

The University of Texas Rio Grande Valley

Minutes for the Staff Senate Meeting

Monday, May 13, 2019, 9:30-11:30am

Harlingen (HECBL) Auditorium 1.100 / ZOOM: <https://utrgv.zoom.us/j/816857679>

- I. **Call to Order** - Mr. Peter-James Ehimika call our monthly Staff Senate meeting to order at 9:31 AM
- II. **Establishment of Quorum**- Ms. Monica Tovar
Attendance: Peter James Ehimika, Lisa Gonzales Smith, Diana Ocanas, Monica Tovar, Cynthia Farris, Diana Ocanas, Alisha Puentes, Veronica Esmeralda De La Garza, Gilbert Perez, Yvette C. Padilla, Jocelyn Foster, Rebekah Sepulveda, Jesus Alberto Buitron, Carla Renee Lopez, Isabel Saldana, Roberto Cantu, Nicole Englitsch, David Torres, Nicolas Dubberly, Michael Aldape

Approval of Minutes-Senators: Veronica Motions to approval, Alisha Second minutes

III. New Business

- a. Employee Pay Schedule - Mr. Rick Anderson
PeopleSoft has been launched better transitions, issues with January, (1 day Gap)

Learning it was not a bank holiday, 3 days January 3rd, Saturday is the 1st, Monday June 3rd pay date

September 3rd, December 2nd Sunday is the 1st

January 2020 need to look at the holidays along with paydays, if we are off the 2nd, the next January we will look at the bankers day and not university holiday, we need to line up with

Comment: Karla, during orientation, we can get paid on the 1st banker's day

Comment: confusion came from we get paid the 1st, not just banker's day, paid the 1st Pay schedules are posted on the website

Pay schedule, is posted online.

- b. Employee Resources Page/ -Ms. Nicole Englitsch & Ms. Jennifer McGehee-Valdez
www.utrgv.edu/employeeresources

EMPLOYEE RESOURCES CENTER



www.utrgv.edu/employeeresources

C3 Committee, Arney, reached out looking to wrap up this project in 2 weeks.

This was an effort with lots of groups,

COLLABORATION

Office of the President
Campus Connect Committee (C3)
Human Resources
University Marketing &
Communications

Live as of last Monday, May 6th

Policies & Procedures	 Calendars & Announcements	 Organization Information	 Faculty Resources
Technology			
Amenities & Services			
Health & Wellness			
Safety			
 Contact Us	 Staff Resources	 Policies & Procedures	 Technology
For suggestions or more information Email: employeeresources@utrgv.edu			
 Quick Links	 Amenities & Services	 Health & Wellness	 Safety
✓ HOP			
✓ Human Resources			

We have an About Us in Employee Resources, on the website. If you have something you would like One stop shop for website, so we can't find stuff. Hopefully, this is the page you can go to and bookmark. We have organizational information, Amenities & Services - was changed,

This was a page, to make things easy to find. Share this with co-workers. You can email us at employeeresources@utrgv.edu

Amenities & Services

Technology

- Account Help
- DUO
- Information Security
- IT Helpdesk
- IT Self-Help
- MyUTRGV
- Peoplesoft Resources

- Ad ASTRA (Space Scheduling)
- Campus Dining
- Catering Services
- Child Development Center
- Facilities Services
- Library
- Nursing Mother's Suites
- Parking & Transportation
- Patron of the Arts
- Print Services
- University Marketing & Communications
- University Recreation



We are linking to your websites and content, if you change the links, you can email us at employeeresources@utrgv.edu

Questions: Is the clinic information added on this websites? Yes, they are here.

Question: Are the employee self-evaluations or yearly evaluation procedures accessible here as well?

Annie response: Policies Procedures, procedure forms, everything to be one stop shop.

The policies and procedures included here are a subset of a much larger document that I've been working on these are ones that were specifically relevant for faculty and staff. But of course, there's

many, many, many, many more. There is a mockup, in draft form that will be updated along with a roll out dates.

