

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

COMMITTEE NAME: Staff Senate Task Force Planning Group	DATE/TIME/LOCATION OF MEETING: October 8, 2008 2:00 – 3:30 P.M. 2C101(Lubbock); 335 (Amarillo)
MINUTES	

CALL TO ORDER BY: Shelley Burson, Chair

MEMBERS Shelley Burson, Deborah Schalles, Michelle Broselow, Steve Cooper, Charla Cothrin, Linda Goldstein, Brenda Bobo

MEMBERS ABSENT Paula Simpson, Desta Sharp

GUEST None

APPROVAL OF MINUTES Minutes approved as written

OLD BUSINESS	Presenter(s):
<p>Agenda Item A- Bylaws D. Nominating Procedure (1) hold until more information from Shelley. (4) Highlighted area delete (7) add highlighted area. F. Election Procedure (1) delete post /mailed (period after ballots) (7) The membership committee shall notify the newly elected Senator and their supervisor in writing. G. Add 5 days prior to an expected absence IV maintain all official forms and documents are the responsibility of the Secretary/ Treasurer.</p>	Committee Members
<p>Agenda Item B- Staff Senate Mission, vision and Values- <i>Deferred to next meeting</i></p>	Committee Members
<p>Agenda Item C- Other None</p>	
NEW BUSINESS	Presenter(s):
<p>Agenda Item A- Form Review</p> <ul style="list-style-type: none"> • Confidentiality Agreement- In the 8th paragraph line 1, Add to “written” complaint in the ... and change Staff Senate to “President of the Staff Senate. In Bullet point 2 add “in writing” after respond. • Agreement to Serve- accepted with minor correction (typo) • Human Resources Form – accepted with no changes • Nominating Form- Add committee service to Duties section, take out #11 on form. Do not do in a Spanish translation. • Ballot- ok for now may need to modify with online balloting 	Assigned Members
<p>Agenda Item B- Human Resources Human Resources has agreed to be involved in the process for review of Staff Senate nominations.</p>	Shelley Burson
<p>Agenda Item C- Pending Response from Dr. Baldwin regarding whether or not Senators are required to have their immediate supervisor’s approval to serve: Dr. Baldwin decided TTUHSC Staff Senate should follow TTU Staff</p>	Shelley Burson

Senate's model in "encouraging" supervisor support. As such, the task force has reflected this in the agreement to serve form.	
Agenda Item D-Other: Dr. Baldwin support: Brenda Bobo will ask Mary Croyle to ask Dr. Baldwin to kick off the Staff Senate in late spring 2009	Committee Members
Next Meeting: November 12, 2008	

ACTION ITEM	Who is responsible	Due Date
N/A		
ADJOURNMENT: 3:25 p.m.		