

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

STAFF SENATE TASK FORCE PLANNING GROUP	MEETING DATE: January 9, 2008 ROOMS: 335 (AMA), 2B480 (LUB)
MINUTES	

CALL TO ORDER BY: Shelley Burson, Chair **TIME:** 10:00 am

ATTENDEES: Faculty Senate Representatives: Drs. Joel Hubbard and Barbara Johnston
Interim Task Force Planning Group Members: Brenda Bobo, Michelle Broselow, Shelley Burson, Steve Cooper, Debbie Schalles, D’Esta Sharp

ABSENTEES: Charla Cothrin, Jo Long, Paula Simpson

**HANDOUTS
AND/OR EMAILED
DOCUMENTS:**

- December 12, 2007 Minutes
- Agenda
- University of Oklahoma HSC Staff Senate Constitution
- TTU Staff Senate Constitution
- TTUHSC Faculty Senate Constitution

APPROVAL OF MINUTES: December 12, 2007 (approved as distributed)

OLD BUSINESS	Presenter(s):
Agenda Item A. New member <ul style="list-style-type: none"> • Debbie Schalles was introduced. 	Shelley Burson
Agenda Item B. Constitution <ul style="list-style-type: none"> • Michelle led the discussion on the drafting of the Constitution. She and Charla have made great progress and hope to have it finalized by our next meeting. The following revisions were discussed at length: <ul style="list-style-type: none"> ○ Equitable Staff Senate representation across all campuses ○ Meeting attendance ○ Quorum definition 	All members
Agenda Item C. Staff Senate Webpage updates <ul style="list-style-type: none"> • Dr. Johnston presented the following report for Paula. <ul style="list-style-type: none"> ○ Website has been updated, minutes and agenda are posted ○ Webpage has a spot for voting • A brief discussion took place on additional ways the taskforce could communicate with staff. Suggestions included: posting of signs on bulletin boards, posting on announcement page, and as a last resort (snail mail). 	Paula Simpson
Agenda Item D. TTUHSC Staff Information updates <ul style="list-style-type: none"> • Brenda presented the following updated EEO breakdown: 	Brenda Bobo

- Administrative Management

Amarillo	49
Health Care Systems	41
El Paso	70
Lubbock	220
Odessa	25

- Professional

Amarillo	118
Health Care Systems	206
El Paso	103
Lubbock	366
Odessa	44

- Clerical

Amarillo	138
Health Care Systems	101
El Paso	273
Lubbock	380
Odessa	105

- Technical/Paraprofessional

Amarillo	125
Health Care Systems	272
El Paso	163
Lubbock	385
Odessa	40

- Crafts/Trades

Amarillo	7
Health Care Systems	0
El Paso	15
Lubbock	34
Odessa	4

- Services

Amarillo	30
Health Care Systems	20
El Paso	67
Lubbock	47
Odessa	17

- Health Care Systems indicated that all of their units can access the TTUHSC domain so an online survey would be successful as long as it is via the TTUHSC <http://surveys.ttuhsc.edu/surveyor>. They said they could also put a link on their intranet home page or send an internal/external email out to the units and place it on their Sharepoint site.
 - The custodial staff (regional campuses) and the clinic staff would
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<p>have to locate a community computer for their use so hard copies through snail or campus mail will probably be the best way to ensure that they are informed.</p>	
<p>NEW BUSINESS</p>	<p>Presenter(s):</p>
<p>Agenda Item A. Change Meeting Times</p> <ul style="list-style-type: none"> • Beginning on February 27th we will meet from 2:00 – 3:30 pm. 	<p>Committee Members</p>
<p>Next Meeting: February 13, 2008 @ 10:00 am Room Locations: t/b/a</p>	
<p>ADJOURNMENT</p>	<p>D'Esta Sharp, Acting Secretary</p>