



Minutes of the Staff Senate

March 11, 2018, 9:30 – 11:30AM
Edinburg, ITT International 1.102/ Zoom

I. Call to Order at 9:35 AM by Peter James Ehimika, Staff Senate President

II. Establishment of Quorum – Roll call was completed by Jocelyn Foster, Staff Senator

****ZOOM** is offered for this meeting, senators and staff were able to participate remotely

Staff Senate Senators Present: Peter James Ehimika, Madahy Romero, Yvette Padilla, Jocelyn Foster, Jesus Buitron, Roberto Castillo, Teresa Villarreal, Alisha Puentes, Karen Dorado, Carla Lopez, Nicole Englitsch, Nicolas Dubberly

Staff Senate Senators via Zoom: Diana Ocanas, Rebekah Sepulveda, Michael Aldape, Gilberto Perez, Veronica De La Garza, Milagro Hernandez

III. Approval of Minutes – There was a motion by Nicole Englitsch to approve the minutes as written, motion was second by Yvette Padilla

IV. New Business -

a. **Historian Vacancy Update** – Mr. Peter-James Ehimika

Peter-James notified the senate that the position of historian was open.

Question: Yvette asked is a first-year staff senator could be Historian? - According to the constitution they are not allowed.

Question: Nicole asked about the Historian's job duties. – The historian shall be responsible for maintaining and keeping up to date, up to date any written photographic or other records that constitute the archives of the staff Senate.

There was a motion on the floor to open nominations for the position of historian by Nicole Englitsch, the motion was seconded by Teresa Villarreal.

Jesus Buitron was nominated and accepted.

Alisha Puentes motioned to close the nominations for Historian, and it was seconded by Karen Dorado.

Alisha Puentes motioned to vote, and it was by Carla Lopez.

Senators were asked to write their vote and Jesus was elected as the new Historian for Staff Senate.

b. **UTRGV Staff Medallion** – Ms. Rebekah Sepulveda

Rebekah presented the idea of Staff Medallion to recognize graduating staff members. Staff

Proposal

| | |
|--------------------------|---|
| Program: | Staff Graduation Medallion |
| Purpose: | To recognize the staff and their achievement in graduation. |
| Date: | May and December's Staff Senate Meeting |
| Time: | TBA |
| Location: | TBA |
| Point of Contact: | |

| Program Description | |
|---|---------------------------|
| <p>The medallion will be distributed to staff who met the following requirements.</p> <ol style="list-style-type: none"> Must be a full-time, active, classified employee Must have completed (6) months of continuous full-time service at UTRGV Must be in Good Standing with Human Resources Must be Graduation Eligible as coded by the Office of Registrar Complete form by deadline established <p>As UTRGV holds Commencement Ceremony in Spring (May) and Fall (December), the following timeline should be followed. This includes those whose degree would be awarded in Summer.</p> | |
| Spring Commencement Ceremony | |
| 1.) Request Form to be created | March 1 st |
| 2.) Send E-Mail to Staff Requesting Form to be Completed | March 15 th |
| 3.) Deadline to Submit Form | April 1 st |
| 4.) Send List to Human Resources and Office of Register contacts | April 5 th |
| 5.) Invite Eligible Staff to May's meeting | April 15 th |
| 6.) E-Mail Commencement Committee with Names for Program | April 15 th |
| 7.) Distribute Medallions to Staff | May xx |
| <ul style="list-style-type: none"> Spring Commencement Ceremony includes graduates who have been coded as Early Checkout Clear (ECC), Temp Clear – Pending Info (TEN), Graduated (GRD), Sent to Department (DEP), Department Returned (DEP) and Early Checkout Clear (< 6hrs) (EC6). | |
| Fall Commencement Ceremony | |
| 1.) Request Form to be created | October 1 st |
| 2.) Send E-Mail to Staff Requesting Form to be Completed | October 15 th |
| 3.) Deadline to Submit Form | November 1 st |
| 4.) Send List to Human Resources and Office of Register contacts | November 5 th |
| 5.) Invite Eligible Staff to May's meeting | November 15 th |
| 6.) E-Mail Commencement Committee with Names for Program | November 15 th |
| 7.) Distribute Medallions to Staff | December xx |
| <ul style="list-style-type: none"> Fall Commencement Ceremony in December includes graduates who have been coded as Early Checkout Clear (ECC), Temp Clear – Pending Info (TEN), Graduated (GRD), Sent to Department (DEP), Department Returned (DEP) and Early Checkout Clear (> 7hrs) (EC7). | |
| <p>Note: Staff coded as Applied for Graduation (APP), Registrar Review (REG), Early Checkout Deficient (ECD), Final Checkout Deficient (FND), Certificate Pending (CPD), Pre-Census Clear (PCC) and Pre-Census Deficient (PCD) are not eligible.</p> | |