So the first thing that we are doing is compiling a list and trying to match each policy procedure form with an owner; that's part of our ongoing work we have there is a mockup of a one stop shop policy everything website that we have seen in a draft form. In addition to a refresh of the HOP website.

Cataloging is the 1st step.

Do a double check that your areas are here, and the information is up to date.

What I'm doing is just linking two pages where the forms are hosted because the expectation is that each division will ensure that those forms are up to date and that those links remain stable. So that's the idea. I'm not. I'm trying not to link directly to the policies as much because I want to be sure that we don't have too many complications in case something changes or broken links. So those are going to link directly to your own websites that you all own. And so that's, you know, where that's going.

Question: Can we see maps of all our campus locations?

Maps are here under the quick links so they should be accessible right here. And the other one was food locations. Campus dining is there.

Just to reiterate, double check your pages. Make sure it is linking to the correct pages. You know there might be a few pages, but the same information and one pages updated the other page is an updated. We might not have caught that making this are creating, you know, compiling it all. So just make sure that it's the correct and updated information.

[Employeeresources@utrgv.edu](mailto:employeeresources@utrgv.edu) for any questions or suggestions.

And later on maybe someone else takes it over so we can just give them access to employee resources.

CONTACT US

employeeresources@utrgv.edu

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IV. UT System EAC Update - Ms. Lisa Smith

On website, just email me: Lisa.smith@utrgv.edu

Meeting summary for February 28 – March 1, 2019 at UT System Administration

Meeting Summary

- Tony Cucolo, Associate Vice Chancellor for Leadership Development and Veterans Affairs, presented on becoming stronger more active leaders in your professional careers.
- Executive Sponsor, Susan Franzen, Was presented with an appreciation gift to recognize her time and service with the EAC. Her last presentation to the EAC covered accomplishments and changes over the years and expections for the future.
- Introduction of Julie Goonewardene, Chief Innovation and HR Officer and new EAC Liaison.
- Dr. Elizabeth Heise, ACE Fellow, presented on "Promotional Path Opportunities for Staff and the Impact on the Greater Community".
- James Milliken, Chancellor, presented his vision and expectation for the UT System. He looks forward to meeting with us and hearing our goals for the EAC.

Sub-Committee Reports

- **Staff Recognition/ ROEA Committee:** The committee decided to keep ROEA on the table and work to redevelop a proposal. This committee encourages all EAC reps to communicate the importance of staff recognition and to gather champions across the UT System to advocate for staff awards.
- **Advancing Diversity and Equality in Leadership Committee:** Nyma Shaw, EAC MD Anderson, presented on the research and data regarding age, gender, and ethnicity disparities across all 14 institutions.
- **Employee Experience Committee:** Working to complete professional development assessments across the institutions. Discussed first high-level review of the initial findings, outlined process and deliverables for presenting the results at the June Council meeting.
- **One System, One Voice Committee:** This committee has reviewed the website and made a list of revisions and updates that were sent to Sarah Pekar, who will work on key updates to the website. A communication guide will be an ongoing project to collect and put together best practices.

This year we have the 1st Inaugural - Team Excellence Award, and the ODEL Committee

We also have the Advancing Diversity & Equality Leadership Committee; we call it ADEL Committee. They actually have they're doing some really cool research with age, gender, and ethnicity at executive level positions. As well as the other positions in each of the institutions. They are actually presenting in the next meeting that we have in June. Once they do that presentation, then we'll be sharing the data with you.

We do also have an Employee Experience Committee and they are looking at assessing the professional development across each of the institutions. They will be sharing their findings as well in June.

And then we have finally the One System One Voice Committee and they are looking at the website and making revisions and they're also the ones responsible for this system summary so that I'm reading

Lisa Smith and Michael Aldape are UT System Employee Advisory Council representatives, so they go and represent UTRGV to UT System in regard to employee the employee advisory council and any concerns and issues that affect employees on campus.

