The University of Texas RioGrande Valley

Meeting of the Staff Senate
December 10, 2018 9:30 – 11:30AM
ITT International Room 1.102/ Zoom: https://zoom.us/j/782364820

I. Call to Order

II. Establishment of Quorum -By Staff Senate Secretary, Monica Tovar at 9:34 am

III. Approval of Minutes – Motion to accept changes as submitted by Veronica De La Garza was made by Lisa Smith, Dalyn Ruiz 2nd

IV. New Business -

    a. Parking Services Updates (Presentation) - Mr. Pablo Aguilar, Director of Parking Services
    Parking & Transportation About US – A Division of Auxiliary Services. Parking Services, we help fund parking lot improvements and construction, parking safety, security, police services, campus safety, lighting, surveillance, circulator, shuttle route.

    Staff:
- Pablo Aguilar – Director of Parking Services
- Parking Manager – Melissa Sandoval (for all campuses)
- 5 Full-time Supervisors (All Campuses)
- 18 Part Time Student Assistants

    Financial Update – Current Parking Metrics
    We did have some nominal increases in parking revenue.
    Permit Sales
- Zone 1 – 2,065
- Zone 2 - 10,681
- Zone 3 – 2,096
- Total 14,842

    Zone 1 & Zone 2 – Student Parking, it is about the same, a little decrease in zone 2. **Zone 3**, this is for both staff and faculty, we did have a huge increase this fall. It could be from the faculty; due to the 12 months payroll deduction verses the 3-month limit that we had in the past. Including the pre-tax option that we added this year.
    Parking Ratio this like a dashboard. This is a snapshot of where we are with our parking lot inventory.
- Zone 1 - 0.8 (for every permit sold we have .8 parking spaces available)
- Zone 2 – 2.6
- Zone 3 – 1.4
- Average 1.36 (total university average)
- Industry Standard 3.0
- Our Standard 2.0

According to industry standards, we are doing good. We still see Zone 2 as an opportunity, we want to bring that number down.

Our standard is 2 permits for each parking space, but because not everyone is on the same campus at the same time.

Where's the progress?
Current Projects

- Campus Lighting Project working with FM
  We oversee the funding for the lighting and this is a top priority, for safety and security
- Visitor Pay Stations – Going live Spring 2019
  There are some pilot stations already on campus and we hope to add more and go live to replace our analog meters
- Vehicle Counters – Pilot, Parking Lot E9
  New technology, there will be a sign posted reflecting the number of spots that are available or if they are all full. This will alleviate the congested parking lots with cars just circling looking for a space. This creates clutter cars driving through the parking lots. There will be electronic signs that tells us how full a parking lot is. We should have some going up in the next 2 weeks by the REC; it will be a pilot.
- Parking Lot Improvements – North Side Lot E12/E13
  In Edinburg, during the summer we restriped and resurfaced some of the pot holes. Facilities did an awesome job. We did have some recent rains after those improvements, and some more are popping up, however, we want to do the same to the North side of campus. We know, E12, E13, E16, there are just so many and we are continuing to work on them.
- Brownsville Rezoning – Sign Completion December 31
  Project has been completed, but we are just waiting for physical signs to go up. We supplemented signs to get the fall semester started. We hope to finish the signs by the end of the month.
- Remote Parking – Sign ETA beginning of Spring 2019 (Edinburg Campus, Alumni Center)
  For every building not on the main campus, we are going to follow the same parking structure as on the main campus and we plan to continue the sign installments.

Challenges

Main Challenges

- Under- Utilized Parking Lots
  Currently we have close to 800 Zone 1 parking spaces that are not utilized. Pablo said there was a student video that went viral, "Let me clarify, it was a very well-made video, but we still have parking lots underutilized. For whatever reason, students don't take advantage of these spaces. We have empty lots."

The under-utilized parking lots are:

- E33 (By Baseball Field) Zone 1
- E34 (Behind Rec) Zone 1 parking under utilized
- E35 (Soccer Field)
- B4 (Casa Bella)
- Close to 800 Zone 1 Spaces are not utilized

It's not that we do not have parking, we just don't have front door parking. If we can spread the word, and start parking in these areas, we can have the shuttles pick you up from these parking lots.

