



Staff Council Executive Meeting  
Tuesday January 12, 2016  
2:00PM – 3:00PM UNEA Smiley Room 310

I. Call to order – 2:07 pm

II. Approval of previous meeting minutes

III. Executive reports

A. Chair – **Ben Carnevale**

a. Staff Development event **Shannon Osborne (NOT PRESENT)**

- i. Speaker will be Dr. Bob Mitchell. The event is being planned by Shannon Osborne who provided us with a budget of \$450 which is less than the original \$1000 budget expected. The date of event will be Feb 18<sup>th</sup> at the Union Cinema from 2-5. The motion to approve for the budget of \$450 which includes \$250 honorarium, \$50 posters, \$25- \$50 hospitality gift and the remaining in case of last minute expenses was approved by all committee. The possible format of the event will contain a 7 minute introduction and welcome speech by Roger Brown, following with an approximate 45 minute talk by Dr. Mitchell and a 15 to 30 minute Q&A section.

b. January guest speaker – Rich Dugan/CASS

- i. They are expected to talk to our general meeting on January 19. The presentation will be approximately 30 minutes long and will be beneficial as we can ask on how to be in compliance for the event.

c. February guest speakers – Dr. Natalicio and Arturo Barrios - Alumni Relations

- i. Dr. Natalicio will be attending to our meeting on February 16. Meeting will take place at the Geology Reading Room for picture.
- ii. Due to constant communication and requests by the alumni relations office they will be also attending the February meeting.

B. Vice Chair – **Paul Adame**

a. P&T committee update – Maintenance to R1

- i. Parking is getting painted. Hopefully pictures can be taken to provide to staff about the changes being done.

b. Family tuition assistance committee – **Karla Iscapa**

- i. No updates. The committee needs to meet in person to create a summary of all work done and possibly a time frame on how the project can continue to develop.
- ii. The creation of a proposal would be recommended in which it can state the ideas of the endowment, the UTEP Support, Charitable Campaign add on or other ideas to provide to future members and even the President.
- iii. Karla Iscapa will continue to do more research and target new people and audience

c. Staff Online Fees – **Paul Adame**

- i. Online fees must remain. According to the information given the fees are needed in order to maintain the service of online classes active. The license fees for software

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are high. The idea of future of possible address of this matter with EAC will be considered.

C. Treasurer's report – **Maxie Starr Flores (Not Present)**

- a. Budget update NO UPDATE

IV. Committee Reports

A. Communications – **Brenda Sanchez**

a. Newsletter

- i. Miners in action: a new idea in which staff will be asked to participate and send pictures of other staff members in their jobs.
- ii. Victoria Garcia is the person who will be assisting on the translation of the newsletters. The timeline for updates and reports will have to change to middle of the month in order to provide enough time for the translation to take place as well as the print and distribution.
- iii. This month's newsletter will contain the information about P&T update, the spotlight for district 1A2 and miner mentions

b. Website

- i. It is still a work in progress

B. Elections – **Maria Hernandez**

a. District Grass root approach

- i. To begin gathering information directly from constituents. Bring ideas on how to create a gathering by district or even an online town hall meeting. Follow up on procedures and policies as on how to conduct the meetings.

V. Old Business

- a. The ideas of having a small award for the staff spotlight for future awardees and old awardees.

VI. New Business

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

- a. QEP/SACSS project taking place soon as the committee for the accreditation of the university will occur the first week of March. Yvonne Carranza, is the coordinator on events and marketing for the QEP who will be making presentations and even a possible small part for the newsletter. Ben Carnevale, has approved to support her with doing small advertisement on the website and newsletter.
- b. The Natalicio Presidential Scholarship has been on hold. Dr. Natalicio has been notified about it. The scholarship office was contacted in regards to possible advertisement however no reply has been done by Liz Justice.

VIII. Adjournment – 3:27 pm Delia

**Members Present: Paul Adame, Ben Carnevale, Ana Diaz, Maria Hernandez, Delia Heras, Gracie Galvez, Karla Iscapa, Brenda Sanchez.**

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