UTS EAC Website: <https://www.utsystem.edu/sites/employee-advisory-council>

V. Pending Items

a. **Constitution Revision**- reading for Senate Reading - Ms. Alisha Puentes & Ms. Teresa Villarreal

Peter James, Staff Senate President added, just as a preface, the Constitution, since we began has been going through a few updates. Every year we have done a few updates, so we can get the constitution to truly reflect the different changes that are happening organizationally here.

From here, we have the first reading, the second reading to the Senate and then after that, this goes into constitutional referendums; it will go out to the entire university and you'll be able to vote as a university as an institution and say this is what we like.

This is what we don't. And so, yeah, we'll be seeing that go out probably within this next month.

We have 11 parts that the committee has looked at that we're suggesting for revision, a lot of those are simple revisions that are more like grammar, punctuation shortening phrases, things like that. The first of those would be:

Constitutional committee is working on updating, after this it will go out into referendum.

1st part we have several definitions

Current	Proposed	Reason	Extra
The name of this organization shall be the Staff Senate of The University of Texas Rio Grande Valley.	The name of this organization shall be the Staff Senate of The University of Texas Rio Grande Valley (UTRGV).	To match the style guide and define correctly.	The University of Texas Rio Grande Valley shall be replaced with UTRGV through the document.
Staff Senate - The Staff Senate of the University of Texas Rio Grande Valley.	Staff Senate - The Staff Senate of UTRGV.	To match the style guide and define correctly.	
President - The President of The University of Texas Rio Grande Valley.	The President of UTRGV.	To match the style guide and define correctly.	University has been added in front of president to define correctly.
Administration - The Administration of The University of Texas Rio Grande Valley.	Administration - The Administration of UTRGV.	To match the style guide and define correctly.	Forgot of how detailed the difference between Administration and administration.
	Staff Senate Executive Board - Board consisting of Staff Senate President, Vice-President, Secretary, Treasurer, Parliamentarian, Historian and Past President	Adding definition of E-Board	definition can be revised as needed if Senate sees fit
	Districts - Units or divisions within UTRGV as they pertain to voting processes and procedures as designated by Human Resources	Adding definition of Districts	definition can be revised as needed if Senate sees fit

Adding the definition of the Staff Senate Executive Board, it would say the board consisting of Staff Senate President, Vice President, Secretary, Treasurer, Parliamentarian, Historian and past President, I think those are all the members.

If I'm wrong please correct me, and we can get that get that changed.

Another addition:

The next one that we were suggesting would be to define what we consider a district. There was a lot of talk within our committee about. The next one that we were suggesting would be to define what we consider a district; using the term ***district*** versus using ***division*** or department or something like that, we're fine with the word district, because it does apply to voting. We think we need to have a definition that says something about how we determine what a district is.

Comments: The problem with having a definition though is if we list out all those departments, we're going to have to keep changing that. So our suggestion was to list, something that says: **departments or divisions** within UTRGV as they pertain to voting processes and procedures as designated by human resources, and then we can always follow up with human resources to see what those categories are or those divisions.

- b. Authority and Purpose - we added in here, it says to the President and administrative relative to the interest. We added university president, just so that we're clear that we're talking about. In this case, the university president, not the overall Staff Senate President and not UTRGV President, making a distinction.

1	The Staff Senate is an advisory body through which eligible staff can convey information and make recommendations to the president and Administration relative to the interests, concerns and issues that affect the staff of The University of Texas Rio Grande Valley.	The Staff Senate is an advisory body through which eligible staff can convey information and make recommendations to the university president and administration relative to the interests, concerns and issues that affect UTRGV staff.	To match the style guide.	
2	The Senate may make recommendations on general policies and, at the request of the president, advise on specific institutional issues.	The Staff Senate may make recommendations on general policies and, at the request of the university president, provide advice on specific institutional issues.	Correcting sentence structure	

- c. Membership - We changed representatives to members because in the later on in the document we weren't using representative anymore. We were using the term members. So in this area, we change that to members. We also removed a line that doesn't align or meet with the University's mission.
- d. Removed last sentence – 'In line with the institutional mission of connecting people across geography through a distributed services mode, Staff Senate will encourage Senators to connect with their constituents across campuses using technology and other resources.'