Communication and working with:
- SGA
- Marketing

What's it going to take?
- Multiple marking initiatives - social media
  We were advised by marketing to tinker or explore our options with social media to get the word out.
- Regular Project Meetings – we meet with facilities maintenance on a regular basis.
- Transportation – it's transferring people from one stop of campus to another. Some take advantage but some do not. We are looking at golf carts for on campus. It is a pending project. (Golf Cart Route)
- Culture Change

Support
- Staff, Faculty, Students, & Administration
- No Planned Permit Rate Increase for FY20

Take this information to your staff and departments. Follow us on Twitter.

Questions: E12 Parking Lot project? Do you know when you will be getting started, would it be during Christmas break? It will not be doing the break; it is something that we are still working on getting quotes from a 3rd party vendors to get people that specialize on those services. This time we are not going through facilities, so it will be more later year (2019).

Question: In slide #4, you mentioned remote sites, is that including Hagger, CES? Yes, it also includes Alumni, financial services, or any other remote site that is part of the UTRGV**.** Notices will be sent out to those areas, we still waiting on signage before implementing tickets.

Do remote sites have to pay for parking also? Yes, remote lots, follow the same parking structure as on campus. It is still same as on the main campus; they will have the same options.

Question: Dalyn, suggestion, for Brownsville, parking lot in front the dorms, not used. Mainly by dorm staff or Campus Police. Suggestion, for students that travel, and they are gone most of the day. So why don't we designate other pick locations in the other parking lots to clear up the traffic in front of main. We do also have other remote parking lots that could help alleviate the parking.
Why don't we designate a parking lot for commuter students?

Vehicle counters, how will that help the parking in lots? What is it going to do?
These counters, especially in Edinburg, if there is availability, they can drive in to look for the space. It will reflect the number of spaces available in Zone 3, so sometimes students with Zone 2 are driving in the parking lot creating clutter, but if the signs are there, they can just keep driving if there is not Zone 2 spaces open. It is sign that will show the number of spaces available or if it is full.

It will help alleviate the clutter in parking lots.

As far as rerouting shuttle routes we still have to include it. It could be that changing routes could help. and it takes coordinating with city and other groups.

Research, benchmarking, what institutions did you compare us to? What schools did you look at? Our sister institutions, other schools in the UT System. We do look at other schools in the state of Texas. We don't look at A&M and school like that, we look at schools with the same student population.

Payroll, deduction being option, what are the plans for the future? We went with payroll deduction. It was for 2 fold, for PeopleSoft we are in Phase 1 and Phase 2 will be in the Spring 2019. We don't plan on getting away from this to avoid human error. If we are doing Parking Management inputs, there are some instances where payments didn't match up or there were complications with payments. So, by going through PeopleSoft and with payroll there is a less chance of that occurring. We don't see this going away any time soon.

Peter – James, asked can we have a FAQ? To me this is not very clear. For others to help us understand; if we can get an FAQ created, people can read it later and maybe better understand why it is this way.

Gabriel Zuniga, Parking Transportation, we are both involved.

Question: Wi-Fi on the Shuttles turning off, sometimes during the trip Wi-Fi turns off. It is very important faculty and staff while commuting still have wi-fi ng and need to be on-line. Can you tell us more?
We procure those services through Verizon. Much like any cell phone provider, every vendor caps your unlimited data. There is a misconception on the use, lot of complaints is that there is not internet. In reality we have unlimited internet, but we only have a limited amount of high-speed internet.

So what we started doing was throttling that service. Because students are streaming YouTube, Pandora, Netflix and that takes up all our data. In average if someone stream 1 movie through Netflix that will consume 3G of data; an average movie is 1 ½ hours. Each trip from Edinburg to Brownsville is 1 ½ hour. So if every student on Monday, December 1st, gets on the shuttle, 6 AM, gets on Netflix and starts steaming a movie, an 1 ½ later by the time they get to Brownsville we are completely done with our high speed data for the rest of the month. That is just 1 ½ hours into the service. When we started throttling our data we started to get a lot of negative feedback, asking why we were doing this. We started looking into this and every vendor caps our data. Now we procured a different kind of service through a different vendor, with our government contracts. In October we switched vendors, and we haven't had any other issues. If we can get through the end of December without any issues, I hope to start transitioning all our entire fleet to that T-Mobile service. So, our entire fleet will have unlimited high speed data. We hope to have this done by the Spring Semester.

One other comment, the bus does go through main and Casa Bella, it comes into the main every 20 minutes.

Question: Staff Senator, Carla Lopez asked how can we, as Staff Senate can help support you and communicate to others on some of these updates? Can we come up with a plan?

