



TEXAS TECH UNIVERSITY  
**HEALTH SCIENCES CENTER**  
 Staff Senate™

<b>COMMITTEE NAME: Staff Senate</b>		<b>DATE/TIME/LOCATION OF MEETING:</b>
<b>AGENDA</b>		Friday, October 15, 2010 Meeting: 8:30 – 11:30am Lunch 11:30am El Paso, Room MEB1140
<b>CALL TO ORDER:</b>	<ul style="list-style-type: none"> <li>Tanya Fraley, President, HSC Staff Senate</li> </ul>	
<b>MEMBERS</b>	<p><b><u>Senators Attending</u></b>  <b>Abilene/Distance Sites:</b> Park, Ranise  <b>Amarillo:</b> Fraley, Tanya; Gavlik, Jackie  <b>El Paso:</b> Andre, Rene; Rodriguez, Patty; Sambrano, Ceci; Valles, Gabriel  <b>Lubbock:</b> Clevenger, Melanie; Gilmore, Kyla; Herring, Anna; Tatum, Lynn  <b>Permian Basin:</b> Harden, Judy; Merrill, Dee; Mosee, Natasha</p> <p><b><u>Alternates Attending</u></b>  <b>Abilene/Distance Sites:</b>  <b>Amarillo:</b>  <b>El Paso:</b> Van Weelden, Susanne  <b>Lubbock:</b> Bowers, Julie  <b>Permian Basin:</b> Leal, Tina</p> <p><b><u>Others Attending</u></b>      Tim Hayes – Past President</p>	
<b>HANDOUTS</b>	<ul style="list-style-type: none"> <li>Minutes, Staff Senate Meeting, September 10, 2010</li> <li>2010-2011 Staff Senate Roster</li> <li>Annual Meeting Schedule – El Paso</li> </ul>	
<b>APPROVAL OF MINUTES</b>		
<b>TREASURER’S REPORT</b>		

<b>OLD BUSINESS</b>	<b>Presenter(s):</b>
<b>Agenda Item A.</b> Goals for 2010-2011	Tanya Fraley
<b>Agenda Item B.</b> Customer Satisfaction Survey – Business Affairs	Tim Hayes
<b>Agenda Item C.</b> General Staff Address update	Tim Hayes
<b>Agenda Item D.</b> Proposal to combine HSC Staff Senate Constitution and Bylaws	Jackie Gavlik
<b>Agenda Item E.</b> Vacant Senate Positions	Melanie Clevenger
<ol style="list-style-type: none"> <li>1. Abilene – Distant Sites             <ol style="list-style-type: none"> <li>a. 1 Exempt Senator; 1 Exempt Alternate; 1 Non-exempt Alternate</li> </ol> </li> <li>2. Amarillo             <ol style="list-style-type: none"> <li>a. 1 Non-exempt Senator; 1 Exempt Alternate; 1 Non-exempt Alternate</li> </ol> </li> </ol>	

<ul style="list-style-type: none"> <li>3. El Paso <ul style="list-style-type: none"> <li>a. 1 Non-exempt Alternate</li> </ul> </li> <li>4. Lubbock <ul style="list-style-type: none"> <li>a. 1 Non-exempt Alternate</li> </ul> </li> <li>5. Permian Basin <ul style="list-style-type: none"> <li>a. 1 Exempt Senator</li> </ul> </li> </ul>	
<b>Other Old Business</b>	
<b>NEW BUSINESS</b>	<b>Presenter(s):</b>
<b>Agenda Item A. Roles of the Standing Committees / Set Memberships</b>	Tanya Fraley
<ul style="list-style-type: none"> <li>1. Executive Committee</li> <li>2. Membership Committee</li> <li>3. Policy Committee</li> </ul>	Tanya Fraley Melanie Clevenger Judy Harden
<b>Agenda Item B. Staff Senate Communication</b>	
<ul style="list-style-type: none"> <li>1. Internal communication <ul style="list-style-type: none"> <li>a. SharePoint demonstration</li> </ul> </li> <li>2. External communication <ul style="list-style-type: none"> <li>a. With staff on each regional campus</li> <li>b. With executive administration on each regional campus</li> <li>c. Staff Senate website (Lynn Tatum, Webmaster)</li> </ul> </li> <li>3. Role of Staff Senators on each regional campus</li> </ul>	Tim Hayes  Tanya Fraley
<b>Agenda Item C. Human Resources Representative to the Staff Senate – Lori Hitt</b>	
<ul style="list-style-type: none"> <li>1. Discuss how HR-related issues received by Staff Senate are handled</li> </ul>	
<b>Agenda Item D. Process for dealing with issues submitted</b>	
<ul style="list-style-type: none"> <li>1. Discuss types of staff issues to be addressed by Staff Senate</li> <li>2. Review formally receiving staff issues for action</li> <li>3. Determine methods for studying and reporting on staff issues <ul style="list-style-type: none"> <li>a. Placing staff issues on SharePoint</li> </ul> </li> <li>4. Define closure and disposition of staff issues submitted to Staff Senate</li> </ul>	
<b>Agenda Item E. Attendance, Absences and Proxies</b>	
<b>Other New Business</b>	
<b>COMMITTEE REPORTS</b>	<b>Presenter(s):</b>
<b>Standing Committees</b>	
<ul style="list-style-type: none"> <li>1. Membership Committee</li> </ul>	Melanie Clevenger
<ul style="list-style-type: none"> <li>2. Policy Committee – FMLA issue</li> </ul>	Judy Harden
<ul style="list-style-type: none"> <li>3. Executive Committee</li> </ul>	Tanya Fraley
<b>Ad Hoc Committees</b>	
<ul style="list-style-type: none"> <li>1. Abilene – Distant Sites</li> <li>2. Amarillo Campus <ul style="list-style-type: none"> <li>a. Workout facility (Cindy Rios 8/10/09)</li> <li>b. Quality Service Awards (Pam Kottkamp 3/24/10)</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>3. El Paso Campus <ul style="list-style-type: none"> <li>a. Time clock issue</li> </ul> </li> <li>4. Lubbock Campus <ul style="list-style-type: none"> <li>a. Smoking area (Renee Witherspoon 3/31/09)</li> <li>b. Emergency Notification System (Tonya Macias 12/16/09)</li> <li>c. Charging for lunches and offering self-defense classes (Elizabeth Martinez 2/15/10)</li> <li>d. FMLA Policy (Brenda Bobo 4/13/10)</li> </ul> </li> <li>5. Permian Basin Campus</li> </ul>	
<b>NEW STAFF ISSUES DISCUSSION</b>	<b>Presenter(s):</b>
<ul style="list-style-type: none"> <li>1. Motorized bike covered parking (Ruth Warren 8/24/10)</li> <li>2. Citibus payroll deduction (Sophia Pena 9/1/10)</li> <li>3. Service departments closing during lunch hour (Vicki Clayton 9/21/10)</li> </ul>	Melanie Clevenger
<b>ADDITIONAL ITEMS</b>	<b>Presenter(s):</b>
Faculty Senate Representative Report	Kyla Gilmore
Performance Management Task Force update	Kyla Gilmore
<b>ADJOURNMENT</b>	

**Next Meeting Date/Time: November 12, 2010 / 12:00 noon – 1:30pm (Central)**