



**Meeting Minutes of the Staff Senate  
 April 9, 2018/ Harlingen: Auditorium 1.100  
 (WebEx Locations in Brownsville: BLHSB 2.604 & Edinburg: EMSAC 1.102)**

Minutes prepared by Monica Tovar, Staff Senate Secretary

- I. What’s Brewing: 8:30 a.m. to 9:00 a.m.
- II. Call to Order, meeting started at 9:32 A.M., by Lisa Smith, Staff Senate President
- III. **Establishment of Quorum** – roll call was completed by Monica Tovar, Staff Senate Secretary

**Members Present:** Monica Tovar, David Marquez, Peter James Ehimika, Monica Tovar, Lisa Smith, Jaime Villanueva, Javier Zambrano, Lan Lan Alvarado, Rebekah Sepulveda, Krystal Marroquin, Veronica De La Garza, Gilbert Perez, Roberto Castro, Silverio Nieto, Cara Lopez, Isabel Saldana, Roberto Cantu, Nicole Englitsch

- IV. **Approval of Minutes** – Motion to approve minutes for March 12<sup>th</sup> meeting, as submitted by Michael Aldape submitted by Jaime Villanueva and second by Rebekah Sepulveda

V. **New Business**

a. **Parking and Transportation Updates**

**Presenters:**

**Gabriel Zuniga/ Director of Transportation Services, Campus Auxiliary Services**

**Pablo Aguilar/Director of Parking Services, Campus Auxiliary Services**

**Letty Benavidez Assoc /VP for Campus Auxiliary Services, Campus Auxiliary Services**

Letty Benavidez presented brief historical data and Pablo Aguilar proceeded to answer some questions previously submitted:

- o **Overview of Parking** - no state money is received
  - Students get parking based on their status (Seniors get closer parking, Freshmen get parking a little further away)
  - Staff get preferred parking
- o **How are parking zones determined?**  
 Parking zones are based on proximity
- o **Methodology for determining zones**
  - Summer 2018 Plans to release a survey to help us reassess parking zones.
- o **How many permits sold?**

	<b>PERMITS SOLD</b>
<b>Zone 1</b>	553
<b>Zone 2</b>	15,630
<b>Zone 3</b>	4,428
<b>Zone 5</b>	60
<b>TOTAL</b>	<b>20,671</b>

○ **Is the selling on parking permits zones capped?**

- No, they are not.
- Standard ration, 3 permits to 1 space
- Ratio at UTRGV is reasonable overall
- Some improvements can be made

○ **Not enough ZONE 3 PARKING spots in Brownsville so staff are forced to park in ZONE 2**

- Staff is studying/reviewing situation and may make adjustments
- Other steps to ensure parking:
  - Parking in Zone 2 and 1
  - Use of remote lots
  - Use of Vaquero Express Circulators
  - Construction of new surface lots
  - Parking at TSC is allowed.

**Comments:** There is construction in progress that makes things difficult.

We are also looking at more parking lots in Edinburg.

We are looking at limiting parking for large events to 200, however, there can be exceptions such as HESTEC, orientations, and others. Doing this has reduced the number of reservations.

○ **How are the parking fees used?**

- Maintenance & repairs
- Lines are getting repainted
- Signage
- electronic meters that accept credit cards
- Parking app to show the location of open parking spaces
- Auxiliary operation can support other

○ **Current and Proposed Rates**

Rates will continue to increase over 3 years and we are in year 2

**QUESTIONS:**

**Q: (Brownsville) David, where does the majority of revenue come from permits. What about citations?**

**A:** They also go to the revenue.

**Q: How much revenue from citations and permits?**

**A:** 2017 - 1.2 million permits alone (tentatively)

**Q: How much more revenue is gained?**

**A:** Expected 400,000 more permits

**Q: How did the percentages decided on?**

**A:** A study among sister universities to develop the rate increase.

**Q: Do we have access to the peer analysis?**

**A:** We do not have it with us, but it can be emailed. It can be sent to Lisa, Staff Senate President.

**Q (Edinburg): Visitor parking comparing? Currently there is no visitor parking spaces near some buildings, will that change or are we still going to collect \$1 for visitor parking?**

