



Staff Council General Meeting
Tuesday, January 19th, 2016
UNEA Andesite Room 102B, 2:00PM – 3:30PM

I. Call to order – 2:08 pm

II. Approval of previous meeting minutes Lourdes Sanchez, Gracie Galvez, all in favor.

III. ADA Compliance – Rich Dugan and CASS representative

- Rich Dugan and Bill Dethlefs presented.
- Rich Dugan is the coordinator at the Assistive Technology Lab located in the Library 3rd floor. They provide services to all students with disabilities. Their services include work stations in all the library that can provide assistance to the students at any time of the day. Their services do also go to staff if needed. They have the TSC which are labs like the Assistant Tech Lab that can allow students to get transcriptions, software, enlargements, etc. that students might need for their classes.
- Dr. Bill Dethlefs, director of CASS oversees the program as UTEP currently has around 900 students being served under their services. The department falls under Student Affairs. Based on information provided:
 - o 7% of Federal Hires have to be people with disabilities
 - o 50% complains on disabilities
 - o There have been around 150 universities who have been served due to failing compliance for assistance, hiring and or any other issues
 - o 250 universities are under investigation due to failing compliance and events that have been aroused to the government.
 - o In 1990 ADA was created in which UTEP was listed under title 2 that addresses employment, education, facilities and events facilitation. For such reasons it's that the Universal Design for Learning is implemented and build in which things like: email, websites, videos, etc. can be done in a universal way.
 - o Sandy Vasquez is the ADA Coordination for employees.
 - o HOOP: it's the accommodations for individuals with disabilities policy. UTEP's HOOP states that ADA must be requested before any event to provide access and services for any people attending the event with disabilities.
 - o ADAA: Service Animal Verification provides the information in which gives the difference of services animals and assistance animals
 - Service animals are dogs and miniature horses which are allowed to be everywhere in campus to provide assistance person in need. A registry list on progress so there can be better record on who has service animals on campus.
 - Assistance animals are any breed and can only stay in campus dorms as long as there are documents that can provide further information and verification of the bond with the person and the need to have the animal close.
- More information can be found on power point presentation provided at the meeting.

IV. Executive reports

A. Chair – **Ben Carnevale**

a. General announcements

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- i. Research Committee – Employee Performance Evaluation is on hold as Ben Carnevale is working with Roger Brown into how to further address the situation. It appears as HR is already working on the situation of the evaluations.
- B. Vice Chair – **Paul Adame**
 - a. Textbook Scholarship, the scholarship will begin taking applications next month. The advertisement part has taken place already in the newsletter and will be addressed again in next month's newsletter too.
- C. Treasurer's report – **Maxie Starr Flores (NOT PRESENT)**
 - a. Account update, no update at this point. Only expenses reflected at this point should be the charges for the Hot Cocoa event.

V. Old Business

VI. Committee Reports

- A. Elections – **Maria Hernandez**
 - a. District Grass Roots Outreach. After speaking with Ben Carnevale, the idea of starting the District Grass Roots Outreach plan seems to be very beneficial. The plan consists of getting people on the council to reach to their respective district and head from them. To gather ideas, concerns, suggestions, etc. that can give a better idea on their views of and for Staff Council. A possible idea is the creation of online town hall meetings in which they can attend to a meeting created electronically rather than having to attend to a specific place, date and time.
 - b. Election year for certain districts, some districts will be going up for elections so it is very important to begin networking to promote re-election or even new staff members interesting in running.
- B. Communication – **Brenda Sanchez**
 - a. Deadline for February Newsletter items. The deadline will be changing for the benefit of having enough time for the person translating the newsletter to revise it as well as to have the opportunity to print the newsletter. The ideal deadline to have ready the newsletter is the 15th of the month which will provide enough time for modifications if needed.
 - b. Modification of Newsletter due dates
- C. Research Committee – Parking and Transportation Update – **Tiffany Henley**
 - a. Same information that appeared in the newsletter is pretty much has been given. The committee is still waiting on the updates from Ruben Chavira or any other member from P&T
- D. Research Committee – Tuition Assistance for Family Members Update – **Karla Iscapa**
 - a. The committee will start to put everything in writing to inform what was worked on and what the findings of the research were. They are hoping that the information can be presented to Dr. Natalicio at the end of the year.
- E. Event
 - a. Bill Mitchell – Approved by Executive Committee. Last executive committee meeting approved the guest speaker to be Bill Mitchell.
 - i. The event will be on Feb 18th at 3pm at the Union Cinema.
 - ii. Shannon Osborne who is in charge of the planning and coordination of event requested a budget of \$450 which got approved by the Executive Committee.

VII. New Business

- a) RECYCLE!
 - a. It has been brought to the attention that recycling is not being done correctly. Not only staff, faculty and students are failing on such. It has been seen that even the staff who

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cleans the buildings are combining all the trash together. Based on information provided, the contractors have staff assigned to separate all trash regardless of anything at the place of disposal, because of that many cleaning crews are combining all the trash together when picking it up.

- i. Brenda Sanchez is member of the Sustainability Committee which addresses issues as such and will look into it.
- ii. Why does facilities have to hand pick trash and recycle? The blue and brown trash bins are useless?
- iii. The idea of starting to make awareness of the situation to staff, once we have better information from Brenda Sanchez.

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

- A. February meeting will be moved. The meeting will go back to the original date of Feb 16th as Feb 17th UTEP will be closed due to the Pope's visit to Juarez. (UPDATED INFORMATION from original idea during meeting)

IX. Adjournment – 3:17 pm Gracie Galvez, all in favor.

Attendees: Patsy Achim, Paul Adame, Ben Carnevale, Ana Diaz, Gracie Galvez, Tiffany Henley, Maria Hernandez, Delia Heras, Karla Iscapa, Luis Martinez, Brenda Sanchez, Lourdes Sanchez

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