Representatives shall be available to their constituents and shall publicize how they can be contacted. They shall be willing to listen to staff concerns, to receive information and suggestions, and to communicate those effectively to the Staff Senate. In turn, members must keep their constituents informed about the work of the Staff Senate and relay matters communicated to the Staff Senate by the Administration. In line with the institutional mission of connecting people across geography through a distributed services model, Staff Senate will encourage Senators to connect with their constituents across campuses using technology and other resources.	Members shall be available to their constituents and shall publicize how they can be contacted. They shall be willing to listen to staff concerns, to receive information and suggestions, and to communicate those effectively to the Staff Senate. In turn, members must keep their constituents informed about the work of the Staff Senate and relay matters communicated to the Staff Senate by the administration. Staff Senate will encourage Senators to connect with their constituents across campuses using technology and other resources.	Changing representatives to members to match document and removing line that does not meet University's mission.	
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- e. **Duties and Responsibilities of Officers, II. Duties – Recommendation for Vice President role was to change the statement to read, basically removing the last line: Vice President of the Staff Senate shall also serve as president in the year directly after serving as Vice President.**

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 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 president in the year directly after serving as vice president.	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 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.	Currently the VP has exhausted terms eligible to serve. With this revision, we will eliminate any future issues with term limits.	removed last line "The Vice President of the Staff Senate shall also serve as president in the year directly after serving as vice president."
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We just remove that line. Instead we are stating: The Vice President serving that next following year, it would be the same as our current roles where we would have an election instead of an automatic serve.

- f. **Grammar & Corrections** – This is to correct the overall grammar; various things in the document where we needed to change, like a semi colon to a period to change.

grammatical corrections (punctuation, capitalization, & subject-verb agreement)	found grammatical inconsistencies throughout document that need corrections.	Not intended to change the meaning of the article, section, definition or roles.
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PJ Staff Senate President, my understanding was, and you can correct me if I have this wrong, but we we've done one reading prior already okay very informal reading. Since this is the 2nd reading. We are ready for a vote.

Our Parliamentarian is saying that this is not the 2nd reading. Monica, Senate Secretary replied, we have had a first reading and Edinburg of the changes that we're going to be discussed reviewed today. And then we had a detailed conversation over the Vice President wording, then was sent out to the senator's review. Now, here this today is a second meeting I have it in the minutes.

Since this is the second reading, so that means that we can open up voting here.

Lisa Smith, motion, Yvette Padilla 2nd, motion passed. Voting for Constitution updates has been open now.

Staff Senate President, Peter James suggested, changing districts to units keeps it broader and will keep us from having to make another revision later.

Districts - Units or divisions within UTRGV as they pertain to voting processes and procedures as designated by Human Resources	Adding definition of Districts
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Senator Michael Aldape recommended would it be possible to just group those that are only focused on changing the style of the wording into one group set and then voting on the others individually that might be shorter version of voting,

Senator Veronica De La Garza motioned to move of the stylistic changes to 1 voting item, **Senator Nicole Englitsch** 2nd the motion.

No debate or discussion, motioned carries.

Motion to approve or deny the group of **5 insubstantial changes**, **Senator Lisa Smith** motioned to approve all non-substantial changes; **Senator Michael Aldape** 2nd - motion passed.

We have seven more, which are content changes for the Constitution. Correct.

First one would be where we're adding the definition of Staff's in it. Executive Board. Currently there is nothing stated.

Section II. Article 2 Definitions – under Administration, adding the definition of Staff Senate Executive Board – Board consisting of Staff Senate President, Vice-President, Secretary, Treasurer, Parliamentarian, Historian, and Past- President.

Motion entered by Staff Senator Michael Aldape to approve and 2nd by Jocelyn Foster, all motion approved and will move to referendum

Next recommendation, is adding the definition of districts, adding that to the constitution.

