

Meeting Minutes of the Staff Senate
December 11, 2017 9:30 – 11:30AM, HCEBL Auditorium 1.100
(WebEx Locations in Edinburg: EMSAC 1.102 & Brownsville: BLHSB 2.604)

Minutes prepared by Monica Tovar, Staff Senate Secretary

- I. **Call to Order**, meeting started at 9:34 AM, Lisa Smith, Staff Senate President
- II. **Establishment of Quorum** – roll call was completed by Monica Tovar, Staff Senate Secretary

Members Present: David Marquez, Peter James Ehimika, Monica Tovar, Lisa Smith, Cynthia Farris, Michael Aldape, Gilberto Perez, Milton Hernandez, Lisa Pena, Javier Zambrano, LanLan Alvarado, Rebekah Sepulveda, Krystal Marroquin, Dalyn Ruiz, Silverio Nieto, Nicole Englitsch

- III. **Approval of Minutes:** Motion to approval minutes as submitted by Dalyn Ruiz and Silverio Nieto 2nd the motion

IV. **New Business:**

A. SACSCOC Board Announcement with Guy Bailey

Dr. Bailey reported that all issues listed on previous letter from the SACSCOC Board were successfully addressed, however, this year's accreditation is still pending due to a Statewide Single Audit for FY 2017 conducted by the Texas State Auditor's Office. , therefore reviewing UTRGV's resolution of any findings at the December 2018 annual meeting. UTRGV will review the audit when it's released, and UTRGV will have an external audit to review the report before submitting to SACS.

The floor was then opened for questions: Lisa Pena, asked to clarify the timeline. The audit report is expected to be released in February 2018. The SACSCOC Board has since decided to wait to review the FY'17 audit that has not been released until Feb/Mar 2018, the audit is released in Feb '18 and then LCME meets in December. But before that, UTRGV will have an outside, group which is contracted with UTRGV to review the findings before submitting it to SACSCOC board.

Lisa Smith asked when the SACSCOS visiting team comes again in September will they only review item 4.7

Michael Aldape, wanted to say, "Thank you" and added a comment in appreciation to Dr. Bailey for involving the Staff Senate, Faculty Senate and the Women's Faculty Senate, and for showing supporting and allowing these groups to provide input when drafting the statement that was released.

Other comments from Dalyn Ruiz on behalf of Dr. Bailey, they wanted to remind everyone about the Holiday Celebration with Dr. Guy Bailey, President. They will be Tuesday, December 12, 2017, 2:30 – 4:00 p.m., and at the Performing Arts Complex Lobby, Edinburg Campus and on Thursday, December 14, 2017, 2:30 – 4:00 p.m., PlainsCapital Bank El Gran Salón, Brownsville Campus. The winners of the University Christmas card that is designed by a student will attend along with their families, and the top 3 students are awarded a scholarship for their work.

Dr. Bailey concluded his presentation with holiday greetings.

B. PeopleSoft Updates Presentation by Isai Ramirez

What is PeopleSoft?

Human Capital Management (HCM)

Financial Management Solutions (FMS)

*Replacing Oracle EBS and **Not replacing: iShop, iTravel, People Admin (We are trying to integrate these systems with PeopleSoft)

UTRGV Campus Solutions (CS) 9.2, *Replacing Banner/Assist and ** Not replacing Blackboard or Faculty Portfolio Tool

When are going live?

The Program is composed of two interdependent projects, which are set to go live as specified below:

- PeopleSoft FMS/HCM 9.2 - September 1, 2018
- PeopleSoft CS 9.2
 - Admissions and Campus Community – July 1, 2018
 - Transfer Credit – August 15, 2018
 - Financial Aid – October 1, 2018
 - Academic Advising, Student Records – January 15, 2019
 - Student Financials – June 28, 2019

Please refer to our [timeline](#) for more details.

Questions: Cynthia Farris, asked was what kind of training or delivery methods will be used?