That is great that you can offer your support. The best thing and first thing that comes to mind, is maybe with some of your Social Media Platforms, we can help get the word out, and see what extent that your outreach has with the different social media platforms.

Mr. Zuniga added that he has put in some thought into this and has hired 2 additional student workers to provide more and promotion with parking and transportation. We have gone back and forth internally; we plan to get this started for the Spring Semester as well. Most of their function will be doing just that through student engagement and promoting our services.

We are FTA funded department. A lot of our regulations and ordinances and the direction that we have take, are different than the rest of the university. We have to go through TxDot channels, through FTA or certain government channels. Sometimes people don't always understand how we operate. That is on us and we need to educate how we operate. We hope to use the student workers to help us do that.

Zoom Question: (not heard on mic) A comment was made about the wi-fi not showing up on the shuttle from Edinburg to Brownsville. "I've been in the shuttle and the "shuttle network" does not show" Do you know why that is?

It could be due to the wi-fi compatibility with the phone. When there is an issue with the internet, by 6:30 AM, we have a handful of complaints.   I know we are planning on switching the mi-fi's to be open access and not require passwords. The larger shuttle busses with no markings or advertising you nee to use your email to log in or some social media access, but soon there will not be any issues with passwords.

Some other comments could be that the maybe the box was not on or charged.

Question: Staff Senator, Teresa Villarreal our is in Student Services and what we want to know is there any plans to provide some covered areas for the students waiting on the bus? When the weather is bad, we see students out there standing in the elements. Standing in the rain for the bus to come by and pick them up. Is there a plan for any bus shelters?

A couple months ago we applied for a very competitive grant, and we were awarded in upwards to $662,000. The primary focus was to build canopies on all 3 campuses: 1 – Edinburg, (fairly large 10/15 feet x 70 feet long), 2 in Brownville, and 1 in Harlingen. It has to be completed and submitted by August of next year. So we plan to have them installed by next Fall.

For the questions in regards to the Wi-Fi not showing up, we appreciate follow up on that. Staff Senator, Yvette Padilla just mentioned that this grant should be advertised that you guys are doing great things.

b. Emergency Preparedness -Mr. Doug Arney & Mr. Pablo Mendez
   Online resources, website: www.utrgv.edu/emergencypreparedness/

Office of Emergency Preparedness

💬 **Contact Us**

Office of Emergency Preparedness
Email: EmergencyPreparedness@utrgv.edu
Phone: (956) 665-2658

☎ **Emergency Contacts**

University Police
All Campuses:
(956) 882-7777 (directory)
(956) 882-4911 (emergency)

Env. Health, Safety & Risk Management
Brownsville/Harlingen: (956) 882-5930
Edinburg: (956) 665-3690

Facilities Planning and Operations
Brownsville/Harlingen: (956) 882-5900
Edinburg: (956) 665-2770

Emergency Plans and Annexes

Brief information about the university's emergency plans and annexes appears below. You may view these plans and annexes to familiarize yourself with how the university plans for emergencies, and improve your understanding of emergency planning.

Plans

Emergency Operations Plan

This plan outlines our approach to emergency operations, provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response and recovery. It also describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail "who does what, when, and how". Every administrative and academic unit should maintain a plan to protect personnel and equipment that supports campus-wide response and recovery actions. Department and Unit plans found in Annexes identify critical operations of the respective department, as well as essential personnel involved with critical operations.

- Emergency Operations Plan

Increment Weather Annex is one area that we were concerned about. This is a 15-page document, This is our Increment Weather Annex it is an outline ; we can't cover them all or when then is the weather is going to occur. We adapt, adjust, and move on. *(Except from the document is below.)*

PURPOSE

The purpose of The University of Texas Rio Grande Valley (UTRGV) Inclement Weather Annex is to provide procedures and guidance for the flow of weather notifications, the decision making process for class / event cancellations or delayed schedule announcements, institutional preparations, and response during disruptive weather events.

Weather and related road conditions are not the same in every area and may change quickly throughout the Rio Grande Valley. **The decision to travel to campus ultimately rests with each individual regardless of any action taken, or not taken, by the University. It is the responsibility of each Individual to seek and obtain the proper weather-related and road condition information that may assist in making such decisions. Safety should always be the primary consideration.**

Additionally, it is important to note that at times weather conditions can change very rapidly and it may not be possible to issue severe weather warnings due to the very short lead-time of micro-scale weather events across the Rio Grande Valley.

