



GENERAL MINUTES

Tuesday, January 14, 2014

2:00 p.m.

I. Call to order

A general meeting of the UTEP Staff Council was held in the Mike Loya Academic Services Building Room 131 on January 14, 2014. The meeting convened at 2:05 p.m. Interim Chair Maria Placencia presiding, and Brenda Velazquez, Secretary; see the agenda in Appendix A.

II. Roll call – See Appendix B

Members of the Executive Committee in attendance:

Liliana Chavez Elizabeth Hidalgo

Maria Placencia Brenda Velazquez

Members of the General Committee in attendance:

Patsy Achim Michelle Jackson

Suzanne Ashour-Bailey Suamy Meza

Juan Camacho Arizve Ochoa-Retana

Ben Carnevale Christopher Potter

Cecilia Corpus Jesse Ramirez

Maxie Flores Martha Velez

Maria Hernandez Qi Zhang

Karla Iscapa

Executive Members not in attendance:

Isabel Castillo (Excused) Leonardo Marquez

General Members not in attendance:

Eileen Aguilar (Excused) Yvonne Rodriguez

Melanie Hernandez

Staff Council Members who arrived late: N/A

Staff Council Members who resigned:

Maria Dominguez

Human Resources Advisor in attendance: *Jesse Manciaz, Associate Director*

Guests in attendance: N/A

III. Approval of Previous Meetings' Minutes

June 27, 2013, July 11, 2013, August 8, 2013, and September 5, 2013, October 17, 2013, November 14, 2013, and December 10, 2013 Minutes- Approval of minutes was tabled due to insufficient time for all members to review the minutes.

IV. Executive Reports:

A. Chair- Maria Placencia:

- i. Welcome new members and introductions
 - a. Chair welcomed new and current members and introductions took place
 - b. Review of districts and representation were discussed
 - c. Next Staff Council meeting will have guests in order to help set goals and objectives
 - a. The Employee Advisory Council represents UTEP
 - i. Members: Leonora Martinez and Louie Ramirez
- ii. Updates from Administrative Forum (Dec. 2013)
 - a. The state employee charitable campaign goal is 90%+
- iii. Updates from P&T meeting (Dec. 2013)
 - a. Topics were discussed in regards to situations through campus
 - b. New Provost is Mike Smith
 - c. Two proposed increases to parking by Victor Pacheco for 2014-2015 & 2015-2016.
 - a. Purpose is to maintain existing facilities
 - b. \$30 yearly increase approved for 2014-2015
 - c. 2015-2016 tabled until January
 - d. Affects students, staff & faculty
- iv. Updates on graduation attendance
 - a. Staff participation needed
 - b. Goal is to increase May's graduation to 500 staff members
 - a. Staff need to register through the commencement website and parking permits are available
- v. Updates on website
 - a. List of new and executive members is pending
 - b. Will go live once the list is submitted
 - c. The old address will be kept since it's already linked to other UTEP websites

B. Vice Chair: Vacant

C. Treasurer- Elizabeth Hidalgo: Balance is \$5,481.84

- i. Information of funding and textbook scholarship was provided to new members
 - a. \$400 Staff Textbook Scholarship given for fall/spring
 - b. \$2000 budget provided by the President on a yearly basis for the maintenance and operating budget
 - c. The rest of the funding comes from fundraising
 - a. Silent auction conducted during the Info Fair

D. Committee Reports, visit <http://organizations.utep.edu/staffcouncil> for a list of officers and duties

- a. Staff Development: Vacant

- i. Duties: staff forum and Info Fair
- b. Communications- Isabel Castillo:
 - i. Duties: disseminating information
- c. Benefits- Liliana Chavez:
 - i. Duties: staff benefits
- d. Fundraiser/Scholarships: Vacant
 - i. Duties: raise funds based on committee ideas
- e. Recruitment: Vacant
 - i. Duties: staff recruitment
- f. Elections (ad-hoc)- Brenda Velazquez:
 - i. Duties: elections
 - ii. Elections were late this period and current members' term ends in August. New elections will take place once again starting in March. The new term will start in September.
 - iii. For current members, executive elections will take place in our next special meeting. In order to get to know the members running for the executive election, bios should be submitted to Maria Placencia stating the position of interest and indicating why they want to run for election.
 - 1. Bios should be emailed to Maria Placencia by Friday, January 24th at 5 p.m.
 - iv. Special Executive Elections meeting will take place on Tuesday, January 28th at 2 p.m. at the Biological Sciences Building Room 2.154.