**A:** There is a policy review to allow visitors to have an option parking

**\*\*Parking permits deferred over 12 months as per Dough Arney**

**Q: Javier - Institutional Advancement - VIPs, or candidates for Dean Searches, we want to create a VIP Experience. Will VIP parking be considered for searches?**

**A:** Visitor policy change is under review including the possibility of parking permit or hang tags for these events.

**Comments:** In other schools they have used acrylic parking signs; at UTSA they use these for VIPs. Disabled veteran status also has not changed.

We are starting to limit special events to 200 spaces, you can purchase additional if needed.

However, for orientation, which has over 400 students at each event, Mr. Anderson has expressed for recruiting events we should have parking citations waived on those dates.

All of these have been presented to PARKING P&A advisory board; we do not have representative from Staff Senate at this time.

**Q: Why is it that off campus not paying for parking permits?**

**A:** Everyone should, but we are working on signage for those sites, and employees should be purchasing permits regardless of their location. They are also looking at HR to review the historical purchases of employees

**Q: Will signage include row identifiers?**

**A:** Not at this time

**Comments:** There is planning for parking zone expansion for Zone 2 - East side by Schunior St., and we are looking at resurfacing and painting lines.

**Edinburg Question: Is there any considerations for a Parking Garage?**

**A:** It was deferred, due to the cost of the structure. \$15,000 to \$17,000 per space for the stakeholders

**FOLLOW-UP:** Share today's presentation & the results of the parking peer analysis

b. **2<sup>nd</sup> Reading of Constitution Amendments by Rebekah Sepulveda**

**Proposed changes:**

- IV.** CONSTITUENCY - The Staff Senate represents all full-time, active, classified employees and those administrative and professional employees below the level of assistant vice president who are not represented by the **Faculty** Senate
- Lisa Smith moved to approve changes and it was seconded by Jaime Zambrano
- V.** MEMBERSHIP - SECTION 1: ELIGIBILITY  
An employee must have completed six (6) months of continuous full-time service and **be in good standing** at UTRGV to be eligible for nomination as a member to the Staff Senate.
- Krystal Marroquin moved to approve and Veronica De La Garza, second the motion
  - **Q&A** – Nicole Englitsch asked, good standing meaning, good standing from appraisals. Yes, wording came from HR.
- VIII.** DUTIES AND RESPONSIBILITIES OF OFFICERS - SECTION 2: DUTIES  
President of the Staff Senate. The president of the Staff Senate .....liaison to the **Faculty** Senate; and serve as a liaison to the president or the president’s designee, both keeping the Administration informed regarding concerns of the Staff Senate and seeking support and advice from the administration on behalf of the Staff Senate.  
**Same section:** Vice President of the Staff Senate. The vice president of the Staff Senate shall preside over the Staff Senate in the absence of, or at the request of, the president of the Staff Senate; assist the president of the Staff Senate in performing leadership responsibilities; maintain and update a calendar of events relevant to the Staff Senate for the coming year; accept names of persons interested in serving on standing committees and recommend appointments on the basis of the person’s preference where possible or, in the absence of volunteers, make the recommended appointments to committees in consultation with the Executive Board of the Staff Senate; call a meeting of any committee that is not fulfilling its responsibilities; and distribute a roster of Staff Senate committees’ members as soon as the appointments have been made. The vice president of the Staff Senate **shall also serve as the president in the year directly after serving as vice president.**
- Motion to approve by Carla Lopez, and Veronica de la Garza second the motion; motion has carried. Peter James Ehimika abstained
- VIII.** DUTIES AND RESPONSIBILITIES OF OFFICERS - Section 3: Election of Officers  
The president of the Staff Senate, vice president of the Staff Senate, secretary, treasurer, parliamentarian and historian shall be nominated from the floor, elected, and begin terms immediately after their election. All nominees must be active members of the Staff Senate having served at least one year of their current, **or prior**, term.
- Peter James Ehimika moved to approve and it was seconded by Javier Zambrano; motion carried