The University of Texas Rio Grande Valley
This chart represents the flow of immediate notifications during

INCLEMENT WEATHER
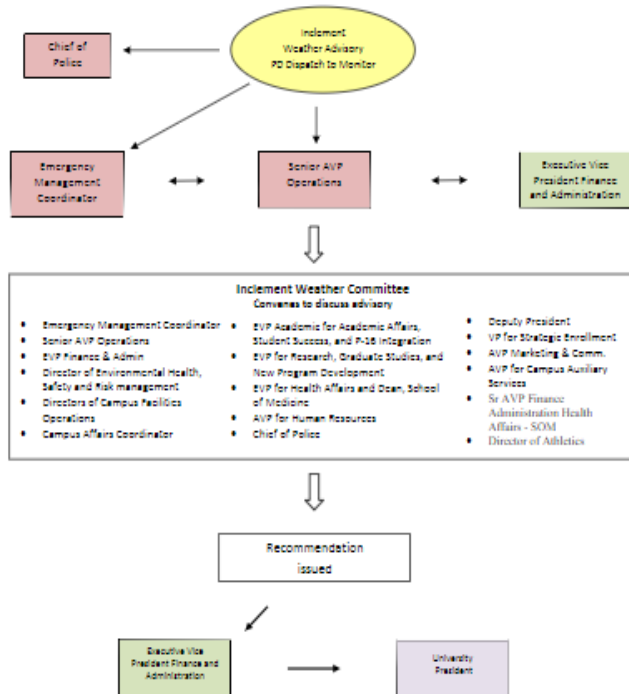
From these, after any Increment Weather Event we go into an After-Action Review [AAR]. We look at what worked and what didn't work. What improvements need to be done, and how do we get them done.

Looking at the event #4, June 20-21 event, this is where most of the questions came from. One thing to consider is that all our water goes into the city, and all city water goes into the county, all water from Hidalgo County goes into Cameron County.

> "It is more than a UTRGV problem or an Edinburg Campus problem; we are part of a bigger picture. We work with city, county, state; we are in 4 counties; how many cities within each? We work with all the cities, all have Emergency Management Coordinators, they all have their Police Chiefs and Fire Departments that we coordinate with."

Some things that we learned and improved; the public information warning system worked, the timing, when the warnings went out was another issue, but the system worked.

One of the things we are looking at, is that the one of populations that was not captured. The Temporary Status population is not included, so to be registered in the Emergency Notification System you need to have a UTRGV email. The system pulls data from PeopleSoft, ORACLE, Banner; it all gets dumped into the Emergency Notification System and that is how you get registered for the Emergency Notification System. This is how we get your cell phone or your email address, and this how you get those messages. It can also be used for special events.

Question: For contractors, bookstore, food services how do we capture them? Do we need to setup a temporary guest account?

For the bookstore, we already added them. Basically just email me that information and we can add them.

Weather, why was it so impactful, the system just stayed on top of and dumped all this rain. The forecasts we just inconsistent and all over the place. Some said it would rain, but it was not predicted to just stay on top of us and rain so much.

We went to get our own weather type of service. We got another vendor for our own weather forecasts service. We saw a gap, so we found a way for improvement, and we took advantage.   Some departments have access to it for events like Dalyn in the President's Office.
(Storm Geo)

Incident #37, September 14 & 15th - Flooding

This one dumped more rain than the one in June. June was a 100-year rain event, but this September event dumped more rain. For Hurricane Season, 1 -2 months out we are already talking to facilities to c clean up. Clean up starts 1 month before to clear up debris and we clean out gutters and drainage. Debris from other areas can still get into our drainage and gutters, and that can create problems.

Cameron County had to pump water to the other side of the levees because they were going to breach. The pressures were reversed, and the system wasn't designed for that. We have other groups like the Drainage Districts and Irrigation Districts; if they have a contract to pump water out, they keep working and if they must pump water out, they still do it regardless.

Question: Lisa Smith, emails and calls for complaints that the Staff Senate received were about property damage from a lot of staff. Is part of the areas of improvement, include sending out messages out sooner? It was sent out too late.

As the notice release staff was already stuck in flooding. So as far as not coming into work, we can speak about that. As far as the notifications, we worked on notifying people sooner. We also worked with Campus Police and Facilities, to block off the areas that had flooding from previous areas.
We can only control the areas on Campus, the city still has control of the streets and other areas.

