

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

STAFF SENATE TASK FORCE PLANNING GROUP	MEETING DATE: December 12, 2007 ROOMS: 4714 (AMA), 2B485 (LUB)
MINUTES	

CALL TO ORDER BY: Shelley Burson, Chair **TIME:** 10:05 am

ATTENDEES: Faculty Senate Representatives: Drs. Joel Hubbard and Barbara Johnston
Interim Task Force Planning Group Members: Brenda Bobo, Michelle Broselow, Shelley Burson, Charla Cothrin, Tim Detrixhe, Jo Long, Paula Simpson

ABSENTEES: Crystal Davis, D’Esta Sharp

**HANDOUTS
AND/OR EMAILED
DOCUMENTS:**

- November 16, 2007 Minutes
- Agenda
- University of Oklahoma HSC Staff Senate Constitution
- College of New Jersey Staff Senate Constitution
- Louisiana State University Staff Senate Constitution
- University of Central Arkansas Staff Senate Constitution
- University of Kentucky Staff Senate Constitution
- TTU Staff Senate Constitution
- TTUHSC Faculty Senate Constitution

APPROVAL OF MINUTES: November 16, 2007 (approved as distributed)

OLD BUSINESS	Presenter(s):
<p>Agenda Item A. Staff Senate Budget</p> <ul style="list-style-type: none"> • Dr. Johnston stated she has not received a response to her budget inquiry yet. • She recommended that after the staff senate officers are elected, the staff senate president schedule a meeting with President Baldwin to discuss and negotiate the budget. 	Dr. Johnston
<p>Agenda Item B. Other Universities/Colleges Staff Senate Documents</p> <ul style="list-style-type: none"> • Shelley reported they were only able to locate one HSC Staff Senate Constitution online; the University of Oklahoma HSC. This document, along with several other University/College Staff Senate Constitutions, were distributed by email prior to the meeting to be used as reference material (see list in the handout section above). • Members present acknowledged receipt of the email and attachments. • The content of some of these Constitutions was briefly discussed. 	Shelley Burson/ Charla Cothrin
<p>Agenda Item C. Staff Senate Webpage and E-mail Distribution List</p> <ul style="list-style-type: none"> • Paula reported the e-mail distribution list is complete and functioning. • The Staff Senate website is online and the layout is identical to the TTUHSC 	Paula Simpson

<p>Faculty Senate website. After the minutes and agenda from the November meeting are posted, Paula will send the link to the task force members.</p> <ul style="list-style-type: none"> • Shelley suggested creating a place on the website for TTUHSC staff to input an “issue” they may have for the Staff Senate to research and discuss. The individual submitting the “issue” would be required to identify themselves. • Jo suggested the committee also consider developing a process for an individual to submit an “issue” for Task Force/Senate review, on a confidential basis. This process would also require the individual to identify themselves, but only to the Senate, not to the public. • The importance of communicating Staff Senate planning progress to all TTUHSC staff was emphasized. The SON is the only school that currently has standing staff meetings; they are held quarterly. Task Force members from the other schools were encouraged to contact their school’s staff via e-mail distribution lists in Outlook as a means for distributing information to their staff. 	
<p>Agenda Item D. TTUHSC Staff Information</p> <ul style="list-style-type: none"> • Brenda reported the following breakdown of staff employees by EEO categories: <ul style="list-style-type: none"> ○ Executive/administrative/management 405* ○ Professional, technical/paraprofessional 837 professionals 985 paraprofessionals ○ Clerical 997 ○ Crafts/trade 60 ○ Service 181 <p>* Per Rick Martinez - An additional 168 are listed under Administrative/Management but are shown as "unknown EEO category". Additional information will be provided as it becomes available.</p> <ul style="list-style-type: none"> • Brenda reported that she spoke to Joe Green in IT Services about whether or not all staff has access to a computer. He said all staff have access to a computer at some point during their day to check emails and announcements. The only area he wasn't certain about was Health Care Systems. Jo asked if we could check on the custodial staff in Amarillo to verify they have access. 	Brenda Bobo
<p>Agenda Item E. Other</p> <ul style="list-style-type: none"> • Shelley reported that she had recently been asked the following questions on the role of Staff Senate: <ul style="list-style-type: none"> ○ What will the Staff Senate do? ○ Will it do any good? <ul style="list-style-type: none"> ➢ In response to these questions, the following topics were identified as potential areas that might be addressed by the Staff Senate in the future: <ul style="list-style-type: none"> ✓ Review and provide recommendations on policies affecting Staff. (e.g. Pending policy on pre-employment background screening. This policy, currently in draft format, would require background screening of TTUHSC employees with financial responsibilities; including present and future employees) ✓ Offer suggestions to improve the existing Quality Service Awards Program or provide recommendations for the development of a new program. ✓ Provide a voice for TTUHSC staff, e.g. TTUHSC staff would 	Shelley Burson

<p>have an opportunity to post an “issue” they have to TTUHSC Staff Senate for research and discussion.</p>	
<p>NEW BUSINESS</p>	<p>Presenter(s):</p>
<p>Agenda Item A. Constitution</p> <ul style="list-style-type: none"> • Following a lengthy discussion, the committee agreed to the following for the development phase of the Constitution: <ul style="list-style-type: none"> ○ A task force subcommittee will begin working on a draft Constitution; Michelle & Charla will serve on the subcommittee. ○ The committee agreed that the Constitution of the TTUHSC Faculty Senate is a well written document and should be used as a guide throughout the drafting process. Appropriate modifications should be incorporated to clearly define the role of the Staff Senate within the Institution. ○ The goal for the next committee meeting is to review, revise (if necessary), and adopt the drafted Constitution. 	<p>Task Force Members</p>
<p>Agenda Item B. Other</p> <ul style="list-style-type: none"> • Paula presented a brief overview of President Baldwin’s open meeting for all TTUHSC Support Staff held on December 7th. <ul style="list-style-type: none"> ○ Dr. Baldwin spoke briefly and then opened the floor for questions. <ul style="list-style-type: none"> ➤ The following questions were asked by the audience: <ul style="list-style-type: none"> ✓ Could the tuition reimbursement be increased? ✓ Is it possible to negotiate an employee discount for food at hospital cafeterias located in the areas we serve? ✓ What was his position on use of the Double T at HSC events? (e.g. recruiting) ○ At the conclusion of the meeting, Dr. Baldwin extended an open invitation to all staff to communicate directly with him on any matter concerning the HSC. He welcomed all comments, concerns and/or questions and said he could be contacted by e-mail or phone. • Following a brief discussion, the committee asked Shelley to send Dr. Baldwin an email on behalf of the Staff Senate Task Force Planning Group to thank him for his presentation to the staff and also inform him of the TTUHSC Staff Senate Task Force and where we stand in terms of our progress, etc. 	<p>Paula Simpson</p>
<p>Next Meeting: Wednesday, January 9, 2007, 10:00 a.m. – 11:30 a.m. Room Locations: AMA 335, LUB 2B480</p>	
<p>ADJOURNMENT: 11:10 a.m.</p>	<p>Jo Long Secretary</p>