



Staff Council Executive Meeting  
Tuesday March 1, 2016  
2:00PM – 3:00PM UNEA Acacia Room 102A

I. Call to order – **2:07 p.m.**

II. Approval of previous meeting minutes – **Approval for minute meetings from January Paul Adame 1<sup>st</sup> motion to approve, Delia Heras 2<sup>nd</sup> in motion. Approval for minute meetings from February Paul Adame 1<sup>st</sup> motion to approve, Maria Hernandez 2<sup>nd</sup> in motion. All in favor for the approval of both minute meetings.**

III. Executive reports

A. Chair – **Ben Carnevale**

- a. March guest speaker – Arturo Barrios - Alumni Relations
  - i. **Arturo Barrios will be presenting the many ideas that are happening at Alumni Relations**
- b. HR Evaluation Committee – on hold
  - i. **Ben Carnevale will be meeting with Roger Brown to explain in more detail the goals and plans that the committee have in mind in regards to the evaluation forms**
  - ii. **Asking Staff what they like about this process – According to HR they are already working on adjusting the form, however it will be beneficial to ask the staff.**
    - 1. **Is it helping?**
    - 2. **What don't you like about it?**
  - iii. **What is the purpose of the Evaluation?**
    - 1. **It is for HR to train Managers so that they are equipped with the training and knowledge to help guide and improve their employee's work performance.**
  - iv. **We can gather this info and provide it to HR.**
  - v. **Paul will send examples. At this moment the committee has been brainstorming and is continuing to do some research.**

B. Vice Chair – **Paul Adame**

- a. Mid-term meeting with committees
  - i. Family Tuition Benefits – research done.
    - 1. **The committee gathered qualtrics data on all the findings and will be presenting them to the executive committee when they have the final report compiled.**
  - ii. Staff Coach – Paul will be stepping in to assist with this committee.
    - 1. **The Associate Athletic Director appears to not be giving an equal and fair treatment to the staff that wins staff coach. Several incidents have occur and at this moment Paul Adame was asked to step in to provide assistance and possibly work directly with the Associate Athletic Director.**

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

- a. Budget update
  - i. **Pending Maxie's return.**

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#### IV. Committee Reports

##### A. Communications – **Ben Carnevale**

- a. Brenda Sanchez resignation
  - 1. **Brenda Sanchez resigned due to personal reasons at this moment. Ana Diaz was asked to be Chair; was not permitted as per bylaws. Due to those unforeseen circumstances, Ben Carnevale will be interim chair while, a call is be made to fill that position.**
- b. New newsletter format
  - 1. **The new format makes the newsletter more professional and accessible. Paul Adame will be reaching out to CASS to get feedback.**
  - 2. **Spanish version – these districts will be addressed ASAP via town hall(s). There was a total of 60 copies printed out but it appear as there was not a lot of feedback.**
- c. Email invitation to orange districts for general meeting
  - i. **Need to work with Elections to reach all Orange Districts. Ben Carnevale has created a poster that will go out with the email invitation to all of the districts.**
    - 1. **Ask them for feedback.**
      - a. **Only listening and documenting.**
      - b. **And we will provide an update afterwards – not during the meeting.**

##### B. Elections –**Maria Hernandez**

- a. District Grass root approach
  - 1. **Questions for initial survey will be edited and finalized based on feedback from e-mail. Hopefully by April there can be more information provided in regards to this approach.**
- b. Invite districts for general meeting
  - i. **It is important to invite the districts up for election starting June the nomination process will begin, following in July with campaigns and finalizing the elections in August.**

##### C. P&T committee – **Tiffany Henley**

- a. Receiving feedback.
  - i. **Ben Carnevale met with Ruben Chavira to gather more updates from the Parking and Transportation office. At this moment the P&T office agreed on quarterly meetings with P&T Department. We will meet with Carla and Betzania during this month to get updates and more information that can be provided to the staff.**
- b. Maintenance Schedule
  - i. **We received a maintenance schedule.**
    - 1. **Redoing the parking lines.**
    - 2. **Maintenance is included – March 11, 2016.**

##### D. Family tuition assistance committee – **Paul Adame**

- i. **Research done; data will be presented during the March General Meeting.**

#### V. Old Business

- i. **None.**

#### VI. New Business

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- i. **David Porras – will take the lead for the President’s Forum. This event may be canceled. We will keep you posted, however at this moment the event is schedule to take place in May.**

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

- i. **ICE – In Case of Emergency plans. The possible idea on finding what are the procedures allowed by HR on the creation of ICE plans so staff can know how to proceed when reaching out to a family member of another staff in an emergency.**
- ii. **Online fee – Tiffany requested update. The fee will remain.**

VIII. Adjournment.

- A. 3:30 p.m. Delia Heras motioned to adjourn and Tiffany Henley 2<sup>nd</sup> the motion.**

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