Doug Arney, added for the June event, some of us were already at work and by 8:00 am everyone was already here. It came down so fast, it came down hard. The ground was saturated, and the rain didn't dissipate.

The forecast was horrible. We didn't expect the rain to come and just stay there. We now know where the low-lying areas are, and we can block off certain areas on campus. Campus Police knows where the areas are and roped them off. We have met and made adjustments for this. By 8:00 on the second event, the waters had receded.
For the event in June, the waters just didn't dissipate. We expected the waters to drain after about an hour, but when the waters didn't go away, we had to decided what to do. By 8:00 everyone is already at work, and what do you release staff back into the environment? Once we realized it wasn't going anywhere, we needed to make a plan.

For events like this, incident command center, one in Brownsville and Edinburg, we are going to open this up during one of these events and get everyone together and work on this together.

Question: For staff/students involved, that had personal damage; what are the steps that they can do or for future events?
This was an Act of God and legally we were not responsible. Safety, messages did go out; be safe and make that decision. With Faculty, Dr. McHatton, sends out those messages, to be lenient, work with students don't give a hard time. Staff, we do the same thing, don't let them get penalized.

That is a good message, for students. We are not sure if that is the message that students got; maybe on a FAQ so that Faculty, Staff and students can have access to review.

Question: Is there something online for an escape route, to get to the expressway during flood times like with the city?
Those change, the reason those change, sometimes water runs faster than others. The city can open and close the streets throughout the day. The ones that don't are the Hurricane Evacuation Routes.

https://txdot.gov/ has something, and it is good for the expressways, and for job sites.
https://drivetexas.org is good for the Expressway, but not on the street level. The history of flooding changes with improvements and new development.
We did send some updates on Facebook, but those updates were from the city. That can be something that we work on for next time. So the more construction that goes up, it creates more streams and what flooded 1 year ago may not flood today or if it didn't historically flood, now it does because of all the changes. What can help is more communication with our local cities, to help.

Or if we can identify the high areas around campus so we can find safe areas to move our cars or where we can wait. Mostly we roped off the low-lying flooded areas.

Question from Staff Senator, Carla Lopez, with communication, for the people that do not have a Facebook account, and some don't have email on their phone. Some were looking on a website, or on Twitter. In emergency situations, what is the official way of getting notifications for the system.
In Emergency Situations, email and text messages if the official method of communication from the Emergency Notification System. That goes to everyone. You automatically get added to it. You can opt out of, but then that is it. You don't get the messages anymore. It is also testing 1 a month.
For this June event, this was the first time we had people call to get added to the system.

Question: Staff Senator, Rebekah Sepulveda, her team receives the calls for Strategic Enrollment. So we get a lot of those calls first. Can we get the verbiage, for a standard message so we can tell the students during these events? Because right now we tell the students to just check with their professors, but we don't want them to drive in that case.
That is a good point, we can get with Dr. McHatton, and Dr. Grewal; we can talk to them to put together something together that is more assuring.

Question: Can you talk about the training available from your department? It is more of a Collaborative. CRASE with Campus PD for active shooters, Environmental Health and Safety – Stop the bleed. It's a grant. We can partner with Hidalgo County EMS. Community Response Team, this is teaching you the plans and steps to use for personal use. It is like a catch and release program. It is not creating a team. Some cities have teams available.

Emergency Preparedness is part of our goal, but right now, our goal is creating new Annexes.

We have a whole list of Annexes that we are trying to create. There are a lot of other trainings that we need to add. If you need something, you can call Pablo.

Training is on our list, Emergency Preparedness, we do exercises. We will be doing an Active Shooter Training on the 19th. That area will be marked off.

Question: If something happens on campus, who do you call?
You can't always call Richard Castello. If you have a safety issue, even if it is plumbing call Dispatch. They will find the right people to go out and help. They have all the number s

c. **Carnegie Community Engagement Application Overview - Dr. Doris** Mendiola
Division of Government and Community Relations, The Path to 2020 A Structed Process of Institutional Self-Study (Presentation)

I would like to acknowledge Veronica De La Garza and Gilbert Perez. They are always very helpful**.** Question before I start, A new initiative, 1 – 1 ½, community engagement, what is your perception of Community Engagement at the intuitional level?

Response: Working with our government leaders, or city leaders working with people outside the university.

What is Carnegie Community Engagement Application? It is a Elective Community Engagement Classification, an elective. It is not an award, it is a designation.   We want to be recognized. This is a self-study. We want to make sure our institution is really engaged with the community.

