



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

COMMITTEE NAME: Staff Senate	DATE/TIME/LOCATION OF MEETING:
<b>AGENDA</b>	Friday, November 12, 2010  <b>Abilene:</b> 12:00 noon – 1:30 p.m., Room Grant 314 <b>Amarillo:</b> 12:00 noon – 1:30 p.m., Room 4720 <b>El Paso:</b> 11:00 a.m. – 12:30 p.m., Room 212 <b>Lubbock:</b> 12:00 noon – 1:30 p.m., Room 2B480 <b>Odessa:</b> 12:00 noon – 1:30 p.m., Room 1C12
<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; Stringer, Alicia  <b>El Paso:</b> Andre, Rene; Rodriguez, Patty; Sambrano, Ceci  <b>Lubbock:</b> Clevenger, Melanie; Gilmore, Kyla; Herring, Anna; Tatum, Lynn  <b>Permian Basin:</b> Mosee, Natasha</p> <p><b><u>Alternates Attending</u></b>  <b>Abilene/Distance Sites:</b>  <b>Amarillo:</b>  <b>El Paso:</b>  <b>Lubbock:</b> Bowers, Julie  <b>Permian Basin:</b> Leal, Tina; Hernandez, Cynthia</p> <p><b><u>Others Attending</u></b>            Tim Hayes – Past President            Darcy Pollock - Office of the President            Tootie Tatum, Ph.D. – TTUHSC Faculty Senate            Alvin Stofel – Candidate for Lubbock Non-Exempt Alternate Vacancy            Janet Coquelin – Managing Director, Lubbock Human Resources</p>
<b>HANDOUTS</b>	<ul style="list-style-type: none"> <li>• Minutes, Staff Senate Meeting, October 15, 2010</li> <li>• Roll Call</li> <li>• Treasurer’s Report</li> <li>• Regional Map</li> </ul>
<b>APPROVAL OF MINUTES</b>	
<b>TREASURER’S REPORT</b>	
<b>VISITOR PRESENTATION</b>	Janet Coquelin – Retirement Management System

<b>OLD BUSINESS</b>	<b>Presenter(s):</b>
<b>Agenda Item A.</b> Customer Satisfaction Survey – Business Affairs	Tim Hayes
<b>Agenda Item B.</b> General Staff Address Update	Tim Hayes
<b>Agenda Item C.</b> Proposal to combine HSC Staff Senate Constitution and ByLaws	
<ol style="list-style-type: none"> <li>1. Discuss adding parliamentarian procedures to VP duties</li> <li>2. Discuss including a provision for appointing alternates</li> </ol>	
<b>Other Old Business</b>	
<b>NEW BUSINESS</b>	<b>Presenter(s):</b>
<b>Agenda Item A.</b> Alternates in Lubbock	
<ol style="list-style-type: none"> <li>1. Alvin Stofel – Candidate for Non-Exempt Alternate – Lubbock</li> </ol>	Anna Herring
<b>Agenda Item B.</b> Absenteeism	Executive Committee
<ol style="list-style-type: none"> <li>1. ByLaws Article III. Membership (G.) Attendance</li> </ol>	
<b>Agenda Item C.</b> CMHC	Anna Herring
<ol style="list-style-type: none"> <li>1. Report from Anna Herring regarding CMHC representation</li> <li>2. Discuss Constitution Article V. Organization</li> </ol>	
<b>Agenda Item D.</b> Creation of a Community Service Committee	Lynn Tatum
<ol style="list-style-type: none"> <li>1. Discuss whether to make it a standing committee or ad hoc committee</li> <li>2. Recommendations/suggestions</li> <li>3. Membership</li> </ol>	
<b>Agenda Item E.</b> Creation of a Communications Committee	Tanya Fraley
<ol style="list-style-type: none"> <li>1. Discuss whether to make it a standing committee or ad hoc committee</li> <li>2. Recommendations/suggestions</li> <li>3. Membership – 1 per campus</li> </ol>	
<b>Agenda Item F.</b> Supervisory Approval Form	Melanie Clevenger
<b>Other New Business</b>	
<b>COMMITTEE REPORTS</b>	<b>Presenter(s):</b>
<b>Standing Committees</b>	
<ol style="list-style-type: none"> <li>1. Membership Committee</li> </ol>	Melanie Clevenger
<ol style="list-style-type: none"> <li>2. Policy Committee <ul style="list-style-type: none"> <li>• FMLA issue update</li> </ul> </li> </ol>	Jackie Gavlik / Judy Harden
<ol style="list-style-type: none"> <li>3. Executive Committee</li> </ol>	Tanya Fraley
<b>Ad Hoc Committees</b>	
<ol style="list-style-type: none"> <li>1. Amarillo Campus</li> <li>2. El Paso Campus</li> <li>3. Lubbock Campus <ol style="list-style-type: none"> <li>a. Smoking area (Renee Witherspoon 3/31/09)</li> <li>b. FMLA Policy (Brenda Bobo 4/13/10) – still researching</li> <li>c. Motorized bike covered parking (Ruth Warren 8/24/10) - closed</li> <li>d. Citibus payroll deduction (Sophia Pena 9/1/10) – letter to be sent</li> <li>e. Service departments closing during lunch hour (Vicki Clayton 9/21/10)</li> </ol> </li> <li>4. Permian Basin Campus <ol style="list-style-type: none"> <li>a. Time Clock issue</li> </ol> </li> </ol>	

<b>NEW STAFF ISSUES DISCUSSION</b>		<b>Presenter(s):</b>
1. Request for the Staff Senate to arrange for a staff presentation by Dr. Tedd Mitchell (students addressed on 10/26 and faculty on 10/17). (Linda Goldstein 10/27/10)		Tanya Fraley
2. Request for concrete information on the purpose of designating a skeleton crew when calls can be directed to voice mail or forwarded to a cell phone (Tina Leal 11/11)		
<b>ADDITIONAL ITEMS</b>		<b>Presenter(s):</b>
Faculty Senate Representative Report		Cynthia Hernandez
Performance Management Task Force update		Kyla Gilmore

<b>ADJOURNMENT</b>	

**Next Meeting Date/Time: Friday, December 10, 2010**