

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

COMMITTEE NAME: Staff Senate Task Force	DATE/TIME/LOCATION OF MEETING:
MINUTES	June 10, 2009 2:00 – 3:30 P.M. 2C101(Lubbock);

CALL TO ORDER BY: Shelley Burson- Chair

MEMBERS Shelley Burson, Charla Cothrin, Paula Simpson, Brenda Bobo, Steve Cooper

MEMBERS ABSENT Deborah Schalles, Linda Goldstein, D’Esta Sharp, and Michelle Broselow

GUEST Dondie Ramos

APPROVAL OF MINUTES May 13, 2009 minutes approved as written

OLD BUSINESS	Presenter(s):																		
<p>Agenda Item A. Nomination Results</p> <p>Number of Nominees by Campus and by Employee Classification</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Exempt</th> <th>Non-Exempt</th> </tr> </thead> <tbody> <tr> <td>Lubbock</td> <td style="text-align: center;">8</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Amarillo</td> <td style="text-align: center;">4</td> <td style="text-align: center;">1*</td> </tr> <tr> <td>PB</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> <tr> <td>El Paso</td> <td style="text-align: center;">5</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Distant Sites</td> <td style="text-align: center;">1**</td> <td style="text-align: center;">2</td> </tr> </tbody> </table> <p style="color: red;">*This category is short by one nominee and it will be up to the 2009-2010 Staff Senate to determine what to do with this vacancy.</p> <p>**This member will be automatically voted in since there is only 1 person nominated for this category.</p> <ul style="list-style-type: none"> • 		Exempt	Non-Exempt	Lubbock	8	4	Amarillo	4	1*	PB	3	4	El Paso	5	3	Distant Sites	1**	2	<p>Shelley Burson and Committee Members</p>
	Exempt	Non-Exempt																	
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PB	3	4																	
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<p>Agenda Item B. Budget Request</p> <p>Brenda Bobo communicated with Didit Martinez on the following: The 2009-2010 Staff Senate has \$10,000 budget beginning 9/1/09 – 8/31/10. We requested the same budget as the Faculty Senate and our budget includes costs for telephone charges, copies of handouts, marketing, travel, and food (meetings have to be scheduled during the noon hour in order to utilize HealthNet).</p> <p>There will be no funding for Senator Orientation (travel) in August of this year. Didit suggested that we either conduct the meeting via HealthNet or postpone travel until after 9/1/09.</p>	<p>Brenda Bobo</p>																		

<p>Agenda Item C. Room Scheduling Update</p> <p>Based on the advice of Lyn Russell (TTUHSC Audio Visual) and feedback from Staff Senate Task Force members, we are going to stay with the original schedule for the 2009-2010 dates and times and just let the new Senators work on this in the Fall as needed. They can decide what to do regarding the El Paso scheduling conflict in October, November and December by either shortening the meeting to 1 hour on these months, or asking these staff to switch to telephone connection the last 30 minutes, or asking the El Paso Dean to consider moving his meeting on these dates.</p>	<p>Committee Members</p>
<p>Agenda Item D-Other</p> <p>None</p>	
<p>NEW BUSINESS</p>	<p>Presenter(s):</p>
<p>Agenda Item A. Nominee Campaigning Begins</p> <ul style="list-style-type: none"> • Nominees started receiving campaign instructions May 18, 2009 • Linda wrote the Statline announcement regarding the Campaign process for the June Statline issue, but despite her well written submission, Communications and Marketing added additional information that was not written correctly and misrepresented the results of the of Bylaws and Constitution. • Dondie Ramos will be e-mailing the contents of the Linda Goldstein’s original Statline submission as an announcement to all TTUHSC staff on June 15. • Paula will upload campaign announcements to the TTUHSC webpage and webraider site. • Paula’s report: Paula reported that the Campaign Announcement to appear on TTUHSC Announcements page starting June 15th and TTUHSC Staff Senate Website under “<i>What’s Next?</i>” section, the Campaign Initial E-mail with sample layout of campaign page attachment, and the campaign reminder e-mail. Paula sent the campaign information to Dondie Ramos for inclusion in the ballot. The information will be used to create a link to each candidate included in the ballot and will allow voters to look at information prior to voting for an individual. (Samples attached) • Campaign Website Created--A campaign website with a campaign home page has been created. Individual campaign web pages have been created for all nominees submitting information. Links to the individual web pages been added to the campaign home page. Out of the 35 nominees (37 original - 2 two nominees who withdrew), 23 nominees have submitted information. Potential for late campaign information submissions after the campaign website is launched. Late submitters will be included and the campaign web site updated as quickly as possible. Campaign website will be launched the afternoon of June 12th. 	<p>Paula Simpson and Committee Members</p>