Motion on the floor, approve this recommendation by Senator Veronica De La Garza, 2nd by Second Carla Lopez, motioned carries. This will be added to referendum.

Next, **Article 3, Authority & Purpose** –

Changing: The Senate may make recommendations on general policies and, at the request of the president, advise on specific institutional issues.

To read: The Staff Senate may make recommendations on general policies and, at the request of the university president, provide advice on specific institutional issues.

Motion, by Senator Veronica De La Garza, Senator Nicole Englitsch, 2nd the motion; motion carries.

Next **Article 3: Duties of Memberships**, changing the word representatives to members because in our article we're calling it duties of membership, so there it that way, it flows, all the way through the statement.

We also took out

took out the sentence that says: **"in line with the institutional mission of connecting people across geography through a distributed service model"** we removed part of that, just so that we're more in line with the university's mission.

Motion submitted by Cynthia Farris, 2nd by Michael Aldape, motioned carries.

Next, **Article 8, section 2: Duties for the Vice President**

We were suggesting removing the last line:

"The Vice President of the Staff Senate shall also serve as president in the year directly after serving as vice president."

Senator Carla Lopez motioned to approve the changes, 2nd by Senator Cynthia Farris.

Comment submitted by Senator Lisa Smith: I see that this has caused issues with selecting the person, and it kind of eliminates certain people from being able to serve in that capacity. I think that's why this is a really good idea to remove it so that it allows more people to have the opportunity to serve.

Rebekah Sepulveda submitted a question via ZOOM: She asked, who would lead the staff senate during our August meeting if we do not have any one in charge?

The August meeting is still led by the current president, so I (Staff Senate President, Peter James Ehimika) will lead the August meeting. September is when we take the new office.

Question: Who runs the September Meeting?

Except the September meeting is the retreat. That's where elections happen. The retreat is different. The retreat is not a general meeting, that happens in October, but if the senate chooses, they can have a retreat and then a general meeting as well.

Question: Is the retreat mentioned in the Constitution? Yes, the retreat is mentioned.

There are comments that are being said that they think that the they should be mentioned in the bylaws, then what would need to be added. Yes, but who would host it isn't.

Senator Veronica De La Garza commented: And this is just an opinion. But I think because it's the Constitution usually constitution or the bigger arching issues if we know we're having a retreat and it's mentioned in the Constitution; we could decide later. If it's being done by the executive committee or later on if there's changes not something that per say wouldn't have to be in the Constitution but could be done in the Staff Senate.

Rebekah Sepulveda: Under Article 8: Duties and responsibilities of Officer, Section 2, Duties - the line reads: the president of the staff senate shall proceed over all meetings and it goes through it.

And it says to make a report to the actions of the Executive Board of the staff, send it to the Senate at each regular meeting prepare a written annual report of the past, present activities and progress at the annual staff senate retreat and make it available to all employees at the fall general staff meeting.

In that case, when we're specifically stating that the President of the staff senate shall prepare a written annual report of the past president activities and progress at the annual Staff Senate Retreat. We don't have a president at that point in time.

Peter James Ehimika, Staff Senate President commented: The current president will be making that report over the last year that they were in office. And that's going to be presented at the staff senate meeting. And that happens each year the new person who takes over doesn't do a report at the upcoming staff senate meeting because or at the retreat, because that person just was elected.

Rebekah Sepulveda: That's what we're going to, but that's not what we have. You and Lisa both had your reports ready because you were already president at that point in time.

Peter James Ehimika: I did not actually; I think we were looking over that policy.

Lisa Smith added: I presented the accomplishments of the past year. And then the year before that Michael presented his accomplishments at the past year.

Michael Aldape: And so, when we transitioned between administration's after my term ended; we held the retreat here. I worked with the current Executive Committee up to that point to plan the agenda I presented the accomplishments, we held the elections, with the exception of the president because we knew that Lisa was going to be taking over, and then we held elections for the new executive team. And so, it was really at the at the retreat that everything the new group came in and took over.

