

Staff Senate Meeting

March 12, 2018

Minutes

Meeting Called to Order: 9:40am

Members Present: Lisa Smith, Peter-James Ehimika, Lisa Pena, Silverio Nieto, Veronica De La Garza, Michael Aldape, LanLan Alvarado, Jesus Buitron, Roberto Cantu, Nicole Englitsch, Milton Hernandez, Leslie Jones, Carla Lopez, Krystal Marroquin, David Marquez, Javier Zambrano, Gilbert Perez, Dalyn Ruiz,

Absent: Monica Tovar, Roberto Castro, Karina Herrera, Diana Ocana, Isabel

Motion to approve minutes: Krystal Marroquin; second by Dalyn Ruiz. Motion passes.

PeopleSoft End User Training Updates: Isai Ramirez

- PeopleSoft program consists of two major projects
 - Human Capital Management (HCM)
 - Financial Management Solutions
 - Both are replacing Oracle; not replacing iShop, iTravel, People Admin
 - Continuing systems will be integrated into People Soft
 - Campus Solutions (SIS)
 - Optimize processes
 - Create a better portal for students and faculty; replacing Banner, ASSIST, and Degree Works
 - Not replacing Blackboard or the Faculty Portfolio Tool
- Benefits
 - FLUID Interface: new and improved for easier navigation and mobile friendly
 - Adapts based on device
 - Streamlined and more effective/efficient processes
- Video played to illustrate PeopleSoft benefits/usability
 - Personalized home pages
 - Portal for all functions
 - Mobile friendly on tablets, phones, etc.
 - Self-service actions for self, direct, and indirect reports
 - Final style will look different from what video showed
 - Benefit to new system is the FLUID interface, which was not available when UTB first implemented PeopleSoft in 2014.
- Go Live Dates:
 - FMS/HCM Systems: September 1, 2018
 - Campus Solutions 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
- Plan for Training (DRAFT Dates):
 - Review website for specific **DRAFT** dates
 - Online training will be key for implementation along with some classroom instruction and video/written training guides
- Reminder for stakeholders to review the PeopleSoft website for further updates

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- Questions:
 - Jaime Villanueva: If you have access currently to certain systems, will you have to request new access?
 - Isai Answer: No, as much access mapping as possible will be done on the back-end; however, there will be some new mapping when needed.

Campus Climate Survey: Lisa Pena and Lisa Smith

- Academic Affairs has been working with HR, Student Success, and Faculty Affairs, soliciting proposals from external third-party vendors
 - Modern Think was selected as the vendor
- Currently in the development and implementation process
- Committee formed and includes the following:
 - One SS member (Lisa Pena)
 - Faculty Senate President
 - WFN Representative
 - Advance Grant Rep
 - Core Team from HR and Academic Affairs
- Lisa P. was happy with the response rate from stakeholders
- Goal of the survey: are we living up to our mission, vision, goals as an institution?
- Climate survey is anonymous; no identifiers will be gathered by the institution
- Questions can be sent to Lisa S anonymously and can be included in an online FAQ
- All information given to UTRGV will be anonymized and will be provided in general reports; no unique identifiers will be kept by the company for longer than 2 weeks
- At least five respondents must respond within an area for it to be reported disaggregated, otherwise, it will be included in the aggregate data.
- Survey will be comprised of sixty standardized questions asked of all participating schools
- Eight additional statements will be included for students; fifteen will be added and asked of both faculty and staff. Great opportunity to benchmark data.
- Lisa S. read the additional statements to the group.
- Questions will be delivered at a 6th grade reading level
- Open-ended questions will be provided as written to the institution; a disclaimer will be included in this section.
- Open to full-time faculty and full-time staff; no adjuncts or part-time staff will be surveyed.
- March 19: Email will go out to campus community about survey; will include the FAQ
- March 26: Survey will go out to the campus community and run for two weeks with an option to add an additional week.
- Questions/Comments:
 - Ellen Donovan: Why was a decision made to not include part-time employees and adjuncts? Will they have a future opportunity to be heard?
 - Lisa S. Answer: The committee suggested this, but administration felt getting baseline data from full-time employees would be most useful. We will run the survey again at a later date and could possibly include the groups in that future follow-up survey.
 - Audience member comment in Edinburg commented that a five-point scale is not always the best choice because it can provide skewed data. Preferred is a 7-point scale

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(or even better would be a 100-point scale) because the five point tends to bring back "4" as the typical response.

Regents Outstanding Employee Award Updates: Lisa Smith

- ROEA committee met to review the 94 submissions; 59 were selected for submission to the Office of the Deputy Chancellor.
- Deputy Chancellor will farm out the submissions to his internal groups/committees and 30 awards will be given.
- Lisa S. shared the nomination criteria.
- Total number of submissions determined by size of the institution: Large (6), Medium (4), Small (2).
- Deputy Chancellor will make the selections by March 23.
- Questions/Comments:
 - Krystal Marroquin: Can we know who was moved forward?
 - Lisa S.: Pending release by UMC upon direction by the Office of the President; stories will highlight the nominees submitted to System. Michael and Lisa to draft a question to EAC executive board with regard to releasing the information.
 - Jaime Villanueva: Asked for clarification on when UMC would release the story. Lisa S. will clarify and get that information back to the Senators.

