

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

COMMITTEE NAME: Staff Senate Task Force	DATE/TIME/LOCATION OF MEETING:
MINUTES	January 14, 2009 2:00 – 3:30 P.M. 2C101(Lubbock); 335 (Amarillo)

CALL TO ORDER BY: Shelley Burson- Chair

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

MEMBERS ABSENT Desta Sharp

GUEST

APPROVAL OF MINUTES Minutes approved as written

OLD BUSINESS	Presenter(s):
<p>Agenda Item A- Bylaws and Constitution</p> <ul style="list-style-type: none"> All changes have been made. Upon final review it was noted that the date for adoption needs to be changed to 2009 in the constitution and the term “Chief of Staff” should be changed to “Representative of the Presidents office” in article 3 in the Bylaws. With these final changes made both the Bylaws and Constitution have been approved. 	Committee Members
<p>Agenda Item B-Finalize forms-</p> <ul style="list-style-type: none"> All forms were reviewed and approved. When they are added to the website all fonts and bullets will be changed to reflect a uniform appearance. 	Committee Members
<p>Agenda Item C-Voting Parameters</p> <ul style="list-style-type: none"> The committee decided that all ballots will allow each staff member to vote for the number of senators for each category for each site, with an option to abstain from a particular vote. Each staff member will only be allowed to vote one time. This will enable every staff member to vote for those they feel will best serve as senators and not unduly narrow the voting opportunities. 	Individual Committee Members
<p>Agenda Item D. Other – None.</p>	

NEW BUSINESS	Presenter(s):
<p>Agenda Item A- Marketing Campaign</p> <ul style="list-style-type: none"> The following members volunteered to serve on the Marketing Campaign Task Force: Michelle, Paula and Steve. The Task Force will contact TTUHSC Communications and Marketing prior to the next Staff Senate meeting in order expedite work on a campaign. Members asked the Task Force to be sure and include Dr. Baldwin in the kick-off campaign, and to remember no funds are available for marketing. 	Committee Members

Agenda Item B- Other

- Mary Croyle will be the new Communications Director and will no longer be attending our meetings. Mary told Charla and Shelley that Cindy Gutierrez will be attending the Staff Senate Task Force meetings as the representative from the President's office.
- We have asked Paula to please add the Constitution and Bylaws to the Web site as well as the other approved forms. Paula will also begin the process for the electronic nomination form.

Committee Members

Next Meeting: February 11, 2009

ACTION ITEM	Who is responsible	Due Date
Update Constitution	Charla Cothrin	February 11, 2009
Update Bylaws	Shelley Burson	February 11, 2009
Add Constitution, Bylaws and other approved forms to web site and set up electronic nomination form	Paula Simpson	February 11, 2009

ADJOURNMENT: 3:00 p.m.