**IX. OTHER COMMITTEES**

Motion to remove "OTHERS" in IX. COMMITTEES

- Peter James Ehimika moved to approve and it was seconded by Krystal Marroquin; motion carried

**IX. OTHER COMMITTEES – SECTION 1: STANDING COMMITTEES**

Changes to add to SECTION 1 to read: STANDING **AND ADHOC STAFF SENATE** COMMITTEES

- Krystal Marroquin moved to approve and it was seconded by Carla Lopez; motion carried

**IX. OTHER COMMITTEES – SECTION 1: STANDING COMMITTEES**

The standing committees of the Staff Senate shall be the Communications Committee, Events Committee, Staff Relations and Development Committee, and the Constitution Committee.

The Staff Senate president can appoint one or more ad hoc committees to address specific issues of concern that are not already being address by a standing committee of the senate.

- Veronica De La Garza moved to approve and it was seconded by Krystal Marroquin; motion carried

**XII. AMENDMENTS TO THE STAFF SENATE CONSTITUTION - SECTION 1: AMENDMENTS AND BYLAWS**

Motion presented to remove "AMENDMENT" to read as:

b. The Staff Senate president. The president of the Staff Senate shall appoint an ad hoc Staff Senate Constitution Committee to consider the proposed amendment.

c. The Staff Senate Constitution Committee shall present their recommendation and language for the proposed amendment to the Staff Senate president to be considered by the Executive Board of the Staff Senate for discussion and to be placed on the agenda of a regular Staff Senate meeting for consideration.

d. The Staff Senate Constitution Committee shall present the proposed constitutional amendment language at a regular meeting of the Staff Senate for discussion. This discussion and subsequent vote of the Staff Senate is the first reading.

- Veronica De La Garza moved to approve and it was seconded by Krystal Marroquin; motion carried
- Peter James Ehimika added, some change to districts should be forth coming. Lisa Smith has set a meeting with Jenna Arney discuss the questions about the districts.

**c. Regent's Outstanding Employee Award Updates** by Lisa Smith

- Lisa - Event in Austin is May 14th
- 2 employees were selected to win - no date to release
- Those not selected will be notified today
- Employee can bring a guest and travel will be covered

**d. Transforming Our World Campus Climate Survey: Your Voice Matters,** Lisa Smith & Lisa Pena

- We had 34% complete rate. Rebekah Sepulveda asked, did we have a target percentage? 60% was our target rate

- Steering committee proposed to SOM, and Dean Krouse declined. In Spring 2017 they had a previous survey so they were not included as per Dr. Krouse
- Institution will only receive final reports no detailed data; identifiers will be stripped.
- It could be, some are not completing the survey because they feel like no action will result. Do we need to send out a different message?
- Reminders did go out to staff.
- Jaime Villanueva asked, about the codes. What is the purpose if it is anonymous? The code ensures that only 1 survey per person. All identifiers will be deleted.
- Veronica De La Garza suggested a better Subject Line to draw attention and to include climate survey

This was implemented, along with leadership changes so we can continue to be part of change. Some incentives were given to every 100 students get a gift card, but their turn out was also low. They are also were getting incentives such as dropping the lowest Grade.

**Q: Can we extend it a week?**

**A:** It has already been extended, and it is now 3 weeks. It needs to end so we can get results before MAY.

Reminder, Wednesday there will be another push to complete the survey. The Staff senate can send it out to everyone.