<p>Agenda Item B. July Marketing to Encourage TTUHSC Staff to Vote</p> <ul style="list-style-type: none"> • Due to problems with submissions to Statline and the complicated instructions surrounding voting, Staff Senate Task Force members decided to forego Stateline announcements regarding voting. <i>The next Stateline submission will be to announce the names of newly elected senators.</i> • E-mail to all TTUHSC via Dondie Ramos – Task Force members reviewed the Voting Instructions and finalized the document. The voting instructions will be sent via e-mail to all TTUHSC staff and will precede the voting ballot. • Dondie Ramos has prepared a voting ballot and submitted the ballot to Task Force members for their review. Corrections were reported to Dondie and he will make the changes (<i>with the exception of “candidates” to “candidate” which cannot be changed at this point in time</i>) and will resend the final ballot to Task Force members for their review. Dondie also shared the 2nd page of the ballot which will provide “profile tabs” for voters to view candidate’s campaign information before they submit their vote. • Paula will upload voting announcements/instructions to the TTUHSC webpage and webraider site. 	<p>Committee Members</p>
<p>Agenda Item C: Other</p> <p>August Orientation:</p> <p>REMINDER: If Shelley is out on surgery leave, she has asked a member to volunteer to draft a congratulation letter to the new Senators (immediately following the results of the election). The letter needs to contain:</p> <ol style="list-style-type: none"> a) Electronic attachments: Agreement to Serve and Confidentiality Agreement. The letter will need to specify a deadline date for return of these documents (1 week) and a name and mailing address for who to send these to b) list the date and time of the Orientation Meeting (August 12, 2009 from 2:00-3:20 CT (1:00-2:20 MT for El Paso) c) Ask people to be sure and RSVP for the orientation meeting <p>Since the August orientation meeting has to be Techlinked, Task Force members decided to use the regularly scheduled Staff Senate Task Force meeting date and time on August 12 from 2:00-3:20 for the orientation meeting. Shelley has contacted Lyn Russell in AV and secured Odessa, El Paso and Abilene Techlink connections for that date and time.</p> <p>Possible orientation agenda items:</p> <ul style="list-style-type: none"> ➤ Obtain Agreements to Serve and Confidentiality Agreements from Senators who have not turned in these documents in yet. ➤ Provide a brief history regarding the formation of the Staff Senate ➤ Provide Senators the 2009-2010 tentative meeting/room schedule -- 2nd Friday of each month from 12:00-1:30 CT (11:00-12:30 MT for El Paso), <i>and inform them of Oct/Nov/Dec El Paso Techlink conflict from 1:00-1:30 (12:00-12:30 El Paso time)</i> ➤ Inform Senators they have an annual budget of \$10,000 	<p>Shelley Burson and Committee Members</p>

- Senators need to decide (either in August or September): a) who will serve a 1 year term and who will serve a 2 year term (just during the initial composition), and b) what Senator will serve as the Faculty Senate representative
- Inform them of the meeting agenda and minute template and encourage them to use the same format (follows TTUHSC minute format)
- They will need to select a webmaster
- Inform them one of their business items will be to revise the Constitution & Bylaws (see May minutes regarding the HR review clarification), and they will also revise the HR review form accordingly)
- Another revision to the Constitution and Bylaws will be to add a statement on how to handle vacancies in case there is a shortage of nominees for a Staff Senate seat, e.g.. consider appointing in the case of a vacancy for a one year term.
- We already have an “issue” from a TTUHSC staff person that has been turned in and they will want to address this (and set up a process for other “issues”
- During their September meeting, they will need to select officers.

Next Meeting: August 5, 2009

Due to the lack of agenda items during the month of July, this meeting has been moved to August 5, 2009. During the August 5 meeting, Task Force members will:

- 1) Review election results,
- 2) Finalize plans for **Staff Senate Orientation scheduled for August 12**, and
- 3) Celebrate our hard work and accomplishments!!!!

ACTION ITEMS	Who is responsible	Due Date
Upload campaign and voting to information to TTUHSC website and webraider	Paula Simpson	<ul style="list-style-type: none"> • Campaign information by June 15 • Voting information by July 1
Write congratulations letter to elected senators (and see minutes above for other pertinent information) and attach appropriate documents for immediate return	A volunteer from the Task Force in case Shelley Burson is out on surgery leave	Immediately following election results

ADJOURNMENT: 3:20 p.m.