

The University of Texas-Pan American  
 Staff Senate - Your Advocate  
[www.panam.edu/orgs/staffsenate/](http://www.panam.edu/orgs/staffsenate/)  
 AB Boardroom 316  
Minutes for September 27, 2006

**I. Call to Order**

A quorum being present the meeting was called to order at 2:30 pm by Chair, Katrina Luna.

**II. Roll Call**

The following table reflects attendance.

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				

**III. Guests**

Kim Finn, Counseling and Psychological Services  
 Gloria Hernandez, ????

Art Ramos introduced Kim Finn, former Senator and current member of the Institutional Planning and Assessment Committee (IPAC). Sonia del Angel, IPAC member, explained the reason for the presentation on Stewardship. Sonia described the process that was used to determine the mission, vision and values of the University. She explained that it was the feeling of the committee that planning is done well at UTPA but more attention needs to be paid to assessment. This was one of the reasons behind the Outcomes Directed Planning (ODP) process undertaken over the last year. Stewardship is the next step in the process and involves monitoring progress towards achieving established goals. The process was crafted with assistance from Dr. Sturges of IDEEL and is currently in draft form for eliciting feedback. Sonia stated that the most important piece of the process is to identify appropriate stakeholders for each team.

After the presentation there was significant discussion regarding the Stewardship process and the following concerns were raised:

1. Where do recommendations go in order to ensure that effective change is made?
2. What makes this different from what has occurred in the past?

Katrina asked that Art provide her with ODP results and the stewardship process so that it can be sent to all Senators for review. Feedback will be provided to Sonia del Angel, Kim Finn or Art Ramos by October 11.

Gloria Hernandez presented how to navigate Bronc Notes and how to post items. She asked anyone posting information provide 48 hours lead time to check for errors. The maximum time a message may post is 2

weeks. Gloria also suggested creating the posting in Word and then copy and paste into the banner. Bulletins are archived for one year and can be reposted. Please put as much information as possible into the body of the posting rather than attachments. She indicated there is a Bronc Notes tutorial on the page. Gloria stated that if a division is missing to email her and she will add. She also offered to provide information in the instance a posting is rejected. Gloria's extension is 2725.

#### **IV. Reading and Approval of minutes:**

The minutes of the August 24, 2006 meeting were approved by acclamation.

#### **V. Officer/Committee Reports**

##### **A. Chair**

- Katrina Luna noted that minutes from all meetings she has attended as Senate Chair have been sent to Senators and she is happy to answer questions regarding those minutes.
- Katrina also reported that the College of Business has an after 5:00 degree program that allows students to compete a degree while attending only evening courses.

##### **B. Vice Chair**

- Chelse Benham had no report.

##### **C. Secretary**

- Liza Salinas was absent so there was no report.

##### **D. Parliamentarian**

- Lise Blankenship had no report.

##### **E. Communications**

- Efrain Molina reported that the committee met briefly and will soon update the website with the new logo and recent HOP policy changes.

##### **F. Elections & Nominations**

- Art Ramos reported that he was elected chair and Gilda Betancourt was elected secretary. He also reported that either a new embosser or stamp will be purchased for upcoming elections. Art went to the Faculty Senate office to review files but will visit with Katrina Luna prior to removing.

##### **G. Special Issues**

- Veronica Cano reported that she was elected chair and Amy Martin was elected secretary. A detailed report is attached to the original minutes. Sonia raised the question of requirements for the scholarship and Veronica reported that changes will be made to the requirements as very few requirements are in place.

##### **H. Special Events**

- Diana Ocana reported that Gloria Gilpatrick was elected chair and she was elected secretary. The committee has met twice and is working with the Communications Committee on Staff Senate Awards. The Senate will return to using the old form and will give Division awards, but will not give Job Class awards. There is no approval in place for Job Class awards and Diana asked if the Senate wants to seek approval for this type of award. Diana will notify all staff regarding deadlines. Diana is also working with Velinda Reyes on professional development and will have additional information at the next Senate meeting.

**VI. UTPA Committees**

- A. Parking and Traffic Committee – No Report. Katrina Luna will email James Loya and Robert Cantu about Senate representation.
- B. Marketing Advisory Committee – No Report
- C. Institutional Planning & Assessment Committee (IPAC) – Presented at beginning of meeting
- D. Employee's Advisory Council (EAC) – Efrain Molina reported that the next meeting is in Austin on October 23
- E. System Wide Insurance Advisory Council (SWIAC) – Art Ramos reported that a meeting is scheduled for October 19-20 and he has been asked by HR to select the Retirement Sub-Committee.

**VII. Old Business:** There was no old business.

**VIII. New Business:** There was significant discussion regarding the attendance requirement to remain on the Staff Senate as noted in the Constitution.

**IX. Announcements:** Alice Espinoza reported for Amy Martin that participation is needed for Make a Difference Day. This activity is sponsored by the Dean of Students Office. Sonia del Angel reported that the American Diabetes annual walk is scheduled for November 4 and teams are encouraged. Teams are asked to find approximately 10 members and plan to raise approximately \$1000 per team.

**X. Adjourn** – Maria Rodriguez moved to adjourn. The motion was seconded and approved. The meeting adjourned at 3:50. The next meeting is scheduled for Wednesday, October 25, 2006 at 2:30 p.m.