**Q: David asked, are there other parts to the survey? Will there be interviews?**

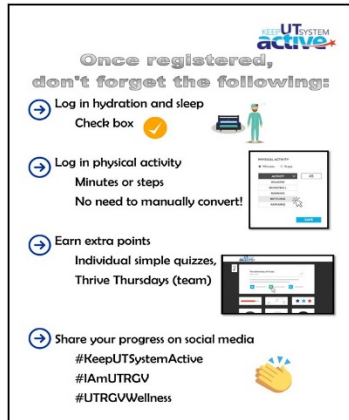
**A:** No, just the survey. No focus groups, but there will be thematic analysis of the comments, names and specifics will be redacted.

**e. Wellness Activities - Carla Lopez**

- Carla, April is Stress Awareness Month
  - UT Wellness program, [utrgv/hr/wellness](http://utrgv/hr/wellness) (include link)
  - With EAP, you get 4-5 visits for free they can continue the services with just a co-pay
  - Walking groups - ongoing and growing if you want to walk with a group
  - Questions or comments: [EmployeeWellness@utrgv.edu](mailto:EmployeeWellness@utrgv.edu) or (956) 665-2451.
- Physical activity - Keep UT system active (4 week challenge) Spouses are also eligible to participates. [www.utlivingwell.com](http://www.utlivingwell.com)

UTRGV has 438 registered as of 10:15 am (right behind UTHSCSA )

2nd place in registration, UT Dallas. Now we have to complete the participation



Financial Wellness Lunch & Learn happening this week; this week it will be Valic.

Rebekah added that there is an app and it is easier to sync.

**f. Staff Service Award Ceremony-** Lisa Smith/Nicole - May 15th in Edinburg and May 16th in Brownsville

- i. 625 awards - retired employees in the last 2 fiscal years
- ii. Official invites will go out this week.
- iii. Lists will go to division heads
- iv. Volunteers for seating, on stage, food and more.

Brownville, courtyard is reserved & Edinburg, ballroom. We have 2 people that will be recognized for 20-40 years will be on stage. Awards will be received at the department level, but they will be recognized at the ceremony.

**Q:** Lisa asked will they receive their gifts before the ceremony?

**A:** Yes, for 5-10-15 gets a pin and certificate.

**Q:** What are you counting for service?

**A:** Not State Service, UTRGV and Legacy years of service

Lisa Smith added, some staff were not included in the last year of the legacy awards so those will be included. Each component handles service awards independently.

**Q:** What was the cut-off date?

**A:** The years of service up to August 31, 2017 were included.

**Q:** In previous meetings, it was mentioned that maybe a digital program would be going out with the list of names and the awards, will that still be coming out soon?

**A:** Not at this time, an invite will be emailed to staff who qualify for an award.

**Q:** Will they have nametags to identify staff with the years of service?

**A:** Not at this time, there will be a seating chart, but that can be discussed.

**g. Noteworthy Announcements**

**All Senators:**

- National Student Workers Appreciation Week
- Job Fair this week for student jobs (this is their 1st interviews, anything we do can to help them for future interviews in their real jobs)
- PJ - UT System has developed a help desk. If students have issues or problems getting to graduation; they can email - [graduationhelpdesk@utrgv.edu](mailto:graduationhelpdesk@utrgv.edu)

It is need based, example I need this course it hasn't been offered. How can we get this course opened?

- Graduation dates -
- May 18th - Retreat for Academic Affairs Division

**VI. Committee Reports**

- a. All committees will deliver updates on their most recent meeting(s) and developments.
- i. Business Processes and Procedures
  - ii. Communications – One Institution, One Voice  
Will upload minuets to the website as they become available
  - iii. Constitution and Elections
  - iv. Professional Development  
B3 Institute planned a professional development immersion trip for July 1- 12.  
Encourage faculty and staff to apply
  - v. Staff Relations, Retention, and Morale
  - vi. University Development and Events

**VII. Public Comments & Questions**

**VIII. Pending Items**

- a. There are no pending items.

11:16 adjourn