

# ***TTUHSC El Paso Executive Council***

## ***Meeting Minutes***

June 28, 2016

### **I. Call to order**

Alexandria called to order the regular meeting of the Executive Council of SGA in Room 2130 on June 28, 2016 at 11:00 am. .

### **II. Roll call**

Chris Gerzina conducted a roll call. The following persons were present: Chris Gerzina, Alexandria Rivas, Kharisma James. Eric Vest was not present for roll call but was present for the meeting.

### **III. Approval of minutes from last meeting**

Chris Gerzina read the minutes from the last meeting. The minutes were approved as read by Alexandria Rivas.

### **IV. Open issues**

- a) There are no open issues to report

### **V. New business**

- a) Announcements
  - 1) CC Diana and Alejandra on all emails regarding SGA.
  - 2) Planned events were discussed. It was decided that all planned events should be scheduled at least 4-6 weeks out from the date of the event.
  - 3) The Nursing School Cohort 8 will start August 24, 2016. Kharisma has been reaching out to nursing students to build interest about SGA senator positions.
- b) Summer Medical Camp Program by the Outreach Department
  - 1) A 3 week camp for prospective El Paso area applicants that encompasses the duties and learning experiences of each school under the TTUHSC El Paso umbrella.
  - 2) Each school will have 1 day per week, 3 total days per school. The ages of the students are high school. The time commitment is about 3 hours per day for volunteers. July 6th, July 22nd, and August 5th –

Nursing school dates. The other dates are not known/were not discussed.

- 3) Eric will gather more information about the medical school volunteers' role/involvement in the program
- 4) SGA will go ahead and spread awareness about this program once the parameters discussed above are more established and more information is known.

c) Logo

- 1) The serpent on the logo will be changed to the more "Mexican serpent" in order to better represent the El Paso culture. This logo is displayed downstairs in the MEB trophy case next to Dr. Janssen's donated cane.
- 2) "Medicine" will be moved to the left of the logo, "Graduate Studies" will be moved to the bottom of the logo.
- 3) It was discussed about putting "El Paso" in the logo. Chris Gerzina will email Alejandra about whether or not that is appropriate to include in the logo.

d) Duties of SGA officers

- 1) President will schedule meetings with presidents of all levels of the medical school, nursing school, and GS.
- 2) President will meet with Student Affairs groups to discuss how they all function together.
- 3) Student services – event planning, student engagement. Student affairs – financial aid, budgeting.
- 4) President – will communicate with student services in order to set up a date for the first senator meeting. One student from each school must be present in each committee and present at each meeting. Each senator is capable of serving on multiple committees.
- 5) VP-Communications – committees. It is planned to form roughly 7 committees. These will not be created until September. The goal now is to set up the responsibilities so committees can move effortlessly when senators are elected/present.

- 6) VP-Operations – set up calendar on webpage. Will include Diana and Alejandra in the minutes and speak with them about adding photos to web page as well as minutes for public record. Committee of Operations will be responsible for getting senators involved. Chris and Kharisma will be in contact with nursing students in order to generate interest. Will be responsible for overseeing the ‘Teacher of the Year’ committee, which will be created in September.
- 7) VP-Finance – will be responsible for creating budget. The Funding Handbook will need to be created and approved through the offices of student services.
- 8) Resolutions – will be revised and ready to go for the first senator meeting so that they can be voted on.
- 9) Robert’s Rules of Order – Eric Vest will become more familiar with procedure in August in order to be prepared for the first senator meeting.
- 10) Board of Regents trip – meet with Lubbock SGA, discuss issues with board of regents such as parking.
- 11) Committees – meeting with Lubbock SGA will provide more clarity on constitution and adjust as needed.
- 12) September plan – social and community events will need to be developed by Alex. Alex will most likely oversee the PR Committee, which is responsible for sending out emails in regards to the monthly newsletter
- 13) Emails – discuss possibility of consolidation of Information Center emails into fewer emails. It was also discussed creating a bulletin board to display information in MEB in order to better distribute information. It was decided that the monitors downstairs would be the best avenue to display this information.
- 14) Budget – Funding Handbook must be done by end of August. Budget presentation goal is mid September in order to present to senators for voting and overall awareness.

## **VI. Adjournment**

Eric Vest adjourned the meeting at 12:07 pm.

Minutes submitted by: Chris Gerzina

Minutes approved by: \*\*\*