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 that the original $1000 budget expected. The date of event will be Feb 18th 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 also be 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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