We are looking at UPK, User Productivity Kit, it is content sensitive and will guide users through the page or task you are attempting. Facilitating the Change to PeopleSoft, working with HR to schedule training

There is a website, with updated information: <http://www.utrgv.edu/peoplesoft/about/index.htm>

Rebekah Sepulveda asked more about the training – for student registration training timeline is that about Fall 2018, training is that for students or staff. Isai responded that training is for both. Isai went to explain that student-training methods are slightly different for students, and all mediums are being considered for training. Lisa Smith, asked if the presentation will this be added to the website, and Isai stated the presentation could be added.

C. Classified Staff Adjustments - Mike James & Kristina Chavez

Mike James presented some information, stating HR finished Phase II of the review. 12/01/17 classified employees were notified about a correct range of their salaries. We checked salary ranges matched the national average. Phase III is still to come, based on equity, and education, will be reviewed. Healthcare titles, student facing titles, administrative support, and research were also reviewed.

Kristina Chavez shared more information.

This was a 2 year project:

- last year 700 positions and 160 titles were reviewed.
- Totaling \$900,000 in salary changes
- 377 titles, impacted over 1,000 positions.

Campus was notified by the President then by Mike James notified supervisors. An example of one change was, Sr. Program Coordinator was changed to Program Manager. Title change and Salary increase went out

to individuals. Local Labor Market Review, STC, School Districts, was considered, University of Houston, and Texas A&M.

PAYFACTOR, subscribe to, get data from other entities. You can ask for a salary pay range for new positions if it doesn't exist. With the new medical school, they also look at those titles. Lots of feedback, most of it positive from Supervisors.

Now we look at years of experience, and division heads will be considered. Looking resumes, its okay.
Time line 12-24 months.

Lisa Pena, asked if all titles have been reviewed in classified pay plan. Is there a way to confirm if your job title has been reviewed? Dates are listed on the job positions with the updates. If any are missing let us know.

David Marquez, asked if any of the pay ranges adjusted downwards? No, job positions, were adjusted downwards.

Question: For A & P job positions, will local job markets be considered? A&P will have their search extended a little further. It is easier to look at the pay factor data.

Question: Is HR working with Department Heads directly to discuss or consider pay ranges.

We could not reach out for every single title, but for some we did receive feedback. However, during evaluations, your job descriptions can be reviewed. Job descriptions can be reviewed by employees, and communicated to Supervisors to review and update new job duties.

During your evaluation, you can express how job duties do not match job discretion.

Peter James asked, what are the advantages of matching the roles with the pay ranges?
Everyone's job description, are not going to match 100% but you should match about 70% of your job duties.

Question: Will Phase II research be released? No, it will not, but if you are interested, you can contact the Human Resources office.

D. Regent's Outstanding Employee Award

UT System extended the **Deadline to Feb 16, 2018**. For our own internal deadline – Lisa wanted to ask the Senate, if our deadline should be adjusted as well. With consideration, that some time is still need to review applicants.

David Marquez, added that he disagrees with the 21st deadline; the holiday would be perfect opportunity to work on packets. Lisa Smith stated that the deadline was to prevent anyone from working over the holidays. Michael Aldape agrees with David Marquez, we say we don't want to work over the holiday, but this would be good time to work on packets because things are slower.

January 5th, was then proposed and approved as a better deadline, as some feel the 21st is rushed. Lisa send out an email, announcing deadline has been extended to January 5th. Executive board will wait to form a committee until all packets are received. Krystal Marroquin asked about the bottom of the form, what needs to go listed, the names of the letters that are being included or the traits. Lisa Smith agreed, and agreed the wording needs to be adjusted.

Mike James asked who is receiving the nominations. Staff Senate will receive the nominations by email, and then form a committee to review all packets.

Prize includes \$10,000 cash award after deductions (26% -30%) plus a trip for the winner + 1 guest to Austin for the ceremony.

