

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

<b>COMMITTEE NAME: Staff Senate Task Force</b>	<b>DATE/TIME/LOCATION OF MEETING:</b>
<b>MINUTES</b>	<b>May 13, 2009</b> <b>2:00 – 3:30 P.M.</b> <b>2C101(Lubbock); 335 (Amarillo)</b>

**CALL TO ORDER BY:** Shelley Burson- Chair

**MEMBERS** Shelley Burson, Deborah Schalles, Charla Cothrin, Linda Goldstein, Paula Simpson, Brenda Bobo, Desta Sharp, Michelle Broselow, Steve Cooper

**MEMBERS ABSENT**

**GUEST**

**APPROVAL OF MINUTES** Minutes approved as written

<b>OLD BUSINESS</b>	<b>Presenter(s):</b>
<p><b>Agenda Item A-</b> Marketing Campaign.</p> <ul style="list-style-type: none"> <li>• Lubbock task force members embarked on a “cafeteria marketing campaign” during the month of April (Charla, Cindy, Steve, Michelle, Paula, Brenda, Debbie and Shelley)</li> <li>• Charla sent a very detailed e-mail regarding voting and nominations to specific School of Medicine staff leaders</li> <li>• Desta and Linda published Staff Senate information in the School of Pharmacy “Monday Memo” and D’esta delivered hard copy forms to the School of Medicine reception desk in Amarillo for distribution. All prison sites received their flyer as well. D’esta and Linda have been in touch with their staff contacts at the Dallas and Abilene campuses.</li> <li>• Shelley asked Mary McClelland with the School of Nursing in Odessa to get the word out regarding voting and upcoming nominations. Shelley also distributed nomination forms to the School of Nursing quarterly staff meeting in April. Additionally, Shelley contacted Virginia Lucero (Information Technology) and asked her to help spread the word in El Paso and encourage staff to vote and nominate. Shelley also contacted Rebecca Salcido, Sr. Director of Human Resources in El Paso and also forwarded the TTUHSC e-mail from 5-4-09 with the nomination form to Sonia Salinas with El Paso Human Resources the same day.</li> <li>• Shelley submitted the Statline article information for May 1 issue regarding nominations of senators.</li> <li>• Websites are continuously being updated by Paula: 1) The Staff Senate webpage was completely revised, the results of the Bylaws and Constitution posted, and the revised Nomination form uploaded), 2) announcements regarding Staff Senate nominations were posted on both the TTUHSC Announcement Page and Webraider web sites.</li> <li>• This completes the marketing campaign</li> </ul>	<p>Committee Members</p>

<p><b>Agenda Item B-Nominations in May</b></p> <ul style="list-style-type: none"> <li>• Nominations started arriving in April! <ul style="list-style-type: none"> <li>○ Shelley is providing a brief follow-up to each nominee thanking them for their nomination, which includes a statement that we will get in touch with them in May regarding the campaign process.</li> <li>○ Paula wrote an announcement for e-mail distribution to TTUHSC staff and the HSC websites. The announcement informs staff of the results of the Bylaws/Constitution Vote, as well as reminding staff of the nominations May 1-May 31<sup>st</sup> emphasizing all campuses will be represented on the Staff Senate with equal representation of non-exempt and exempt staff.</li> <li>○ As of 3:30 pm on May 12, we have received 26 nominations.</li> </ul> </li> <li>• HR Review Schedule <p>Shelley spoke with Janet Coquelin in Human Resources regarding their preferred schedule for reviewing nominations and Janet would prefer to receive batches once a week. Shelley agreed to handle this review process. The first batch (8 nominees) have been approved by HR and the second batch (14 nominees) are current being reviewed by HR. The third batch (4 at this time) are on a “list” and will be sent to HR in a few days.</p> </li> <li>• Campaign Guidelines and Instructions prepared by Brenda Bobo <p>Brenda Bobo prepared guidelines and instructions for the Staff Senate nominees. Committee members provided review and feedback. The guidelines and instructions for the Staff Senate nominees are attached to this document.</p> </li> <li>• Communications to Nominees with the Above Document. <p>Shelley will submit this document to the nominee once their HR review has been successful.</p> </li> <li>• Follow-Up Needed for Campuses/Areas Not Represented <p>Committee members are making efforts to encourage staff to self-nominate and efforts are also being made in certain regions (El Paso, Permian Basin, Amarillo, and Distant Sites) and areas that are underrepresented, e.g. non-exempt staff. <b>We have yet to receive <u>non-exempt nominations from the Amarillo campus and El Paso campus. We have only received one non-exempt nomination from the Permian Basin area. Also, we have only received 1 exempt nomination from the Distant Campuses. These are areas of concern that need to be addressed, so Task Force members are encouraged to get the word out. Also, an e-mail reminder will be sent to all TTUHSC staff mid May.</u></b></p> </li> <li>• Campaign Efforts to Occur on Staff Senate Website <p>Paula will post nominees picture and narrative information either via electronic or hard copy submission. Steve and Paula will review all the narratives prior to posting on the web site.</p> </li> <li>• Statline/Website/Email Announcements at End of May to Encourage Staff to View Campaigning Efforts in June.</li> </ul>	<p>Shelley Burson and Committee Members</p>
<p><b>Agenda Item C-Other</b></p> <p>None</p>	