Question: Nicole asked about were the wording for eligible employees was taken from. – The committee took the wording from the constitution.

Question: Peter-James asked if the term classified could be removed? – Yes

Roberto Castillo created the look for the medallion and said a quote would be engraved on the back.



Question: Jocelyn asked how many staff members usually graduated each semester, how many medallions would be ordered, and where they would be stored. – The committee had not discussed these topics yet.

Question: Nicole asked if HR would be asked if the staff member was in good standing. – The committee thought after a staff member applied for the medallion, they would send the name to HR to make sure the member was in good standing with the university.

Question: Yvette asked about if it depended on the degree the staff member was receiving, and Nicole asked if it was just when a staff member graduated from UTRGV. – Yes, and yes.

Roberto Castillo mentioned that we should buy the medallions in bulk to receive a discounted rate.

There was a discussion about how we would estimate the number of staff members graduating each semester and Peter-James mentioned cross referencing the previous graduating classes with Banner.

Staff members would have to apply for the and it was discussed to add a box for staff to check off on the graduation application.

Carla mentioned checking the number of employees who apply for tuition assistance. Everyone seemed to agree that adding a box on the graduation application would be the best way to find out if staff were graduating.

Rebekah is was asked to send to remove classified from the document and send to all staff senators to review. Peter-James thanked Rebekah and her committee for working on this project.

c. **Constitution** – Ms. Alisha Puentes & Ms. Teresa Villareal

Alisha Puentes brought revisions to the constitution to the Staff Senate.

Peter-James asked how we as senators would like the Vice President role. Nicole mentioned not having to add another role and Yvette stated that she thought the VP and President Elect should be all in one. Peter-James said to avoid challenges that might come up, he would like to make sure the person is in the Vice President role is not in his/her final year on the Senate.

Question: Karen asked how we could make progress on this before election season? – Peter-James asked for the committee to send out the proposed changes/options for the senators to look over.

The Constitution Committee would appreciate any feedback by Friday the 22nd.

Below are four Vice President definition/role revision options.

(ARTICLE VIII. SECTION 2. #2.)

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 Staff Senate Executive Board; 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 president in the year directly after serving as vice president.

Options for revision:

1. Vice President must be a Senator in the 2nd year of the 3-year term.
2. Must have at least have one more year left in their current term. With this wording as a current senator who might get reelected later, they can run for President their first year in their new term.
3. Elect a President Elect that would shadow the current President, learn the job responsibilities for a year before assuming the role.
4. Change of role: create a Vice President position that will not serve as President. Will serve the Staff Senate as Vice President for 1 year until the following year's election of officers.

V. Pending Items

- a. People's Choice – Peter-James asked who we would like to hear from at our next meeting.

Nicole asked about inviting Campus Connect to come and share updates. Athletics, Graduation Helpdesk, and Marking were also mentioned as possible presenters.

VI. Public Comments & Questions

- a. Peter-James congratulated Staff Success on the great job they did with Staff Appreciation Day.