Staff Senate President, Peter James Ehimika: But I think she's referring Rebecca, correct me if I'm, if I'm wrong. I think she's referring to the hosting of the retreat. Because what I did was, I presented over our goals for the future, not over the past year. And I think her question is, who will be presenting over the future goals of Staff Senate. If we don't have a person elected, who's going to. Yeah, you're going to know what we're going to do.

Rebekah Sepulveda: Because Lisa organized my first year you organized the second year. So who's going to organize if we don't have that person? I'm trying to make sure we understand because it's been the president since that's the only person that's been moved over.

That's not in the constitution. **Staff Senator Lisa Smith,** stated because I did take time to think about, all of the opportunities that we didn't get to cover from the past year to then carry forward to the next year, and I know PJ did the same thing when we did that transition. I think this is why Faculty Senate does elections prior to, but they do have a chair elect.

The retreat is organized by the executive committee. The retreat itself is organized by the board, but you do want to go into it with some kind of ideas to kind of focus the group. So that's the part that would be missing unless we elect the President.

Comment from ZOOM: William Harris, current administration precedes overall meetings until the new president is elected. For senators to use the retreat to create goals. Building up goals after the president is elected. So the Executive Board hands over the reigns after the elections.

Staff Senator Cynthia Farris, states it looks like one of two things. Either we hold the retreat right after we elect the president or we add something in the bylaws or the Constitution that gives the current president the authority to run that retreat as well, up until the president is elected.

Staff Senate President, Peter James Ehimika: The retreat is in the constitution; it is in September, when we take over so if you want to change it; it needs to be a modification to the Constitution.

Changes, approved - will be added to the referendum.

Goes to constitutional referendum

Staff if you are reviewing this and if you have questions, please submit your questions.

8. Public Comments & Questions

a. Comments and Questions: Guests and Senators

Mr. David Marquez and Ms. Rebekah Sepulveda

PJ - Auxiliary services - Grill opened in May closed Memorial Day

Veronica De La Garza - Comment: Border Regents, Nolan Perez, from the valley and newly elected

Nicole - We have **staff service awards**, time to celebrate staff, 1st Team Excellence Winner

Previous FY 2018 - is what we are looking at

Comment Gilbert - divisional meeting, 288 awards it will be looked at each year based on the number of the awardees for the sake of time.

PJ - Thank you for all your hard work.

Nicole, staff service speaking giving the team excellence award.

David - Agenda shared, goes to all staff

2. Senate Discussion- Zoom

Mr. Peter-James Ehimika

Jocelyn, Polos, you can wear, Jana Arney approved, budget it will be from our budget.

To increase visibility across campus

Will go out in Email - Navy with Logo approved by Marketing.

9. Committee Reports

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

1. **Processes & Infrastructure** - Mr. Nick Dubberly & Ms. Monica Tovar

Master List of forms to be added to the Employee's Website

Parking Canopies -Met with Valley Metro, pending approval, estimated to be completed by the end of the year. Funded through a federal grant

Alternate ITAC - IT advisory council, mentioned to the group that all IT and asked for feedback on parking and other concerns, and parking issues were shared with

Parking@utrgv.edu

Communicate the issues to see a change

Asked parking to give updates on projects.

2. **Staff Success** -Ms. Carla Lopez & Ms. Karen Dorado

Carla, recognize the commitment from all the committee and the staff senate.

After, reviewing initiatives. 10 nominations, and total of 149 staff, and few faculty

Teams had to have the majority of staff on the team, great full for all their hard work.

Total of 6 senators reviewing applications.

3. **Innovation** - Ms. Yvette Padilla & Ms. Veronica De La Garza

Polos and can food items. Food Panty and insecurity is a real thing, so this is a huge support of student success.

Thank you for contributions

What's Brewing at ITT Building, this is a great time for staff to come down and meet the senators.

We had some staff that didn't know what we did and how often we meet.

Motion to adjourn meeting by Michael, 2nd by Nick

Ended at 11:16