



Staff Council Executive Meeting  
Tuesday April 5, 2016  
2:00PM – 3:00PM UE3 Smiley Room 310

I. Call to order **2:11 P.M.**

II. Approval of previous meeting minutes

- Motion to approve meeting minutes for February – First Paul Adame and Second by Maria Hernandez
- Motion to approve meeting minutes for March – First by Paul Adame and Second by Maria Hernandez
- ALL IN FAVOR

III. Executive reports

A. Chair - **Ben Carnevale**

- a. No Guest Speaker for April meeting as on today. The request for suggestions is given so any member can provide ideas. After discussion with members of the Executive Committee, it is noted that John Barnes from Environmental Health and Safety would be a great guest to provide relevant information to the council in regards to safety and emergency plans.

B. Vice Chair – **Paul Adame**

- a. Mid-term meeting with committees
  - i. Met with the Family and Tuition Committee to see the finalization and progress of the report that has been created.
  - ii. Met with the Parking & Transportation committee to follow up on the details of the final report that will be written to provide to the council and Dr. Natalicio

C. Treasurer's report – **Maxie Starr Flores**

- a. Budget update
  - i. No changes have been made, since the update given in the General Meeting for March.
  - ii. The current balance is \$4,333.34

IV. Committee Reports

A. Communications – **Ben Carnevale**

- a. Email invitation to orange districts for general meeting
  - i. The flyer will be edited and the email will be sent to the remaining districts to be invited
- b. Newsletter
  - i. The format has been changed to a new look. It is easier to read and more organized.
  - ii. The Parking & Transportation section for April only contained the information approved and revised during by the Executive Committee. The council will remain polite and follow protocol.

B. Elections – **Maria Hernandez**

- a. Invite next group of districts to the SC general meeting

**Staff Council Mission Statement**

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- i. Working with Ben Carnevale on the email distribution to the districts that need to be invited and making any necessary changes
  - b. Realign districts
    - i. This item will need to be touch soon
    - ii. Biannual change based on the bylaws
    - iii. Item to be touched next executive meeting
- C. P&T committee – **Tiffany Henley**
  - a. Next steps for committee
    - i. The Parking Department is upset due to the text in the newsletter in March. According to them, changes were done to the approved text. The changes made were to format the text to a more formal and edited version. At this moment the Parking & Transportation department will no longer be participating with Staff Council nor will be asking to post for them on our newsletter.
    - ii. A report will begin to be gathered and written to submit to the President and the request of a member to be the contact person on updates and information will be made.
- D. Family tuition assistance committee – **Karla Iscapa**
  - a. Committee report update
    - i. A draft was provided to the committee on the meantime as they will continue to work on the report. Paul Adame will be making some changes in the report such as the separation of staff and faculty.
    - ii. The recommendations of an endowments, or getting added in to the Charitable Campaign will be included in the report
    - iii. In addition other ideas on how to get donations and funding will be added.
- E. President's Staff Forum – **Ben Carnevale**
  - a. Update from David Porras
    - i. They held a meeting with the participating member of the committee
    - ii. David Porras will be meeting in April 15 to speak in regards of the format with Dr. Natalicio
    - iii. Contacting University Relations will be in the plan so there can be the possibly of getting a small press release that can inform the city about the President meeting with staff.
    - iv. The event will be held in the UGLC from 2 pm to 4 pm
    - v. An estimated budget of \$1,000 has been requested
      - 1. The motion of approval for the budget is all in favor. Delia Heras first, all in favor

#### V. Old Business

#### VI. New Business

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

#### VIII. Adjournment **3:15 PM**

- Paul Adame, first motion
- Karla Iscapa, seconds motion

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