



UTEP
LIBERAL ARTS
OFFICE OF THE DEAN

Chairs & Directors Meeting – October 2023

Chairs & Directors Agenda, October 2023

Announcements (Dean Bencomo)

Endowments (Chris Loya, John Aranda)

Budget: FY '24 (Chris Loya)

Accounts

Adjunct & TA – new structure

Travel Funds Pending

Business Practices (Rafael Valadez)

APS Forms

Student Fees

Pro Card Usage

no food or drink

Travel Authorization

Cash Handling

Web Link to all Depts.

Upcoming Events

Endowments

- Understand your endowments and their purpose
- Have a spending plan
- ***SPEND*** those funds on a yearly basis

Questions:

Chris Loya, CAO

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John Aranda, Advancement

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Budget - FY 2024

Accounts
Adjunct & TA:
 new structure
Travel Funds Pending
M&O Funds



Business Practices Flagged



- APS Forms
- Student Fees
- Pro Card Usage
 - no food or drink
- Travel Authorization
 - 90 days ahead
 - w/proper paperwork
- Cash Handling
- Web Link to all Departments & Programs
 - “Business Center Forms”
 - <https://www.utep.edu/liberalarts/resources/faculty-staff-resources/business-center/>

Upcoming Events

Fall Faculty **Forum** 10/6

Groundbreaking Ceremony for **ATLC** 10/19 @ 9:30

Orange and Blue Day 10/28

Gold Nugget Celebration/Homecoming 10/29-11/4
CoLART **Gold Nugget** 11/2

Hooding Ceremony Friday, Dec. 15, 2023

Next Meeting:

Oct. 31, 2023 - Directors

Nov. 1, 2023 - Chairs

