

The University of Texas – Pan American
 Staff Senate – Your Advocate
www.utpa.edu/orgs/staffsenate/
 August 20, 2008, 2:30 p.m.
 ITT 1.214 (Executive Boardroom)
MINUTES

I. **Call to Order** Chair called the meeting to order at 2:45 p.m. (A quorum is present.)

II. **Roll Call**

Name	P	A	Name	P	A	Name	P	A	Name	P	A
Angulo, Joe	X		Gorena, Arlene		X	Molina, Efrain		X	Sandoval, Michael		X
Betancourt, Gilda	X		Hannah, Carolyn	X		Puentes, Alisha		X	Smith, Bryan	X	
Cano, Mary Lou	X		Jaramillo, Maria Teresa	X		Ramos, Arturo	X		Vasquez, Hector	X	
Galan, Yvonne	X		Luna, Norma	X		Rios, Mary Lou		X	Ybarra, Mary	X	
Garcia, Teresa R.	X		Martinez, Yolanda		X	Rodriguez, Maria Patricia	X				
Gernentz, LuAnn	X		Miranda, Jaime		X	Saenz, Celia	X				

III. **Guests:** S.J. Sethi – Assistant Director, Institutional Research and Effectiveness, Jessica Salinas, Director of University Events, and Gilbert Maldonado, Graphic Designer III, gave a presentation. www.HESTEC.org web page was highlighted along with the many events that are scheduled for the week September 21 – 27, 2008. They asked for help in all areas. Attendance for 2007 HESTEC Community Day was over 85,000 people.

IV. **Reading and Approval: From July 9th minutes** - Motion to Approve as amended was made by Art, 2nd by Gilda and approved. Passed with no objections.

V. **Officer Report/Committee:**

- A) Chair-Teresa Garcia: asked for feedback on Staff Senate Log of Employee Concerns or suggestions. This form includes; date received, comment and Staff Senate Decision. The last column will list the date discussed and the result. Mary Lou Cano motioned to implement this log for tracking staff concerns & suggestions and Yvonne Galan 2nd. Motion passed with no objections. In the future, this log will be available to view at the Staff Senate web site - www.utpa.edu/orgs/staffsenate/. Terrie reminded senators that concerns or suggestions can be emailed to Chair of the Staff Senate. Carolyn Hannah motioned for an Staff Senate to invite HR personnel to come speak about;
 1. The sick leave pool and current processes/regulations at a future meeting.
 2. The vacation processes/regulations at a future meeting. Patty Rodriguez 2nd. Motion passed unanimously.
- B) Vice Chair-Celia: Workman’s Compensation Presentation – handouts were given to all in attendance. Costs have decreased since February. The high risk group is not the physical plant workers, who are well trained in safety. Secretarial and Administrative personnel have been using workman’s compensation. She reminded us that if someone gets hurt, we need to call 381-3690, the Department of Environmental Health & Safety, so it may be reported and investigated. Travel application should be filled out by anyone traveling on university business even within the valley.

VI. **UTPA & UT System Committee Reports:**

- A) SWIAC: No report
- B) EAC: Report from Terrie Garcia – Wellness was the big item. UT System’s Wellness Coordinator is sitting on a taskforce which was appointed by the Governor on how Administrators will monitor the time. The fall Advocate should emphasize the need to embrace wellness now.
- C) State of the Staff Senate Budget: Art Ramos previous chair – Total budget \$5,371.03, \$1,920 – wages, 2400.00 operating, 960.00 travel. (Due to there is a lot of traveling with EAC – Employee Advisory Council - the wages budget is transferred to travel budget. Once reimbursed from the State, the remaining funds are used to buy items for the next fiscal year.) This year, it was \$2500.00 for purchases: a \$1,300.00 Computer to be housed in the Faculty/Staff Senate Office at the UL 2.211A, Flash Drives for each committee chair, two boxes of paper for the Elections & Nominations Committee.

50 **VII. Staff Senate Committee Reports:**

- 51 A) Communications: Update from Terrie Garcia for Chair Efrain Molina, who is at a training today. He has
52 been working on the updating the Staff Senate web page. Terrie brought her camera for photographs of
53 the new Senators.
- 54 B) Elections & Nominations: Gilda Betancourt has no report at this time. Staff Senate needs to decide if it
55 wants to make changes to the Constitution to add the position for a Historian or to add that the Staff
56 Senate Chair needs more hours monthly to attend all the meetings.
- 57 C) Special Events: Mary Lou Cano is making arrangements with the previous chair to hand down binder. No
58 meeting scheduled.
- 59 D) Special Issues: Patty Rodriguez reported that her committee met to award the Summer Staff Assistance
60 Scholarship; she notified senate that this award will not be funded after the fall because the President's
61 Office is now focused on funding the Educational Benefit Waiver. **Note of this will be in The Advocate**
62 **and on the Staff Senate web site.** . Mary Lou Cano brought up the idea of starting UTPA Endowment
63 Fund.
64

65 **VIII. Old Business:** Questions regarding memo from President's Office on Cost of living increase – there is still much
66 confusion due to various interpretations.
67

68 **IX. New Business:**

- 69 A) Parking and Traffic Committee—2 Senators needed to fill open positions – Nominations of Celia
70 Saenz , Joe Angulo – No other senators were nominated, and names will be submitted for
71 approval.
72 B) Archival skills will be needed once Senate office is organized.
73

74 **X. Announcements:** Teresa – chair handed out notes and from the President's Council meeting June 16th & August
75 18th. (All items will be accessible from the website www.utpa.edu/orgs/staffsenate/)
76 Reminder: T-Rex name Sue will be arriving Sept. 8. Set-up will be in the Visitor Center.
77

78 **XI. Adjourn:** Time adjourned 4:07 pm. Next meeting will be September 17, at 2:30 p.m. location: ITT 1.214.
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