V. **Noteworthy Announcements** - Lisa Smith & Michael Aldape

- a) Commencement, Friday, December 15th & Saturday, December 16th at 9, 1, and 5
- b) Volunteers - Peter-James Ehimika added there is still time if you are interested, you can sign up with Sofia Montes.
- c) Lisa Pena – Power of Orange, Feb 24-25th during homecoming. Support from 300 Alumni, Faculty and staff campaign. With Power of Orange, you can chose from a list to donate. Jay Zambrano reported, it's just to a day of giving back. A Challenge to give back and help others.
- d) Lisa Smith, we have a lot of Senators, have been appointed to other committees, and Michael is working on a newsletter that will acknowledge all the committees.
- e) Provost Search update, David Marquez asked, what is the makeup of the committee? Is there a good combination of students, faculty, staff total size of the group of 25. Update for the committee members, from Michael and Gilbert Perez, Dr. Leslie Jones, and some community members is that an accelerated timeline has been developed and Skype interviews have been scheduled. Peter-James, do you have applicants? What does the pool look like? No comment can be made at this time, but there is a strong pool. Dalyn Ruiz asked what is the final date or deadline for the committee? Not too far into the Spring 2018.

Time line for School of Business Dean has been pushed back to be inclusive of the results of the Provost Search.

V. **Committee Reports**

- a. All committees will deliver updates on their most recent meeting(s) and developments.
 - i. Business Processes and Procedures – Monica
After meeting with the committee chairs, some of the issues that have on our list are in process of being answered. The Salary Adjustments was address, and Years of Service Ceremony is in process. Other questions and processes that were areas of concern included parking hiring processes. With PeopleSoft some of those issues could be resolved so as a committee we need wait and see. For Parking and Transportation, a list of questions were developed for Parking and Transportation. We hope to share those with Rodney and maybe start a conversation.
Peter James, sent a message of list of questions, reply with the list of questions so that they can be shared with areas listed in order to give them time to respond and maybe invite them to a meeting.
 - ii. Communications – One Institution, One Voice – table for next meeting
 - iii Constitution and Elections – Rebekah Sepulveda, met last week, and today we will continue to discuss topics to recommend amending in the constitution by April.
 - iv. Professional Development – David Marquez, compiled information for the institutes formatting it into a spreadsheet.

- v. Staff Relations, Retention, and Morale – Cynthia Farris Dr. Leslie Jones came up with some great ideas on how to answer emails and how to address the questions, and who should respond.
- vi. University Development and Events – Gilbert, no meeting this month, updates, working with HR Service Award Ceremony, meeting with HR Weekly.
 - Dates have been confirmed. Jan 18th – Edinburg 10-12 at the PAC
 - Jan. 17th - Brownsville, 10-12, Gran Salon.
 - Receptions have been not decided; communications will be shared with department heads. Nicole Englitsch – Employee Service Award Contact
 - On Campus events for discussion on what is new upcoming and meet and greet to meet staff. Looking for late January for some dates and then maybe more
 - Preliminary budgets have been discussed, and being considered.

VI. Public Comments & Questions

Comments from Rosemary Rodriguez, from the School of Medicine, wanted to bring awareness for UTRGV events, please consider Harlingen as a site for Holiday Celebration, Service Awards Ceremonies. We sometimes feel left out and forgotten, but we are here and we are growing.

Cynthia Farris, added construction is wrapping up with the added offices for all the staff are filling up.

One other comment or suggestion from David Marquez, was to add the 'Executive Board Update' – in committee reports. Staff Senate agreed, this would be a great opportunity to get updates.

On that note, Lisa Smith wanted to share our most recent experience with Dr. Bailey. The Staff Senate Executive Board was invited along with the Faculty Senate Executive Board, Women's Faculty and Student Government President to discuss and add feedback for the SACS announcement before it went out.

VII. Pending Item- There are no pending items.

Staff Senate Meeting adjourned at 11:08 AM