Community Engagement Defined By Carnegie

Community engagement describes the **collaboration** between institutions of higher education and their larger for the **mutually beneficial exchange of knowledge and resources** in a context of **partnership** and **reciprocity.**

The purpose of community engagement is to **enrich scholarship, research, and creative activity; enhance curriculum, teaching and learning;** prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good.

We don't just tell the community what you need and then we leave. We have partnership. We identify needs with community engagement, to enrich research, learning and we help find the experts that they need.

Motivation for seeking
Carnegie Classification

Legitimacy: Seeking new level of legitimacy for community engagement, an institutional core priority, in a public/visible way

Accountability: To demonstrate accountability in fulfilling mission of serving the public good

Catalyst for Change: A tool for fostering institutional alignment for community-based teaching, learning, scholarship

As an institution we want to have accountability, so our community knows we care. It is a core value.

Institutional Foundational Indicators

Identity & Culture	Institutional Commitment	Curricular Engagement
• Mission • Vision • Strategic plan • Marketing • Community voice	• Coordinating infrastructure • Awards • T & P Policies • Faculty Development	• For credit courses • Community Engagement rewarded as form of teaching, scholarship

Some of these things are already going on.

Timeline

1. Framework was released **January 22, 2018**
2. Application portal opens **May 1, 2018.**
3. Application deadline is **April 15, 2019.**
4. Campuses notified in **December 2019.**
5. Public announcement of classified campuses in **January 2020.**

Only 20 universities or institutions will be recognized, if you make it, and if not, you get a list of how to get there and how you missed getting to the list. We are working for 2020 now. It is also released every 5 years.   We can't apply again until 2025.

The application is 30-40 pages. There is very specific questions. There is a committee of 28-30 members, and we quite often to add or inform the application. It is a like a 40-page application.

There will be more going out about this later to get the word out. A mutual exchange of knowledge or information; this is a core priority of the university. The application is just one step, but above all things this is one of the core values of the university. The cool part is that this will be our philosophy and we an sustain community engagement.

Opportunities to support CE

1. Champion policies that support Community Engagement at all levels.
2. Recognize, feature, highlight community engaged activities and champions.

Faculty, student engagement has awards for CE, how can staff be involved in the community.

Opportunities to support CE

1. Champion policies that support Community Engagement at all levels.
2. Recognize, feature, highlight community engaged activities and champions.
3. Explore opportunity to create Staff Senate CE Task Force or Special Committee to be informed and integrate staff.

Maybe this is opportunity to showcase staff that is doing work in the community either be volunteering or service learning or exponential learning opportunities.

I would love the challenge or the opportunity to work with the Staff Senate to learn what the pulse of the CE would be. Maybe we can visit a little more and create a task force for staff. Maybe we can identify one staff, with an Excellence Award. Maybe we can visit more often and what can we do to recognize staff with Community Engagement.

Contact us

Office of Community Engagement
(956) 665-7566
partnerships@utrgv.edu

UTRGV and the Community
is the portal where students, faculty, and the community may explore the many ways UTRGV serves and learns with the community.

Faculty can enter their own community engagement events. We can self-populating activities that you are doing. Soft launch soon, so we can start creating a list that we can search for ways to get involved with community engagement.
It is a way of connecting.

How Can You Help?

1. **Receive the link**
2. **Forward to faculty & staff**
3. **Encourage submissions**

Cristina Trejo, Associate Vide President Community Engagement & Economic Development is already talking to the colleges.

Questions: Staff Senator, Karen Dorado asked, can you elaborate, on how the community is capturing all these community engagements opportunities?

There are questions that we need to answer. They will ask questions like: It is in our core priorities; is there an office that specific work with Community Engagement? Or how many classes are designated as service learning? Is it on the Syllabus? The questions are very specific.

So any questions, that we need help with, we have smaller groups that can help answer those sections. We will find the experts in those areas to helps complete those areas.

And if we want to know what is being done, or will the findings be released later?

Yes, to both; there will be several newsletters going out. We are working a website for updates to include the work that we are doing now.

Soft reporting portal, will there be communications on how to use it, or will it be a video?

Yes, we are working with Marketing to see what the best way would be to get this out, but it will be in phases. First, we are just letting people know it is coming. This portal will help connect faculty, but it will help us with the Carnegie Application. This will a self-populating list; so this is just the first layer to get the word out.

d. Noteworthy Announcements - All Senators

V. Committee Reports

a. All committees will deliver updates on their most recent meeting(s) and developments.