What's Brewing Initiative Recap: Gilbert Perez

- Networking initiative designed to connect the Senate/Senators with staff at all campuses
- A method of soliciting feedback on different ideas/questions/concerns
- Goal of hosting the event every other month
- Edinburg event on January 31: about 37 people attended
- Brownsville event on February 22: about 40 people attended
- Has created a new avenue for staff to convey their ideas with Staff Senators
- Next event will be in Harlingen (date TBD in April)
- Encourage colleagues to attend future events to grow connection among the group
- Lisa S. shared feedback she received at Brownsville regarding student travel.
 - College of Liberal Arts is conducting a survey on this and will share the findings with administration to help figure out why this is happening.
 - Target population are those students who we know travel.
- Questions/Comments:
 - Carla Lopez: Were comment cards/suggestions in Brownsville accepted?
 - Gilbert answer: We did not get written feedback, likely due to the weather, but verbal feedback was shared. Any Senators with other verbal feedback can share with Gilbert and Jay.
 - Robert Cantu: Encouraged Lisa S. to reach out to Parking and Transportation on their survey data.
 - Jaime Villanueva: Is there any data related to students who may have left UTRGV because of travel issues and moved to TSC?

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- PJ Ehimika Answer: Strategic Enrollment is working on this piece as part of a whole to figure out why some students decide to leave UTRGV from semester-to-semester.
- Dalyn Ruiz: Asked Jaime V. if the report he referenced includes any other metrics that TSC reviewed/reported out on.
 - Jaime V.: Not making the claim that transportation is the key issue; he says he is curious about if that is a factor.
- Jerry Martinez: Are Brownsville enrollment numbers increasing or decreasing? If they are decreasing, why and where are they going?
- David Marquez: Has heard at recruiting events that students are sometimes told that they may not be able to get the schedule they want if they come to UTRGV; plan for traveling. Can we survey students at the high schools on factors that affect their decisions?
- Lisa S.: Shared that the Deans are reviewing what can be done to ensure Core at both Brownsville and Edinburg, and develop signature programs that are highlighted at each campus respectively. Also key to make sure that the information is getting out there.

Staff Senate Newsletter: Michael Aldape

- Brief update on newsletter
- Michael and Roberto Castro will work together to get the piece out regularly; draft by next meeting.
- Feedback solicited from the group and can be sent to Michael.

Staff Awards Ceremonies: Nicole Englitsch

- May 15: Edinburg
- May 16: Brownsville
- Harlingen staff can attend either that they choose.
- Communication pieces will go out in March to all those who reached a milestone as of August 31, 2017.
- Report any issues to HR regarding years of service count.

Noteworthy Announcements:

- Dalyn Ruiz: Thank you for all who participated in the Employee Appreciation Day activities, collecting photos, visiting staff across campuses, etc.
- Lisa Pena: 150 donors and over \$30,000 raised in Power of Orange campaign.
 - Nicole asked: Can the data on how much was raised for which areas can be released?
 - LanLan will review.
- PeterJames Ehimika: Graduation Help Desk implemented across the academic institutions with the goal of reviewing process blocks that keep students from graduating. Help students one-to-one as well with identifying solutions to issues related to graduation. Not the first line of defense in advocating for students; more for extreme cases after all other avenues have been exhausted. Need-based, not want-based.
 - Lisa S.: What if transportation is hindering them from graduating?

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- PeterJames: We do not currently have programs/courses built out at campuses, so it is more challenging right now, but should be easier as more of the Academic Affairs programming is fleshed out.
- David Marquez: Can we add a question to the Apply Texas application asking students which campus they would prefer to spend their time on/mixed?
 - PeterJames: Yes, that is in the works.
- Robert Cantu: Transportation Services sent surveys to all students, not just those who ride the shuttles. 1 in 4 students reported dealing with transportation issues as a whole. Five new 40-passenger shuttles will be going into operation late Spring and into the Fall.
 - Jaime Richeson: Is data being collected with regard to Brownsville vs Edinburg counts?
 - Robert Cantu: Have not differentiated, but they do see ridership in early-morning routes from Brownsville as being heavier and points to course capacity as the cause.
- Dalyn Ruiz: How will the campus climate survey affect/inform this issue?
 - Lisa S.: Questions will be included to address transportation in the student survey; versions in the staff survey. Can we add/augment a question to focus on transportation?
- Dalyn Ruiz: Commencement is set for May 11 in Brownsville at 6:00pm; May 12 at McAllen Convention Center at 9:00am, 1:00pm, and 5:00pm. Inclement weather site for Brownsville will once again be the McAllen Convention Center. Please refer people to the Commencement website and questions can be sent to Dalyn and/or Sofia Montes.
- Veronica De La Garza: Binacional Run will be held in Brownsville on March 24. Expecting about 1,000 runners; \$10/runner with the funds going to Teleton. Also, voter turnout was not stellar; encourage colleagues to go out to vote/vote on campus during the May run-off and November general elections.