NEW BUSINESS	Presenter(s):																														
<p><b>Agenda Item A-</b> Constitution and Bylaws Voting Outcome</p> <p>Both the Constitution and Bylaws Pass by large percentages of voting staff!</p> <table border="1" data-bbox="191 407 943 615"> <thead> <tr> <th colspan="3">DRAFT OF THE CONSTITUTION</th> </tr> <tr> <th></th> <th>Votes Received</th> <th>% of Votes Received</th> </tr> </thead> <tbody> <tr> <td>For</td> <td>250</td> <td>98.04%</td> </tr> <tr> <td>Against</td> <td>5</td> <td>1.96%</td> </tr> <tr> <td>Totals</td> <td>255</td> <td>100.00%</td> </tr> </tbody> </table> <table border="1" data-bbox="191 653 943 861"> <thead> <tr> <th colspan="3">DRAFT OF THE BYLAWS</th> </tr> <tr> <th></th> <th>Votes Received</th> <th>% of Votes Received</th> </tr> </thead> <tbody> <tr> <td>For</td> <td>249</td> <td>97.65%</td> </tr> <tr> <td>Against</td> <td>6</td> <td>2.35%</td> </tr> <tr> <td>Totals</td> <td>255</td> <td>100.00%</td> </tr> </tbody> </table> <p>According to Dondie Ramos with TTUHSC Information Technology, 3,330 staff were able to vote. 255 staff responded to the vote for a 7.7% response rate</p>	DRAFT OF THE CONSTITUTION				Votes Received	% of Votes Received	For	250	98.04%	Against	5	1.96%	Totals	255	100.00%	DRAFT OF THE BYLAWS				Votes Received	% of Votes Received	For	249	97.65%	Against	6	2.35%	Totals	255	100.00%	<p>Shelley Burson and Committee Members</p>
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<p><b>Agenda Item B-</b> Correctional Managed Health Care Campus Designation</p> <p>On April 15, 2009, Shelley received an e-mail from Kathleen Anderson, Assistant Director of Finance with Correctional Managed Health Care asking “Where do TTUHSC staff at correctional units fit into the nomination process?”. Shelley phoned Kathleen immediately to ask more questions. Kathleen stated “TTUHSC Correctional Managed Health Care employees are scattered throughout El Paso, Amarillo, Lubbock and all over the State of Texas, but they officially are School of Medicine, Lubbock employees”. Since these employees are physically located throughout Texas, it did not seem right for them to represent the Lubbock campus. I stated to Kathleen the Task Force wanted to do what was right and fair for the Correctional Health employees and for them to please have dialogue and to get back with us by our next meeting to let us know their decision. Shelley also encouraged Kathleen (as well as Ella O’Neal, Sr. Director – Human Resources, Correctional Managed Health Care) to attend our May meeting. Shelley sent Kathleen Anderson an e-mail on May 6, 2009 as a follow-up to see if she had communicated with the correctional staff and if they had reached a decision regarding their campus designation, but Shelley has yet to hear back from Kathleen. Correctional Managed Health Care has not gotten back with Shelley. However, the committee believes that each site should be counted in the campus that is closest to them geographically.</p>	<p>Committee Members</p>																														
<p><b>Agenda Item C: Budget</b></p> <p>It was decided that for fiscal year 2009-2010 we would request ten thousand dollar budget which would include all of the expenses for the senate. For this fiscal year we would like to request: \$3000 for the Senator orientation in August of 2009.</p>	<p>Committee Members</p>																														

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**Agenda Item D: 2009-2010 Room Scheduling and Techlink with Campuses**

