



Staff Council Executive Meeting  
Tuesday June 7, 2016  
2:00PM – 3:00PM UNEA Staff Lounge

I. Call to order – **2:08 pm.**

II. Approval of previous meeting minutes – **First motion to approve by Paul Adame, second motion to approve by Gracie Galvez. All in favor**

III. Executive reports

A. Chair **Ben Carnevale**

a. Staff Forum review

- i. Staff Forum was very successful there are a few notes to add in order to have a better outcome for the following year.

1. Provide more time to review questions that are written on post cards.
2. Address any missing questions on the next newsletter.
3. Thank you cards
4. Look closer at the budget and transactions made.

b. By Laws review

- i. Read and review document before next meeting
- ii. A handbook will also be created which describes each role and their duties.
  - a. Please send any comments and suggestions throughout the month
2. Processes and templates for research committees and standing committees will be created.
3. The deadline goal for the first draft is October 15<sup>th</sup>. If a draft of the handbook is finished by then, the handbook will be able to begin being utilized in 2017.

B. Vice Chair **Paul Adame**

a. Sun Metro

- i. Paul Adame received an email in which they are explaining the reason why UTEP employees do not qualify for a discount. Currently the price of a ticket for unlimited rides is set for \$48 while students and military only pay \$30
- ii. Paul Adame will email them back and request further details on the type of research and plan that the city mentioned needs to be done.
- iii. A small paragraph with information will be submitted on the next newsletter

b. Online Fee

- i. No reply from Richard Audato has been received in regards to the online fee inquiry.

C. Treasurer's report **NO TREASURER**

a. Budget update

- i. A budget update will be given on the next executive meeting

b. Ana Diaz will take role for the remaining months until next term.

IV. Committee Reports

A. Communications **Ben Carnevale**

**Staff Council Mission Statement**

Staff Council is designed to be a representative “voice” for UTEP staff. Our responsibility is to create innovative ideas to enhance the collaboration between staff, faculty, students and other organizations to benefit the University’s mission.

- a. Email invitation to orange districts for Nominations
    - i. Email will be send out in regards to nominations for the orange districts
    - ii. Reminders will be also sent as well as updates on the newsletter
- B. Elections **Maria Hernandez (not present)**
  - a. Nominations
    - i. Same information as the communications committee
  - b. Realign districts
    - i. This process will occur once the bylaws are approved. Expecting process to occur in August.
- C. P&T committee **Ben Carnevale**
  - a. Still awaiting response from Richard Aauto
    - i. No response yet
- D. Family tuition assistance committee
  - a. Committee report update
    - i. Report will be submitted in July

V. Old Business

VI. New Business

VII. MISC (comments, announcements, accomplishments, etc.)

- Info Fair planning will begin to take place shortly.

VIII. Adjournment

- **3:18 PM First motion by Paul Adame, second motion by Gracie Galvez.**

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