

Staff Senate Meeting Minutes (Corrected)

January 18, 2017

Edinburg CESS 1.118

Guest Presenters:

- Oscar Villarreal
- Ellen Donavan
- Erica Villarreal

Senators Present:

Michael Aldape, Oscar Barrera, Orlando Castaneda, Selene Castro, Veronica de la Garza, , Peter James (PJ) Ehimika, David Elizondo, Maria Espinoza, DeAnna Garza, Nelly Gomez, Milton Hernandez, Alicia Morley, Silverio Nieto, Bianca Otero, Lisa Pena, Gilbert Perez, Lisa Smith, Linda Ufland, Javier Zambrano

Senators Absent:

Robert Cantu

Meeting:

- 9:35am – PJ called meeting to order
- Maria roll call of senators – quorum established
- Michael opening remarks thank you for attending
- Review meeting minutes
- DeAnna motion to approve minutes with minor corrections on name spelling, Selene seconded

- Committee Updates
 - It was suggested to combine Special Events and Fundraising committees since both are focusing on similar goals
 - Fundraising – Nelly and Linda have not met; SPI Schlitterbahn tickets potential \$30 discount
 - Events – did meet; raspa/ice cream social; timing after semester ends; picnic in the fall depending upon what budget allows; food pantry assistance
 - Lisa suggested Staff Appreciation Day from other universities; partner with someone; right after the end of the semester
 - Michael suggested to reach out to Marianella and Becky Gadson to partner for future initiatives
 - Easy fundraising events that are coming up include Charro Days at BRO campus
 - Selene recommended Friday since there are less students on campus; Lisa suggested “dead days” and reminded everyone that time is of concern
 - Oscar said that there are some target dates and estimated budget that will be developed
 - Communications – website is up and running for staff senate; including page for meeting the senators
 - Lisa and Bianca Facebook page has not been active but will start working on it

- Senate picture has to be retaken; suggested after meeting
 - Salary Study – on hold
 - Constitution – PJ we are moving on changes to the Constitution; focused on major issues
 - District changes will affect current senators
 - David’s vacancy will not be filled due to the interim move of Research under Academic Affairs
 - Staff Development – Selene said have not met; no chair selected yet, will send out notice to meet
 - Lisa and Michael proposed to merge the Salary Study and Staff Development committee
 - Business Processes – Selene met before holiday; no additional updates
- Committee Membership Update – Michael requested for all chairs to forward an updated list of committee members
- Staff Senate website review
- New Business
 - UT System Employee Advisory Council (EAC) – Michael and Lisa attended this quarter’s meeting
 - Presented a proposal to the BOR as to Regents’ Outstanding Employee Award that was approved for staff; awarding criteria is still being determined
 - Michael joined the Communications Committee which focused on developing a quarterly newsletter – One System One Voice – to communicate important issues that affect all employees across the UT system
 - Will come out in March 2017 and will be linked to our senate webpage
 - Lisa is part of the Benefits, Compensation & Salaries Committee – working on a decision tree to assist employees as to retirement FAQs
 - Lisa also mentioned a system-wide salary study; chief HR officers will be reaching out;
 - MDACC is undergoing a RIF
 - Kudos to a process for reclassification that was established at UTRGV that was not at other institutions
 - TX Legislature Updates
 - zero based budget this year; will be a rough year for state agencies
 - Faculty Advisor Council (FAC) is interested in partnering with the EAC on issues that impact both faculty and staff
 - Susan Franzen will be replacing Dan Stewart as executive sponsor since he will be retiring
 - Employee Emergency Fund
 - Only 3 universities have set up an account through the SECC to donate money for employee hardship – UTHSCA, UTSA, and UTD
 - Lisa suggested that if this is something to pursue should be developed as a separate committee for awarding
 - Modified Cleaning Schedule
 - Maria explained about the change coming from EVP from Finance as to the change to the cleaning

- Effective as of January 2nd, only common areas will be cleaned daily; Thursday is the disposal day that all campuses have agreed upon
- Facilities will be working on preparing an FAQs as to the cleaning schedule now in place
- If issues or questions, please refer to initial email that has contact information for each campus
- Oscar Villarreal, Director for Facilities Management in Edinburg, explained about the new changes being implemented due to operations needs that included reduction of personnel
- Several employees are placing the trash in the hallway from private office space to ensure disposal; should take it to nearest common space trash for disposal instead
- Sightlines a company that will conduct a study of facilities management at UTRGV for comparison with other institutions facilities to determine where we stand
- Concerns can be submitted to the directors, Oscar or Abraham
- Institutional Advancement Update
 - DeAnna introduced Ellen Donovan regarding planned giving
 - Provided handout regarding the Faculty & Staff Thankful for you meriendas scheduled at Brownsville on 1/30/17 at 3pm and Edinburg on 1/31/17 at 3pm
 - DeAnna explained about the employee donation account from the legacy institutions
- E-Learn
 - available for employees of the university through my.utrgv.edu
 - Erica Villarreal (Human Resources Training Coordinator) provided a demonstration of the training courses and books are available through an online library for both personal and professional development and walked us through the portal
 - Explained HR will serve as the administrators
 - Supervisors can put together a learning path for subordinates
 - Will be setting up sessions at both campuses so that employees are aware of this portal
- Public Comments – none
- Questions for Liaisons – none
- Lisa Pena motion to adjourn; DeAnna seconded
- Michael adjourned meeting at 11:28am