

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER STAFF SENATE

<b>STAFF SENATE PLANNING GROUP MINUTES</b>	<b>MEETING: November 16, 2007 4717 (Amarillo), 2B485 (Lubbock)</b>
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**CALL TO ORDER BY:** Dr. Barbara Johnston

**TIME:** 9:10 am

**ATTENDEES:** Faculty Senate Representative/Facilitator: Dr. Barbara Johnston  
Interim Planning Group Members: Brenda Bobo, Michelle Broselow,  
Shelley Burson, Charla Cothrin, Jo Long, D’Esta Sharp, Paula Simpson

**ABSENTEES:** Crystal Davis, Jesse Madrid

- HANDOUTS:**
- Agenda
  - TTUHSC Staff Senate Planning Group Roster
  - TTU Staff Senate Oath
  - TTU Staff Senate Constitution
  - TTU Staff Senate Bylaws
  - TTU Staff Senate Duties & Responsibilities
  - TTU Staff Senate Grievance Procedures
  - TTU Staff Senate Suggested Ground Rules
  - Roberts Rules Cheat Sheet

**APPROVAL OF MINUTES:** N/A

<b>OLD BUSINESS - None</b>	<b>Presenter(s):</b>
<b>NEW BUSINESS</b>	
<b>Agenda Item 1. Introduction</b> <ul style="list-style-type: none"> <li>• Introduction and general overview by Dr. Johnston</li> <li>• Individual introductions by planning group members</li> </ul>	Dr. Johnston/ Planning Group Members
<b>Agenda Item 2. Selection/Election of Interim Officers</b> <ul style="list-style-type: none"> <li>• Officers: Shelley Burson, Chair; Brenda Bobo, Vice-Chair; Jo Long, Secretary</li> </ul>	Group Discussion
<b>Agenda Item 3. Purpose</b> <ul style="list-style-type: none"> <li>• TTUHSC Staff Senate contributes to the welfare of its staff employees; serves as a liaison among staff, administration, faculty and students; and advises administration in matters affecting staff.</li> </ul>	Dr. Johnston
<b>Agenda Item 4: Work Plan Discussion and Assignments</b> <ul style="list-style-type: none"> <li>• Assignments:               <ul style="list-style-type: none"> <li>○ Dr. Johnston will discuss TTUHSC Staff Senate budget with HSC administration and schedule/reserve meeting rooms for future planning group meetings. The next meeting is scheduled for December 12, 2007. Starting in January 2008, the Staff Senate task force members will meet the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month from 10:00 a.m. to 11:30 a.m. and will be TechLinked between Lubbock and Amarillo (<i>the time has been updated since our meeting</i>). These standing meetings will be scheduled through June, 2008.</li> <li>○ Charla &amp; Shelley will gather documents from other Universities/Colleges</li> </ul> </li> </ul>	All Attendees

<p>to be used as examples during our organizational structuring process.</p> <ul style="list-style-type: none"> <li>○ Paula will contact HSC IT to set up an HSC Staff Senate e-mail distribution list. Also, Paula will send the Faculty Senate Minutes &amp; Agenda templates to Jo and work with Robby McCasland to set up a webpage.</li> <li>○ Jo will write the minutes using the Faculty Senate Templates and send to Shelley &amp; Brenda for review.</li> <li>○ Brenda will work with HR to get the total number of TTUHSC staff, including classification breakdown. She will also try to identify the staff members throughout the institution who might not have access to a computer to participate in a survey.</li> <li>○ D’Esta and Michelle – no current assignments.</li> </ul>	
<p><b>Agenda Item 5: Other</b></p> <ul style="list-style-type: none"> <li>• Members agreed the first order of business is to begin developing the Constitution (will be discussed at the next meeting in December). After the Constitution has been developed, task force members will begin to develop the Bylaws.</li> </ul>	<p>Group Discussion and Agreement</p>
<p><b>Next Meeting:</b> Wednesday, December 12, 2007, <b>10:00 a.m. – 11:30 a.m.</b> (UPDATE)</p>	
<p><b>ADJOURNMENT:</b> 10:00 a.m.</p>	<p>Jo Long Secretary</p>