

The University of Texas – Pan American  
 Staff Senate - Your Advocate  
[www.panam.edu/orgs/staffsenate/](http://www.panam.edu/orgs/staffsenate/)

February 18, 2004

**MINUTES**

Name	P	A	Name	P	A	Name	P	A	Name	P	A
Briggs, JD		X	Garcia, Debbie		X	Ocanas, Leticia	X		Rodriguez, Patricia	X	
Carranza, Mike	X		Miranda, Jaime	X		Ramos, Arturo	X		Saenz, Celia	X	
Cerda, Delia	X		Morin, Eddie	X		Reyna, Isabel	X		Sparks, James	X	
De Los Santos, Sandra		X	Morley, William		X	Rios, Janie		X	Trevino, Efrain	X	
Espinosa, Alicia		X	Nguyen-Finn, Kim		X	Rodriguez, Maria	X		Ybarra, Sylvia R.	X	

**I. Call to Order** – 2:50 P.M./February 18, 2004/SSBL 153

**II. Roll Call** - (as shown in table above)

**III. Guests:** Victor Huerta

**IV. Reading and Approval of January 21, 2004 minutes.** Minutes presented were 01/21/04. Motion to approve by Sylvia, 2<sup>nd</sup> by Jaime – All approved.

**V. Committee Reports**

- A.) Officer's Report – Art reported that the President's Council met and are looking at the accountability of the University. The Information Technology Planning Council (ITPC) met and talked about bringing more rules to approve. Art met with the Faculty Senate Chair on the fundraising. Art has receipt books ready for distribution. Celia voiced the issue of staff employees accepting cash. Letty advised that staff members are allowed to receive cash, as long as a receipt is issued and the employee is accountable for the cash. Letty also mentioned that Sara Farias from Comptroller's Office does training in this subject. Art will be disbursing a copy of the letter from the Alumni Association in reference to the fundraising. Fund raising can start right after Spring Break. Staff Senate's portion of the fund raiser is \$1,900.00 (Approx. \$2.00 from each employee). Victor Huerta (Guest) asked "Is it going to be tax exempt?" – Response was no since it is a gift. Mike asked about sending an e-mail about the wording, etc. Art prefers word by mouth. The question was asked, "What is the gift going to be?" Per Art, a bronze horse.
- B.) Communications – No Report.
- C.) Elections & Nominations – Isabel reported that the committee meets on 01/19/04 or 01/20/04 to discuss the elections for next year.
- D.) Special Issues – Jaime reported that the committee met on 01/23/04 and reviewed the applications for UTPA Staff Assistance Scholarship. Recommend the submittal of Janie Sue Giambri & Josefa C. Garza to HR Office for Fall 2003 reimbursement of tuition. Jaime moved the motion to approve, 2<sup>nd</sup> by Mike. Art asked for discussion – None – All in favor.
- E.) Special Events – Sylvia reported that the Staff Senate Award Nomination Form will be used for the Staff Award in May. The logo will be changed, Isabel will be helping with the labels, and Art will duplicate the forms. The deadline for submittal will be March 5<sup>th</sup>. The committee will review all nominations after Spring Break and will forward only the recommended nominations for approval from the Staff Senate.
- F.) Parking & Traffic – Eddie reported that the committee did not meet. Eddie announced that the streets on University Drive (from the Courthouse) and North on Sugar Road will be closed on Saturday due to Fiesta Edinburg Parade from

10:00 A.M. – 12:00 Noon. If access is needed to the campus, please access Schunior and Nevarez Drive, and Van Week and Nevarez Drive.

G.) Representatives on Institutional Committees – No Report.

**VI. Old Business:** None

**VII. New Business:** Celia reported that Sgt. Delma Lopez from University Police was going to meet with us to discuss some safety issues on campus. Sgt. Lopez has scheduled to meet with Staff Senate next month. Victor Huerta (guest) commented on the University revising the HOP to where a University Police Officer can stop a suspicious individual and ask for identification. Suggestion was made that all UT employees should carry a visible picture ID with them.

**VIII. Announcements:** Mike announced that on March 4<sup>th</sup> from 9 a.m. – 1 p.m. at the Student Union, the University will host a fair on filing income tax returns. This will be at no cost to UT employees and students and the process will be done electronically. Victor Huerta brought up the issue of retirement on UTPA. Currently the process is you meet 80 points (age + years of service) to qualify for full retirement. According to Victor there was an article that UT and Texas A&M are exempt from this. Article stated 55 years of age with 10 years of service. UTPA is not publicizing this. Jaime (Chair of Special Issues) will look into this. Art announced that in 03/02/04 the Vice-Chancellor will be on campus with the Presidential Search to meet one more time. Delia issued present Staff Senators their desk name plates.

**Next meeting: March 17, 2004, 2:30 p.m., HSHS 1.102**

**IX. Adjourn:** Motioned by Celia, 2<sup>nd</sup> by Mike @3:31 p.m.