

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

COMMITTEE NAME: TTUHSC Staff Senate MINUTES	DATE/ LOCATION /TIME OF MEETING: August 13, 2010 ABILENE 12 noon – 1:30 p.m., room 2601 AMARILLO 12 noon – 1:30 p.m., 4720 EL PASO 11 a.m. – 12:00 p.m., room 212 LUBBOCK 12 noon – 1:30 p.m., room 2B480 PERMIAN BASIN 12 noon – 1:30 p.m., room 2C12
MEMBERS PRESENT	Amarillo: Linda Goldstein, Alicia Stringer, Danna Stommel Distant Sites: (Abilene, Dallas, Highland Lakes): Kayla Talbott El Paso: Lorena Medrano, Erica Rivas, Patricia Rodriguez Lubbock: Tim Hayes, Rich Cartwright, Anna Herring, Lynn Tatum Permian Basin: Cynthia Hernandez, Judy Harden, Natasha Mosee, Tina Leal
MEMBERS ABSENT	Gabriel Valles
ALTERNATES PRESENT	Amarillo: Jackie Gavlik proxy for Tanya Fraley Distant Sites: Permian Basin: El Paso: Lubbock:
OTHER ATTENDEES	Darcy Pollock, Office of the President Alyce Ashcroft, Faculty Senate Rene Andre, elected to 2010-2011 Senate, El Paso Lynne Mijarez, elected to 2010-2011 Senate, El Paso Ceci Sambrano, alternate to 2010-2011 Senate, El Paso Susanne Van Weelden, alternate to 2010-2011 Senate, El Paso Melanie Clevenger, elected to 2010-2011 Senate, Lubbock Julie Bowers, alternate to 2010-2011 Senate, Lubbock Dee Merrill, elected to 2010-2011 Senate, Lubbock Ranise Park, elected to 2010-2011 Senate, Abilene
HANDOUTS	Minutes, Staff Senate Meeting, July 9, 2010 Roll Call Treasurer’s Report Aggregate Election Tally TTUHSC Staff Senate 2010-2011
APPROVAL OF MINUTES	Judy Harden moved that the minutes be approved as written. Alicia Stringer seconded. Motion passed.
TREASURER’S REPORT	Balance \$\$4,330.79. With promotional items and lunches purchased, expected yearend balance is \$700.
FACULTY SENATE REPORT	Alicia Stringer reported that the Faculty Senate: Met with Dr. Mitchell Will send a letter to Business Affairs, supporting our request for improved customer service Gifted their budget balance to Women in Health Sciences for improvements to the nursing mothers’ room in Lubbock Sent a letter of thanks to the IT department for their work in exterminating the computer virus that attacked the TTUHSC network

ORIENTATION OF NEW SENATORS AND ALTERNATES	Presenter(s):
2010-2011 Senators and Alternates were introduced and welcomed. Tim explained the use of SharePoint and our email distribution list. Meetings will continue to be held on the second Friday of the month, from 12-1:30 p.m. central time. Tim pointed out the importance of attending meetings. Kayla Talbott suggested that Abilene meetings be scheduled in the Grant Building, where new Senator, Ranise Park, is located. Tim recommended that new members and alternates become familiar with our Bylaws and Constitution.	Tim Hayes
COMMITTEE REPORTS	Presenter(s):
Standing Committees	
<p>Membership Committee</p> <p>Rich Cartwright expressed disappointment in the number of votes cast in the election. Erica reported that some nominations were lost due to the computer virus and suggested that next year we offer alternate methods of submitting nominations. Suggestions for improving voter response included:</p> <ul style="list-style-type: none"> Distributing flyers and/or pamphlets to educate staff about the Senate Including a link to our yearend streaming video presentation in the email announcing the election Senators at each campus actively publicizing the election campaign 	Rich Cartwright Erica Rodriguez
<p>Policy Committee</p> <p>FMLA issue - FMLA training will be offered at each campus. Judy suggested that members attend a training session as a first step in the Policy Committee's study of this issue.</p>	Judy Harden
Executive Committee – no report	
Ad Hoc Issues Committees	
Abilene-Distant Sites – no report	
Amarillo Campus – no report	
El Paso – no report	
Lubbock campus – no report	
Permian Basin campus – no report	

OLD BUSINESS	Presenter(s):
<p>Agenda Item A. Status of Letter to VP for Business Affairs</p> <p>Tim received a phone call from Mike Crowder, Assistant Vice-President of Business Affairs, in response to our letter. Mike Crowder has been instituting changes within his department and asked for specific areas of concern. His department will create a customer satisfaction survey.</p>	Tim Hayes
<p>Agenda Item B. HSC Purchase of Promotional Items</p> <p>Pencils, pens, items for raffles, gifts for outgoing senators and executive officers and gifts for task force members were purchased. Enough items were purchased to cover next year's needs.</p>	Lynn Tatum
<p>Agenda Item C. Staff Senate Vacancies</p> <ul style="list-style-type: none"> Abilene/Distant Sites – 1 exempt Lubbock – 1 nonexempt Permian Basin – 1 exempt 	Tim Hayes
Agenda Item D. Plans for Meeting in El Paso	Senators

Meeting date – Thursday and Friday, October 14-15, 2010 Senators and Alternate Senators will attend	
NEW BUSINESS	
Agenda Item A. Proposal to combine Constitution and Bylaws Tim Hayes, Jackie Gavlik and Melanie Clevenger will study our Constitution and Bylaws to determine how they may be combined into one document.	Tim Hayes
Agenda Item B. Goals for 2010-2011 Each Senator will reflect on goals he would like the Senate to accomplish. These will be discussed at the October meeting in El Paso.	Senators
Agenda Item C. Other New Business Judy Harden moved that we gift our fund balance to Women in the Health Sciences for improvements to the nursing mother's room in Lubbock and that a portion of those funds be used for a plaque recognizing our contribution. Cynthia Hernandez seconded. Motion passed.	
ADJOURNMENT	1:10 P.M. Central

ACTION ITEMS	Due Date	Responsible Person(s)
Send all expenses not yet listed on August Treasurer's report to Linda Goldstein	Immediately	Senators
Transfer fund balance to Women in the Health Sciences	Before August 31	Linda Goldstein
Check that rooms are reserved for 2010-2011 meetings. Change Abilene meeting room to Grant Building.	Before next meeting	Tim Hayes
Suggestions for filling vacancies	Before next meeting	Senators
Plan El Paso meeting	Before next meeting	Patty Rodriguez
Investigate flights and fares to El Paso	Before next meeting	Lynn Tatum
Add El Paso meeting dates to Senators/Alternates calendars	Before next meeting	Senators/Alternates
Review assigned issues	Ongoing	Ad hoc committees
Combining Constitution and Bylaws		Ad hoc committee
Goals for 2010-2011	El Paso meeting	Senators

Next Meeting: September 10, 2010, 12:00 -1:30 p.m. (central time)