VII. 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 – The committee is working on a Master List of Forms with Rick Anderson's team.

They are also working on building access, as there have been complaints of not being able to get into building and being kicked out of buildings recently. Dispatch is not getting up to date information about when buildings are being used, so they are looking into how reservations works.

One good thing is that Nick had emailed parking after they came out a couple months ago with some of my concerns in in my area. In front of the computer center and I sent them an email with images, and you know stuff like jay-walking across the streets. Now using crosswalks not paying attention in parking lots. There were some dumpsters that were at the main entrance of the lot though that was preventing drivers from seeing pedestrians coming in to the light and that was a big concern and also that lot had turned into a kind of unofficial pickup and drop off zone when it shouldn't be. And it can be causing some, you know, causing some congestion in there. But I have to say that after emailing them and bring it bring it bring it to their attention. I have seen some change already. Along with the repaving of that entire lot restriping and painting the yellow markers, as well as moving the dumpsters to another location to increase visibility. So, you know, just wanted to mention that emails do not go unheard from them. You know, we've seen change just from that. And if you have any concerns, please bring it up to, because just because you know about it doesn't mean that they do, and you know split concerns they had no idea. So, if you feel strongly about it like I do you email them. Let them know. Don't just send them an email and just let it go. If nothing happens, keep doing it. And get information from your constituents and fellow employees because you know that's the best way to go about it. That's pretty much all we have for parking and infrastructure.

II. Staff Success – Ms. Carla Lopez/ Karen Dorado – The committee was very happy with how the Faculty Appreciation Day went. They were able to estimate the number of people in attendance by the number of tacos given away. 300 in Edinburg, 130 in Brownville, and 200 in Harlingen.

So that's completed and the second task that we've been working on is a team Excellence Award with human resources they have provided some feedback on the routing and guidelines selection criteria. So, we're refining that those updates have been implemented on the draft and they have already passed around for further approval. So, we're waiting on that. That's good news with moving forward now

officers committee are in the process of the nomination form and will provide more updates as soon as we hear from them.

III. Innovation – Ms. Yvette Padilla & Ms. Veronica De La Garza – There are 3 proposed dates for “What’s Brewing”. They coincide with our next 3 Staff Senate meeting dates and they would be held from 8:30 a.m. to 9:30 a.m. Veronica will get a budget for the 3 events and submit it for approval.

Yvette mentioned that the Innovation Committee did have a couple of initiatives last this last month. We did have a commitment and any staff member that would invite individuals from their perspective area to any of the Homecoming games and we wanted to recognize you Lisa Smith. She always goes to the games.

Through a nonprofit organization they had a 5k in February one of our sponsors provided two slots for our staff and Yvette did want to take time to thank Carla.

Through the wellness programs we didn't have two individuals that that took the opportunity to participate. Carla thanked Yvette for reaching out and said they’re always happy to promote this initiative with faculty and staff.

As a follow up to the presentation we had with Dr. Doris Mandela for the Carnegie designation efforts of the university. Some of us met with them individually with Dr. Mengele to discuss how the staffs can get involved with that initiative. There's a staff lunch and learn about the Carnegie designation, it's scheduled for March 20th. And you can sign up via online. But if there's anyone in the group here that would like to join us for that day. It is March 20 and you sign up through messenger.

Yvette also said we have Jocelyn heading up a proposal for Staff Senate Polos. Jocelyn mentioned sending out an email to staff senate to get sizes and get your opinion on color. Just depending on what we prefer. Roberto sent the staff senate logo. I will be sending out an email, probably at the end of the week. Then I will get quotes and then we will work on budget from there.

VI. Public Comments & Questions

- a. Nicole Englitsch mentioned the campus Climate Survey and if you someone hasn't heard about their divisions action planning process to let HR know.

VII. Pending Items

- a. There was a motion by Peter James Ehimika to adjourn the meeting, motion was second by Roberto Castillo