I. Processes & Infrastructure - Mr. Nick Dubberly & Ms. Monica Tovar

- Nick, thank you to Parking & Transportation for coming out. Will follow up on some of the projects.
- We have our regular meetings set for this year
- We have a meeting set to meet with Procurement for a documents or Master List of Forms. One stop shop for all that are looking for forms.
- Moving Expense Policy – There is an update that will be rolling out soon, so we will be getting more information on this so we can share with staff that need that information.

II. Staff Success - Ms. Carla Lopez & Ms. Karen Dorado

- 1st meeting, we had a great discussion and selected Karen Dorado as co-chair.
- We established our goals, we want to be very clear. We have some ideas that are aligned with our staff senate retreat and the climate survey
  - o We want to have an award for Staff Appreciation and Recognition of our staff
  - o We want to encourage professional development
  - o Health and well-being among staff
  - o We want to increase visibility 100% and awareness
  - o Improve communication among staff
- We have some action items, but we still have to refine some of those items base on the results from the climate survey
- We also want to have a shared location with folders, like with a SharePoint Page so we can share information with the other committees. Maybe we can discuss with other Charis/Co-Chairs to get their input. This could be a way for Staff Senate to Communicate amongst each other.

- We want to be very smart about how present our results. We want to look at data and matrix that can be measured.
- We would like to work with the Innovations Committee to see how that is going to work and maybe find a way we can work together on a Communication Strategy and work on a Staff Senate Newsletter

III. Innovation - Ms. Yvette Padilla & Ms. Veronica De La Garza

- Yvette , Jocelyn had good ideas to share with the committee.

ICE – Innovation, Collaboration, Engagement

1st purpose Innovation
- What our purpose is? Our purpose is to facilitate Innovation
- Why? To gain visibility, and exposure.
- How? By using our voice. Each of us can share what we learn here back to our departments and then we gain more exposure.

2nd purpose is to foster Collaboration
- Why? To effectively communicate
- How? Is to leave your mark; if you have an idea, use your voice and leave your mark. But back at the office, be the voice for your colleges, and make sure we are listening

3rd purpose is to foster engagement.
- Why? To bring motivation. Making sure that we visit with our colleges back the office, and they see us as someone making sure they see us as a motivation.
- How? To create a sense of belonging. Maybe ask your colleges to join you in an event, give something to do or to create a Welcoming Committee.

    Jocelyn has some ideas that she would like to share. To increase our visibility and to encourage engagement, for our next meeting in January, we would like to ask everyone to bring 1 food item, like a can of soup. If everyone brings one food item, we can take a picture with all the cans we collected, and post it on our website or Facebook. We can weigh them and post the picture showing that we donated, let say 20lbs of food items to the food pantry. So we can have a photo opp to show that our Staff Senate is giving back.

Question: Just the staff senators or ask everyone in our office, to donate at the January meeting?

In January, the food pantry tends to get forgotten. Right now, it was just an idea for the Senators, but that can be up to you to decide. If you feel like you want to be engaged and you can ask, if you feel like you can do more, then great!

We did like the Taco About Series, so we would like to keep going with that. We also have the flyer to share with the New Employee Orientation for you to review. If you any ideas, please share.

Zoom Question: For those in other at other Campus, where can we drop off the food items?

In Edinburg you can drop off at ITT building and in Harlingen you have both, Cynthia Farris and Monica Tovar.

IV. Constitution - Ms. Alisha Puentes & Ms. Teresa Villarreal

a. We met on the 20th, our goal is to have the changes to the Staff Senate by February and vote by April.

b. Committee Tasks and Descriptions

VI. Public Comments & Questions

      a. Zoom: https://zoom.us/j/782364820
      b. Remind your student workers to register for classes if they haven't already done so.
      c. Commencement is this Saturday if you would like to volunteer.

VII. Pending Items

a. There are no pending items.

- **Tomorrow is President's Holiday Reception** at 2:30 PM – 4:30 PM in Edinburg at the Ballroom Complex in Edinburg Campus.
- **Thursday, December 13th**, at 2:30 PM – 4:30 PM, will be in Salon Cassia, Main Building on the Brownsville Campus.

Motion to adjourn, Dalyn Ruiz, and motion was seconded by Veronica De La Garza.

