

The University of Texas-Pan American
Staff Senate - Your Advocate

www.panam.edu/orgs/staffsenate/

AB Boardroom 316

Minutes for August 24, 2006

Name	P	A	Name	P	A	Name	P	A	Name	P	A
Benham, Chelse		X	Espinoza, Alicia		X	Molina, Efrain	X		Salazar, Gloria	X	
Betancourt, Gilda		X	Gilpatrick, Gloria	X		Ocanas, Diana		X	Salinas, Elizabeth	X	
Blankenship, Lise	X		Gonzalez, Norfilia	X		Ramirez, Ricky	X		Taylor, Nick	X	
Cano, Veronica	X		Loya, James		X	Ramos, Arturo	X				
Cerda, Gabriel	X		Luna, Katrina	X		Rodriguez, Maria	X				
Del Angel, Sonia		X	Martin, Amy		X	Saenz, Raul Jr.		X			

I. Call to Order - The Chair will call the meeting to Order upon the time set if a quorum (12) is present.

II. Roll Call - from the table above

III. Guests – Terrie Garcia, LAC

IV. Reading and Approval of minutes: The minutes of July 18, 2006 were approved as amended by the acclimation.

V. Officer/Committee Reports

A. Chair

- Katrina Luna informed the Senate that changes need to be made to the constitution, to reflect existing subcommittees and procedures for incoming committee members
- Katrina reported that she had been contacted by the Chair of the Faculty Senate requesting that we work together with Faculty Senate on a proposal for Emergency Fund Pool
 - Lise Blankenship moved that the Staff Senate work together with Faculty Senate on the proposal for Emergency Fund Pool. The motion was seconded and approved.
- President's Council –
 - Research Data Base
 - HESTEC reps encouraging employees to participate during events, part of fundraising monies used for scholarships. Contact: Gloria Gilpatrick, Gilbert Maldonado, Yvette Padilla or Sylvia Aldape
 - Freshman Fall Convocation set for 9/7/06.
 - Shuttle Report: 4 running buses.
 - State of Student Body set for 9/20/06, 4 p.m., everyone invited.
 - Slave Ship (Henrietta Marie) Display opening set for 9/20/06 at the V.C. Lobby, please attend, for V.I.P. tours contact Sally Mendiola
- ITPC – Dr. Gary Wiggins/Steve Copold discussed the importance of removing all personal identifying information from computers. The BPM66 training for employees to protect use of SSN, PowerPoint will be sent by the Chair to all senators to review and to get familiarized with. This policy will go into effect 9/1/06.

B. Vice Chair

- Selection of Chairs and Secretary's of subcommittees – some committees still have not met.

- Communications Subcommittee: Chair, Efrain Molina & Secretary, Liza Salinas

C. Secretary – no report

D. Parliamentarian – no report

E. Communications

- Will update website information on subcommittee chairs and secretary's as committees continue to meet throughout the month, will be posting minutes for April, June & July
- The committee is formulating a template with guidelines for incoming members to follow for incoming members

F. Elections & Nominations – no report

G. Special Issues – no report

H. Special Events – no report

VI. UTPA Committees

A. Parking and Traffic Committee – Will solicit committee for new representative, committee holds 2 representatives. James Loya is current staff senate representative with one vacancy existing

B. Marketing Advisory Committee – Marketing of new logo on pens, shirts, lapel pins. Chair of committee: Candi Roxas

C. Institutional Planning & Assessment Committee (IPAC) – no report

D. Employee's Advisory Council (EAC) – Terrie Garcia (rep) presented handout. EAC proposed President's Volunteer Service Award Project to register volunteer hours; update on retirement initiative, email newsletter will start in Sept., passed revisions to its constitution.

E. System Wide Insurance Advisory Council (SWIAC) – One appointed representative from HR and one representative elected university wide. Notification of elected representative from Human Resources has not been announced. Question on how information from this committee will be distributed to campus staff and faculty-Art Ramos will follow up with Human Resources before the end of his term on 8/31/06.

VII. Old Business: Chair, Katrina provided updated information on the Educational Benefit Policy. The committee will meet on 9/11 to decide on waiver or reimbursement method, and make a recommendation to the president who will make the final decision. There was considerable discussion in support of the waiver method.

VIII. New Business:

- The new Agenda Topic Form will be sent out to all senators by email to submit topics of discussion for senate meetings prior to each meeting.
- Kiosks and computer labs will be set up for use by Physical Plant employees, The committee will follow up with Anne Toal to determine the status of the project.

IX. Announcements: Sylvia Ybarra retiring from Nursing Department after 34 years, retirement party held on Friday, August 25, 2006 at the V.C. lobby, everyone welcome to attend

X. Adjourn – Maria Rodriguez moved to adjourn. The motion was seconded and approved. The meeting adjourned at 3:50 p.m. The next meeting is scheduled for 9/27/06 at 2:30 p.m. in the Administration Board Room

Note: Executive Council will meet 2nd Tuesday of every Month.

Next Staff Senate Meeting: 9/27/2006 AB316 Boardroom 2:30 PM to 3:30 PM