

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
STAFF SENATE TASK FORCE**

COMMITTEE NAME: Staff Senate and Staff Senate Task Force	DATE/TIME/LOCATION OF MEETING: August 12, 2009 9:00 – 10:30 A.M.
MINUTES	2601(Abilene) 4717(Amarillo) 202(El Paso) 2C101 (Lubbock); 2C13 (Odessa)

CALL TO ORDER BY: Shelley Burson- Task Force Chair

MEMBERS PRESENT Task Force: Shelley Burson, Brenda Bobo, Michelle Broselow, Steve Cooper
Charla Cothrin, Deborah (Schalles)-Findley, Linda Goldstein, Paula Simpson, Steve Cooper
Senate: Tanya Fraley, Linda Goldstein, Dana Stommel, Alicia Stringer, Kayla Talbott, Erica Ortega, Lorena Medrano, Tim Hayes, Rich Cartwright, Anna Herring, Patricia Lynn Tatum, Janet Killian, Tina Leal, Deborah Christensen, Natasha Moses

MEMBERS ABSENT Task Force: D’Esta Sharp
Senate: Mikeal Nall, Gabriel Valles, Patricia Rodriquez

GUEST Cindy Gutierrez, Darcy Powell

APPROVAL OF MINUTES No previous minutes

OLD BUSINESS None	Presenter(s):
NEW BUSINESS	Presenter(s):
Introductions	Members
Agreements Agreements to Serve and Confidentiality Agreements have been submitted by all Senators	Shelley Burson
Overview of History, Purpose, Role Staff Senate has full support of President Baldwin Staff Senate will be positive voice for staff with no involvement in HR (supervisor/employee) issues Staff Senators represent their campuses Meetings scheduled 2 nd Friday of each month, 12:00 – 1:30 CST Annual budget is \$10,000 \$1,000 for copies \$4,000 for travel \$5,000 for food Task Force members available to attend meetings, provide support, act as resource Faculty Senate Vice President will represent Faculty Senate at Staff Senate meetings Possible ongoing agenda items Review TTUHSC policies and procedures (#60’s) Issues submitted by staff Campus reports Issues discussed in Faculty Senate that may coincide with staff interests include: parking fees, cafeteria discounts, QEP, recycling, immunizations, SACS	Task Force Members

ACTION ITEMS	Who is responsible	Due Date
<p>Debbie Christiansen has given her proxy to Cynthia Hernandez for September meeting</p> <p>Constitution and Bylaws Study, review for possible revisions Task Force suggested that Vice-President, as parliamentarian, also be designated as Constitution/Bylaws specialist Address section "J" in Bylaws (filling vacancies when shortage of nominees)</p> <p>Modify Senator nomination form (See Bylaws Section D, #7) Wording change suggested by HR - change "active disciplinary action" to "a formal reprimand received within fiscal year" Tim Hays has hard copy of form</p> <p>Meeting schedule October, November, December meetings El Paso scheduling conflict last 30 minutes Shorter meeting these months Same length meeting – but telephone connection to El Paso El Paso Senators arrange room switch with another El Paso group Schedule spring and summer meetings in Abilene</p> <p>Select Senators who will serve 1 year terms Officers Representative to Faculty Senate Webmaster – Paula Simpson offered accept this responsibility or to assist</p> <p>Agenda and Minutes Use HSC template for Minutes and Agenda Copy of Minutes to President Baldwin</p> <p>Submit work order for creation of email distribution lists Senators, alternates and total list Include Cindy Gutierrez and Darcy Powell</p> <p>Issues Develop process for dealing with issues submitted Address issue submitted 3/31/09 by Renee Witherspoon regarding smoking in dock area</p> <p>General Staff Meeting Choose date Invite President Baldwin to speak</p>	<p>Senators</p>	<p>First meeting September 11, 2009</p>

<p>Send invitations through IT, announcement page, Senate website, Statline Ask for final approval before Statline publication Consider gifts (medallions) for those who have served</p> <p>Establish SharePoint Site Submit Agenda for September meeting Submit Orientation Minutes Create email distribution list</p>	<p>Tim Hays Anna Herring Linda Goldstein Rich Cartwright</p>	
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ADJOURNMENT: 10:00 a.m.

Next Staff Senate Meeting – September 11, 2009

LRG

8/13/09