Shelley met with Lynn Russell at TTUHSC Audiovisual Services on April 22, 2009 regarding concerns regarding waiting until the Staff Senate officially forms in September before scheduling rooms for the 2009-2010 meetings. Here is a summary of this meeting:

- For the Staff Senate to secure Techlink rooms without schedule conflicts, it is best for the Staff Senate to schedule rooms at Noon when classes are typically not held (this will of course be at 11:00 in El Paso so there might be conflicts in El Paso).
- Friday is the very best day of the week to schedule Techlink rooms as a majority of the classes are scheduled from Monday-Thursday. Paula states we need to stay away from the 3<sup>rd</sup> Friday of the month because this is when the Faculty Senate meets. The committee decided to have the meetings on the 2<sup>nd</sup> Friday of the month.
- The Staff Senate will still probably have at least one location to call, e.g. Dallas or Abilene possibly, and to have this call billed directly to the president's office for charges (will need this approved by the President via Didit), the Lubbock campus will want to use 2B480 or 2B485 for their meeting room. Either of these rooms will handle the size of the Lubbock Senators, the number of Techlink incoming campuses and accommodate the phone calls outgoing to the distant campuses and have these calls billed to the President's office.
- Odessa has 4 Techlink rooms, Amarillo has 4 Techlink rooms, El Paso has 2 Techlink rooms, Highland Lakes has 2 Techlink rooms (*Lynn was not totally certain on this #*), and Abilene has 1 Techlink room *only*. Dallas has completely different technology is provides the greatest challenge and will probably be the site we would have to contact by phone. Dallas *\*does\** have a Technlink site *\*\*40 miles\*\** away from their Dallas campus at a VA location; however, the staff member would probably not want to incur this travel expense. As such, Dallas and Abilene pose the greatest connection problems and may be the sites the Staff Senate may have to contact by telephone.
- Shelley asked for recommendations from committee members regarding holding off on scheduling rooms until Fall 2009: The committee decided to go ahead and schedule the rooms through 2009-2010. Shelley will contact Lyn and schedule rooms.

Committee Members

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<p><b>Agenda Item E:</b> Clarify how decisions will be reached regarding the *Initial* composition of the Staff Senate.</p> <p>It was suggested by the Task Force Chair the 2009-2010 Senators determine either during their orientation in August or during the first meeting in September (<i>when they select officers</i>), who will be serving a one year term and two year term.</p> <p>We did not specify on the nomination form for the Distance Sites if the nominee wanted to serve a one year or two year term (as indicated on the Constitution Article VIII). To correct this oversight, committee members decided that all senators will determine at orientation whether they would like to be a one or two year senator.</p> <p>Officers are elected annually, and the Constitution stated the Staff Senate President will serve a one year term as a Senator before becoming President; however, this obviously cannot occur during the initial year, so the Staff Senate President can obviously be a newbie to the Staff Senate.</p>	Committee Members
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<p><b>Agenda Item F:</b> Other</p> <p>Regarding the first round of nominees currently undergoing the Human Resources review, Janet Coquelin requested clarification regarding “active” disciplinary actions. Task Force members suggested receiving input from Gena Jones, the Assistant Vice President for Human Resources regarding this matter. Shelley Burson met with Gena on May 5, 2009 and after a brief discussion, Gena suggested we <b>not accept nominees who have a formal reprimand that has been received within the current fiscal year</b>, i.e. during 2008-2009 for the 2009-2010 nominees.</p> <p>Also, the 2009-2010 Staff Senators will need to revise the Bylaws, Constitution, Nomination Form and Human Resources Review Form to remove the work “active” before disciplinary action and then add the bolded statements above to clearly define the nominees who need to be excluded. Additionally, Janet recommends we receive the “R” employee # on the Nomination Form (Banner Employee #).</p>	
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**Next Meeting:** June 10, 2009

ACTION ITEMS	Who is responsible	Due Date
Prepare June 1 Statline Announcement	Linda Goldstein	3 <sup>rd</sup> week in May
Set up meeting with Didit regarding Staff Senate budget and requesting funding for 2009-2010	Brenda Bobo	By next meeting
Upload nominees campaign information to website	Paula Simpson	By June 15
Target areas of low response and encourage staff to nominate for the Senate	All Task Force Members	By May 31
Continue to handle nominee submissions, HR review forms and	Shelley Burson	As soon as they arrive

distribute campaign instructions to nominees		
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**ADJOURNMENT: 3:20 p.m.**