidate new and essential neural connections
- Tips for better sleep (see “sleep hygiene”)

Recommended Reading:

- Rewire Your Anxious Brain by Pittman & Karle

- Switch on Your Brain by Dr. Caroline Leaf
- I Hear You by Michael Sorensen
- The Gifts of Imperfection by Brene Brown

Tips to Maintain Mental Health

- **Get outside—in nature—if you can**
- **Meditate, or just breathe**
- **Be of service, from a distance**

On a local note, organizing efforts to help neighbors in need of food or supplies, buying gift certificates to local business, ordering takeout from neighborhood restaurants, and helping fundraise locally can help the financial fallout that's happening all over the country.

- **Practice gratitude**

Even though it might be a challenge right now, write down some of the things you're grateful for; or if you have little kids and it's easier, try talking about and listing aloud things that make you happy and that you're thankful for.

- **Let yourself off the hook**

That might be the most important thing to keep in mind—don't beat yourself up when things are not going perfectly in your household. On top of everything else, being upset with yourself is totally counterproductive. It's much more valuable to everyone to cut yourself some slack, use the time to reflect on the important things, and try to keep a sense of "we're all in this together" at the forefront.

[Visit the Counseling Center website for more resources>>](#)

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.





TEXAS TECH
ATHLETICS

VIRTUAL

WRECK 'EM TOUR

MISS TONIGHT'S
BROADCAST?

CLICK HERE TO WATCH!

HEAR FROM

KIRBY HOCUTT
COACH CHRIS BEARD
COACH TIM TADLOCK
COACH MATT WELLS

SEE PERFORMANCES FROM

JOSH ABBOTT, GRANT GILBERT, &
WILLIAM CLARK GREEN

TEXASTECH TV



@TTUathletics @TechAthletics /TechAthletics

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. You can join [here](#) with Meeting ID **941 4668 5270**.

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
- Continuing to support staff education through the Staff Senate Scholarship
- Continued partnerships with administration on 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