Parking & Transportation - Fall Update

Staff Senate Meeting

1

About Us

Parking & Transportation Services – Our department helps fund parking lot improvements and construction, campus safety, security, police services, lighting and surveillance cameras, and the circulator shuttle rout.

Our Staff

- Director of Parking Services- Pablo Aguilar
- Parking Manager- Melissa Sandoval
  - 5 Full-time Supervisors (All Campuses)
  - 18 Part-time Student Assistants

2

2

Financial Update

Parking Services is self-funded and generates revenue from permit sales & citations.

Current Parking Metrics

- Permit Sales (All)
  - Zone 1   2,065
  - Zone 2   10,681
  - Zone 3   2,096
  - Total   14,842
- Parking Ratio
  - Zone 1   0.8
  - Zone 2   2.6
  - Zone 3   1.4
  - Average 1.36
  - Industry Standard 3.0
  - Our Standard 2.0

3

3

Where's the Progress?

We are currently investing in safety & security, as well as in technology.

Current Projects

- Campus Lighting Project- Working with FM ($250K)
- Visitor Pay Stations- Going live this Spring 2019
- Vehicle Counters- Pilot; Parking lot E9
- Parking Lot Improvements- North Side
- Brownsville Rezoning- Sign Completion December 31
- Remote Parking- Sign ETA Beginning of Spring 2019

4

4

Challenges

Like every department, our struggles can become lighter when we all work together.

Main Challenges

- Under-Utilized Parking Lots
  - E33 (Baseball Field)
  - E34 (Behind Rec)
  - E35 (Soccer Field)
  - B4   (Casa Bella)
  - Close to 800 Zone 1 Spaces are not utilized
- Communication
  - Working with
    - SGA
    - Marketing
    - Exploring Other Social Media Platforms

5

5

What's it going to take?

As stated before, working together makes the load lighter.

- Multiple Marketing Initiatives

- Regular Project Meetings

- Transportation (Golf Cart Route)

- Culture Change

- Support
  - Staff, Faculty, Students, & Administration
    - No Planned Permit Rate Increase for FY20

6

6

Parking Services
Follow us on twitter @UTRGV_PTS

7

The Path to 2020

A Structured Process of

Institutional Self-Study

Transforming through *engagement* A CORE PRIORITY

UTRio Grande Valley

Carnegie Foundation

Elective
Community Engagement
Classification

1

The **Carnegie** Foundation's **Classification** for Community Engagement

Carnegie Foundation

Elective
Community Engagement
Classification

Is an **elective classification**, meaning that it is based on voluntary participation by institutions.

It is an institutional **classification.**

It is not an award, rather **a process of self-assessment and documentation** of *community engagement* practice.

2

Community Engagement
Defined By Carnegie

"Community engagement describes the **collaboration** between institutions of higher education and their larger communities for the **mutually beneficial exchange of knowledge and resources** in a context of **partnership and reciprocity.**"

"The purpose of community engagement is to **enrich scholarship, research, and creative activity; enhance curriculum, teaching and learning;** prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good."

Saltmarsh & Johnson (2018)

3

Motivation for seeking
Carnegie Classification

Legitimacy: Seeking new level of legitimacy for community engagement, an institutional core priority, in a public/visible way

Accountability: To demonstrate accountability in fulfilling mission of serving the public good

Catalyst for Change: A tool for fostering institutional alignment for community-based teaching, learning, scholarship

4

Institutional Foundational Indicators

Identity & Culture	Institutional Commitment	Curricular Engagement
• Mission • Vision • Strategic plan • Marketing • Community voice	• Coordinating infrastructure • Awards • T & P Policies • Faculty Development	• For credit courses • Community Engagement rewarded as form of teaching, scholarship

5

Timeline

1. Framework was released **January 22, 2018**
2. Application portal opens **May 1, 2018.**
3. Application deadline is **April 15, 2019.**
4. Campuses notified in **December 2019.**
5. Public announcement of classified campuses in **January 2020.**

6

Opportunities to support CE

1. Champion policies that support Community Engagement at all levels.
2. Recognize, feature, highlight community engaged activities and champions.
3. Explore opportunity to create Staff Senate CE Task Force or Special Committee to be informed and integrate staff.

7

UTRGV and the Community
is the portal where students, faculty, and the community may explore the many ways UTRGV serves and learns with the community.

8

How Can You Help?

1. **Receive the link**
2. **Forward to faculty & staff**
3. **Encourage submissions**

9

Contact us

Office of Community Engagement

(956) 665-7566

partnerships@utrgv.edu

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