

Staff Senate Meeting Notes 11/9/16

Guest Presenters:

- Rick Anderson – Executive VP for Finance & Administration
- Doug Arney – Senior Associate VP for Operations
- Mike James – Chief Human Resources Officer

Senators Present:

Michael Aldape, Robert Cantu, Orlando Castañeda, Selene Castro, Peter James (PJ) Ehimika, David Elizondo, Maria Espinoza, DeAnna Garza, Nelly Gomez, Milton Hernandez, Alicia Morley, Silverio Nieto, Bianca Otero, Lisa Peña, Gilbert Perez, Lisa Smith, Linda Ufland, Jose Barrera, Javier Zambrano

Senators Absent:

Veronica de la Garza

Meeting:

- Introductions
- Michael called meeting to order 9:39am
- Alicia conducted roll call of senators to establish quorum; Veronica De La Garza absent
- Michael announced that Staff Senate meetings will be at different campuses and will focus on uniting all employees across campuses
- Review of Minutes
 - Alicia motion to approve; Deanna Garza seconded motion to approve minutes with corrections
 - Meeting minutes will be corrected and posted on website
- Special Guest: Rick Anderson – EVP Finance & Administration
 - Modified Cleaning Schedule – personal office spaces cleaned weekly
 - Question was posed as to when custodians dust and vacuum personal office spaces – will need to check as to what is currently the periodic basis
 - Common spaces consist of breakrooms, copy rooms, bathrooms
 - Concern raised that custodians touch trash with gloves and then touch doorknobs afterwards
 - Assured that sanitation and hygiene practices will be emphasized
- Committee Reports
 - Fundraising – Linda; scheduled a phone call
 - Events – DeAnna; has not met
 - Communications – Bianca; have not met. Website access is being worked on.
 - Salary Study – Alicia Chair, David Vice Chair, identified our role and items to focus upon
 - Constitution – Lisa Chair, PJ Vice Chair, scheduled to meet on Friday November 18th

- Staff Development – Selene, exchanged emails to meet next week
- Business Processes – Selene Chair, Silver Vice Chair
- No Pending Items
- New Business
 - Feast of Sharing – DeAnna said that volunteering for this event is difficult
 - Michael has been calling the POC (Sally Unknown Name) of HEB; unable to communicate with her
 - McAllen – November 13
 - Brownsville – November 15
 - Special Guest: Mike James and Doug Arney
 - Special one-time merit \$750 to be issued by December 16th
 - To qualify:
 - Staff member below Assistant VP/Dean level
 - Need to be employed by UTRGV for six months by November 2015
 - Need to minimally meet performance standards at 3.0
 - Need to have all compliance trainings completed
 - There will be a communication prepared to go out by this week
 - Discussions have been about performance vs. across the board but it will take longer to get this completed
 - There are on-going equity studies being done to get one pay plan and one structure of the legacy institutions' jobs
 - PD, Physical Plant, IT – the job titles and people were transitioned without any market reviews; whereas there were others that did obtain their jobs through a competitive approach that were provided a market review
 - Target date 12/1/16 to implement Phase 1 of these jobs
 - Communication will be sent out
 - Huron prepared a structure for the job families that is being used now; able to slot where we were at in comparison to where we need to move – this is a multi-year approach model
 - FLSA Changes: looking at changing the exemption status based upon job titles rather than by person
 - Change is being done to job title rather than the person
 - Look at FAQs on website and attend the trainings
 - Communication to leaders has gone out and HR will be sending out email and hardcopies to the individual employees
 - Compression and Market reviews of jobs are part of another phase and still on-going – Phase 2
 - Funding is the issue at this time
 - Compression - they are the same rate because of length of time without salary changes
 - Inversion new employees come in at higher salary rate (example given were faculty)
 - Keep in mind that performance does affect overall salary accumulated

- Explanation of Public Comments section of the agenda
 - Any questions or comments to be added
 - Maria Espinoza speaking on behalf of Facilities department
 - Treatment of employees – documenting names and department names speak to facilities personnel in a demanding and angry manner as to the status of their service requests
 - Mike James suggested the use of the mechanisms in place for addressing the treatment through grievance and ER function; no one should be treated badly
 - Suggested to review the business processes
 - Lisa also said to contact the Department Chair, Dean, and Provost Office if faculty are being problematic
 - The treatment is of concern based upon which campus the employee is from, specifically Brownsville campus employees treated as they are dumb
 - Opening of doors should be limited to authorized personnel but custodians cannot be doing this based upon individual requests
 - FMLA process is a federal requirement and criteria needs to be met but this is an interactive process and can be raised to Mike James for further review
 - Explanation of sick leave pool was provided
 - Michael suggested to encourage all employees to build a unified and positive culture at UTRGV; encouraged senators to go out as leaders to their constituents to encourage the positive culture
 - Need other people to be part of the committee
 - Lisa announced Dessert and Dialogue – SPC
 - 11/14 in Edinburg and 11/16 in Brownsville
 - Bianca offered to set up photo sessions for senator headshots for each campus;
 - Edinburg at CESS and Brownsville at Web Building
- Robert motioned to adjourn meeting; Nelly seconded the motion to adjourn
 - Meeting ended at 10:58am