Committee Reports

- Business Processes/Procedures Committee: No report, members not present.
- Communications Committee:
 - Jaime will work on the notes from the last meeting and post them to the website.
- Constitution and Elections: Has not met.
- Professional Development:
 - Nicole Englitsch: Recommended to a faculty member to promote Spanish courses for staff in addition to the faculty. Lots of trainings coming up in the near future. Encourage all to use E-Learn as it is free. Supervisors can assign trainings to staff members in E-Learn. Sign up for all trainings available as they are great opportunities.
 - David Marquez: Data has been collected from all the institutions regarding employee tuition assistance programs and will be able to pull something together by next meeting.
- Retention, Relations, Morale:
 - Lisa S.: Members are cleaning up the emails and will have an update next week.

University Updates: Dr. Guy Bailey

- All should have received the information via email regarding changes to Academic Affairs.

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- Reorganization in Academic Affairs with the goal of making it more manageable with a view on future growth.
- Major move is the reorganization of the College of Health Affairs under the School of Medicine.
- Originally, the desire was to create a miniature health science center under the School of Medicine to help with funding issues—we are moving towards this again. Moving these groups to the new EVP for Health Affairs.
 - Long-term benefit: greater funding opportunities (consider UTHSCSA and others)
 - Short-term: greater opportunities for Health Affairs people to engage in work with the SOM and doctors in their practice plans.
- All **current** tenure and promotion processes will continue through Dr. McHatton for this year.
- When reviewing the comments on each internal candidate, the same thought processes and stream of thought connected the groups (staff, faculty, executive council)
- Great opportunity to keep two exceptional internal candidates and spread out the large-scale responsibilities.
- Where will staff be? Think about resources following functions; functions will retain their resources. EVPs may want to analyze and review their respective units, which is normal when administrators come into play. Dr. Bailey will allow them to do their jobs and will only intervene when necessary.
- Dr. Bailey: What makes things silo or not? The employees. Breaking silos requires collaboration and cooperation from multiple groups.
- Current processes will continue as they are for now to ensure no break in current process needs/goals. EVPs will come into play on April 1.
- Enrollment growth, especially at the graduate level is key, in addition to retention.
- The soft hiring freeze will continue. Rationale: let's reinvest in our current staff.
- Incentives for summer enrollment are possible with Summer Pell opportunities; Summer Pell does not count against your Fall/Spring Pell. 63% of our students are Pell eligible; we need to help students access these funds/opportunities.
- Counting for legislative funding starts on June 1.
- We are currently still on accreditation probation due to the state-wide audit report release timing.
 - We do not have any material weakness of significant deficiencies.
 - Current internal auditors are working on the five issues that remain. Then, Deloitte (external auditors) will review the items prior to submission to SACS.
 - Texas might phase out the single statewide audit in favor more individualized processes.
- Questions/Concerns:
 - PeterJames Ehimika: Student petitions/course substitutions...who will these go to since they currently go to the Chief Academic Officer?
 - Dr. Bailey: All remains the same for this semester. In the future, things will go to the appropriate EVP based on the College/level under which the student falls.
 - Lisa S.: How will our collaborations with other UT schools and System role out in the absence of a set Provost?
 - Dr. Bailey: Functions/roles will determine communication/responsibility lines.
 - Dalyn Ruiz: For Commencement, who will confer the degrees?
 - Dr. Bailey: Beginning in Fall 2018, the appropriate EVP will confer the appropriate degrees. A review of the current ceremonies must be undertaken because he is not sure how long we will be able to keep our current models.

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- Future program growth will also factor into this: development of a School of Pharmacy, greater growth in Nursing, etc.
- Jaime Villanueva: Has UTRGV reviewed the \$193 million dollar budget cuts to TRIO programs?
 - Dr. Bailey: We will work with our congressional representatives—who are all strong supporters of TRIO—to ensure that any effects are limited and minimal. We will work the political angle as much as possible. Dr. Bailey will be in Washington, DC in April and will likely have an opportunity to discuss this with Speaker Ryan. The last thing we supported in earnest is Summer Pell, which worked out for us; we will work for TRIO and Dreamers in the same way. We provide information; we educate.
- PeterJames: Are there any other institutional changes being proposed in the coming future?
 - No, none in the immediate future, with the exception of any that the EVPs may want to implement within their areas.

Meeting adjourned at 11:43am.