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             Arizye 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
             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, Liliana Barrios;
Hidalgo, Elizabeth;

General Committee Members: (Please initial)
Achim, Patsy;
Aguilar, Eileen; Out of town conference-Excused
Ashour-Bailey, Suzanne; Sm
Camacho, Juan; Sm
Carnevale, Ben; Sm
Corpus, Cecilia; resigned
Dominguez, Maria; Sm
Flores, Maxie; MSA
Hernandez, Maria; Sm
Hernandez, Melanie;

Marquez, Leonardo G.;
Placencia, Maria; V
Velazquez, Brenda; BV

Iscapa, Karla; KI
Jackson, Michelle; N
Meza, Suamy; SM
Ochoa-Retana, Arizve; AOR
Potter, Christopher; P
Ramirez, Jesse; JR
Rodriguez, Yvonne;
Velez, Martha; MIV
Zhang, Qi; Z

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

Jesse Mancin

Assoc. Director - H
d

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