

**2017-2018 Staff Senate Retreat Minutes**  
**September 21, 2017 9:30 – 11:30AM Edinburg**  
Harlingen Clinical Education Building [HCEBL], Auditorium Room 1.100

Minutes prepared by Monica Tovar, Staff Senate Secretary

**I. Call to Order:** Meeting was called to order by Lisa Smith

**II. Welcome/Introductions** Guy Bailey & Janna Arney

**Senators Present:** David Marquez, Peter James Ehimika, Monica Tovar, Lisa Smith, Diana Ocanas, Cynthia Farris, Jaime Villanueva, Michael Aldape, Veronica De La Garza, Gilbert Perez, Milton Hernandez, Carla Lopez, Isabel Saldana, Robert Cantu, Lisa Pena, Jamie Zambrano, LanLan Alvarado, Rebekah Sepulveda, Jesus Buitron, Krystal Marroquin, Dalyn Ruiz, Roberto Castro, Silverio Nieto, Nicole Englitsch, Nelly Gomez, Karina Herrera

**III. "Connection" A Team Building Activity** - PETER JAMES J. EHIMIKA

**IV. Upcoming UTRGV Events to create and participate**

- National Voter Registration Day – Tuesday, Sept 26, 2017
- UT System Physical Activity Challenge: Health Trails – Registration period:
  - September 25th- October 16th, 2017
  - Challenge Dates (4 weeks): October 9th-November 5th, 2017
- HESTEC October 1-7th
- Career Expo October 4th (Brownsville 10-2) & October 6th (Edinburg 10-3)
- State Employee Charitable Campaign: October 1st – 31st
- Boss's Day – Monday, October 16, 2017
- Founders' Day – Friday, November 10, 2017
- MLK Day of Service – Monday, January, 16, 2018
- The Heart Walk – Friday, February, 9, 2018
- Employee Appreciation Day – Friday, March 2, 2018
- Administrative Professionals' Day – Wednesday, April 25, 2018
- President Holiday Open House: TBD

**V. Proposed Initiatives**

- Staff Spotlights
- Chew & Chat
- Staff Senate: Meritorious Service / Excellence Award
- Staff Lunch with President Lotto
- Staff Kudos in Messenger
- We Want to Hear from You Campaign
- Climate Survey (Currently being Discussed)
- Intuitional level for quick results

## VI. Election of Officers

Congratulations to our executive board members!

President – Lisa Smith  
 Vice-President – Peter James Ehimika  
 Secretary – Monica Tovar  
 Treasurer – Silverio Nieto  
 Parliamentarian – Lisa Pena  
 Historian – Veronica De La Garza

## VII. Upcoming Meetings – (2nd Monday of the Month, 9:30 AM – 11:00 AM)

October 9th  
 November 13th  
 December 11th  
 January 8th  
 February 12th  
 March 12th  
 April 9th  
 May 14th  
 June 11th  
 July 9th  
 August 13th

PJ stopped by the UT System Office in DC and picked up brochures for the Archer Program. He passed them out and encouraged staff to give them to students who might be interested in an internship in Washington, D.C. Veronica De La Garza also added these internships are not just for those interested in Politics. It is open to all programs for students to participate. Dalyn Ruiz sked if the students have to be American Citizens or is it okay if the Student has a VISA. Veronica also added that as long as a student is enrolled in UTRGV then they can apply. <http://www.archercenter.org/>

## VIII. Committees

Create and Join a Committee (5-6 Members)	PJ will be sending out the list of committee members.	
Communications – One Institution, One Voice	Jamie, Roberto, Milton, Rebekha,	<b>*Committee Chair - TBD</b>
University Development and Events	Carla, Gilbert, Veronica, Dalyn, Jesus, Karina, Jay	*
Professional Development	Diana, Krystal, Rebekha, David	*
Staff Relations, Retention, and Morale	LanLan, Cynthia, Diana, Nelly, Leslie,	*
Constitution and Elections	Lisa, David, PJ, Michael, LanLan	*
Business Processes and Procedures	Cynthia, Monica, Isabel, Silvero, Nelly, Robert, LanLan	*

**IX. HIGH PRIORITY ITEMS, ISSUES, OR CONCERNS THAT FOR COMMITTEES TO ADDRESS DURING THE 17-18 STAFF SENATE**

**Discussion:**

Carla asked about Employee Picnics and other similar activities. School of Medicine Harlingen Campus is on many occasions left out of announcements, etc. For example, UTRGV recently held a "best week ever" event in which the Brownsville and Edinburg Campuses were mentioned as sites that would have refreshments and promo items.
Support DACA staff that may be affected by new law: Veronica shared other Information sessions going on and resources available to an employees that could be affected.
Staff Information mechanism: Items discussed included a Twitter Account vs. Facebook for Staff Senate
Staff Morale: Employee Merit for FY18
Continue offering support for the Employee Recognition Program and see it through to completion.  Bring the university community together as there is still a feeling of separation in some offices. Have better communication with all staff members about what is going on with the university.
Salary survey for staff. Alignment or salaries for all campuses: This sparked a conversation for Business Process & Procedures committee: Items of concern were the 0-10% cap for existing UTRGV employees trying to transfer to higher or lateral positions. Several issues were brought up as concerns.
Visibility on the campuses: Staff Senator shirts or caps to identify us during campus wide activities.

**Open Circle Discussion:**

<ul style="list-style-type: none"> <li>Others discussions included options in parking transportation fees compared to other universities.</li> </ul>	
<ul style="list-style-type: none"> <li>Make the Senate more involved in University meetings and events. Employee recognition to increase morale.</li> </ul>	
<ul style="list-style-type: none"> <li>The accuracy of entering staff in ORACLE, creating identity errors, typo errors, wrong ID/emails. This is a concern for identity issues and a problem for on boarding staff</li> </ul>	This could be Business Process & Procedure Committee item
<ul style="list-style-type: none"> <li>SALARY ADJUSTMENTS BASED ON THE SALARY STUDY</li> <li>EMPLOYEE RECOGNITION FOR YEARS OF SERVICE &amp; Employee recognition to increase morale.</li> <li>PARKING PERMIT BASED ON SALARY NOT A FLAT RATE</li> </ul>	Business Process & Procedure Committee item
<ul style="list-style-type: none"> <li>Shared Governance- Staff representation on university committees and councils</li> </ul>	

**X. Conclusion – Meeting adjourn**