V. Old Business

- A. Staff Council implementations
 - i. Textbook scholarship given to UG and GR staff
 - ii. Tuition waiver given to staff at 6 month employee period. Was lowered from 12 months.
 - iii. Performance evaluation included-volunteer section
- B. Bylaws were passed out for Staff Council members to review, please visit the Staff Council website for a copy of the bylaws at <http://organizations.utep.edu/staffcouncil>
- C. Committee process of meetings was explained
- D. Letter to all supervisors will be sent out by the Chair explaining Staff Council member expectations

VI. New business

- A. Resigned members: Maria Dominguez
- B. Motion for General Council Meetings to be scheduled every second Tuesday of every month at 2 p.m.
 - i. Juan Camacho moves the motion.
 - ii. Elizabeth Hidalgo seconds the motion.
 - iii. Unanimously accepted by all.
 - a. Meeting requests will be sent out by the Secretary.
 - b. 2/3 quorum is needed for voting

VII. MISC (Comments, announcements, tributes, etc.)

- A. HR announcement: the evaluation period is now open from January 1st to March 31st
- B. Project MOVE on March 1st: One day 4-hour volunteer event for the El Paso community
 - i. 75 projects-goal is 100
 - ii. 2000 volunteers-goal is 2400

- iii. Community partners are needed (projects that make a difference)
- iv. Sign-up at projectmove.utep.edu a week before the event. Deadline for community partners is January 31st
- v. Vote on next special meeting will take place so that Staff Council registers as a group

VIII. Adjournment: The meeting was adjourned at 3:48 p.m.

Brenda Velazquez
Secretary
Staff Council

Appendix A: Agenda



Staff Council General Meeting
Tuesday, January 14, 2014
Mike Loya Academic Services Building, room 131

- I. Call to order
- II. Roll Call/sign in sheet
- III. Executive reports
 - A. Interim Chair-Maria Placencia
 - 1. Welcome new members and introductions
 - 2. Updates from Administrative Forum (Dec. 2013)
 - 3. Updates from P&T meeting (Dec. 2013)
 - 4. Updates on graduation attendance
 - 5. Updates on website
 - B. Vice Chair-vacant
 - C. Treasurer's report-Liz Hidalgo
- IV. Committee Reports
 - A. Staff Development-vacant
 - B. Communications- Isabel Castillo
 - C. Benefits-Liliana Chavez
 - D. Fundraiser/Scholarships (ad hoc)-vacant
 - E. Recruitment (ad hoc)- vacant
 - F. Elections (ad hoc)-Brenda Velazquez
- V. Old Business
- VI. New Business
 - 1. Election of Executive Committee Members 1/14/14-8/31/14
 - 2. Selection of Standing Committee Chairs
 - 3. Selection of day/time for Spring meetings January to May
- VII. MISC (comments, announcements, tributes, etc.)
 - 1. Recent resignations-Maria Dominguez
- VIII. Adjournment

Appendix B: Sign-In Sheet



General Meeting Sign-In Sheet
Tuesday, January 14, 2014 at 2 p.m.
Mike Loya Academic Services Building Room 131

Executive Committee Members: (Please initial)

Castillo, Isabel E; Student Affairs Staff Development Day-Excused

Chavez, Lilibian Barrios; *LBCB*

Hidalgo, Elizabeth; *EH*

Marquez, Leonardo G.;

Placencia, Maria;

Velazquez, Brenda; *BV*

General Committee Members: (Please initial)

Achim, Patsy; *PA*

Aguilar, Eileen; Out of town conference-Excused

Ashour-Bailey, Suzanne; *SAB*

Camacho, Juan; *JAC*

Carnevale, Ben; *BC*

Corpus, Cecilia; *CC*

Dominguez, Maria; *resigned*

Flores, Maxie; *MSG*

Hernandez, Maria; *MH*

Hernandez, Melanie;

Iscapa, Karla; *KI*

Jackson, Michelle; *MJ*

Meza, Suamy; *SM*

Ochoa-Retana, Arizve; *AOR*

Potter, Christopher; *CP*

Ramirez, Jesse; *JR*

Rodriguez, Yvonne;

Velez, Martha; *MVV*

Zhang, Qi; *QZ*

Human Resources Advisor: (Please print your name and position)

JESSE MANCIAZ *Assoc. Director - HR*

Guest(s): (Please print your name, position, and department)