

**Minutes of the Staff Senate Meeting**  
December 12, 2019 9:30 – 11:30AM  
Brownsville INAB 1.208/ Zoom: 3833397688

**I. Call to Order – Staff Senate Parliamentarian, Mr. David Torres @ 9:35 am**

**II. Establishment of Quorum - Ms. Monica Tovar & Ms. Alisha Puente**

**Senators Present:** Rebekah Sepulveda, Noelyn Llasos, Peter James Ehimika, Yadira Mejia, Karen Dorado, Carla Lopez, David Torres, Isabel Saldana, Karina Herrera, Nicolas H Dubberly, Nicole Englitsch, Maria Juarez-Serna, Veronica De La Garza, Monica Lisa Tovar, Tammy Munoz, Valerie Johnson, Jocelyn Foster, Matthew Pollock, Yvette C. Padilla, Alisha Puentes, Cordelia Rasa, Irene Cardenas, Teresa Villarreal

**III. Approval of Minutes** Motion, Mathew, 2<sup>nd</sup> Karen – Motion, Mathew, 2<sup>nd</sup> Karen  
Minutes approved. Send to Carla Lopez

**IV. New Business**

**a. Texas Mandated Reporting of Sexual Misconduct Brief Primer – Ms. Florence Nocar**

I want, I just want to send out a reminder regarding the training that we all took in August that the provisions pertaining to mandatory termination come into effect January one. It applies to everyone, if you receive a report or overhear a situation, you need to report it. You received a report and need to report it as an employee.

In terms of discharging the responsibility, everyone has a responsibility to report certain types of sexual misconduct, sexual harassment, sexual assault, dating violence, and stalking. There is a online form on the home page for the [Office of Institutional Equity and Diversity](#), there is a button that says **Make a Report**. Often the information is limited, but the employees have everything that you need to start the report, Dr. Cynthia Jones, with the Office of Victim Advocacy and Violence Prevention [OVAVP] has a confidential office by law to handle these inquiries.

Every employee will receive training; it applies to everyone except employment based on student status. I've been asked questions about, well, what if you hear someone, as an employee overhear a where it was discussed and you're aware that they are faculty, staff, or students who is reporting a type of sexual misconduct. What do I do? You report it. Yes, that person didn't talk to you directly, but you have received information as an employee that you're able to reasonably discern if it is dating violence, sexual harassment, sexual assault, or stalking.

It's important to let us know. I understand that oftentimes the information is limited. What is known to you at that time, the obligation that the vast majority employees have pertains to information that's relevant for an investigation so that typically means everything, you know. I'm sure if it's okay not to know the students so they don't have their name. This is closed out the form has a narrative section, or you can just explain what you do know.

Dr. Cynthia Jones is an office that is confidential for all faculty, staff and students. Our local ADM 03-300 [policy](#) is changing. Make sure to take a look at it. Every employee at UTRGV will be a mandatory reporter under that policy so separate from Texas mandates all employees have to report unless you fall under confidential. Confidentiality privileges, in transition. Some of you provide direct services counselors as a health care provider, as individuals who work in the Office of Victim Advocacy and Violence Prevention. With respect to our policy those communications, for the most part is confidential. However, under the shifting gears from our local policy to the new Texas law. Type has to be identified, so we created. I've worked with Liza Dimas, program coordinator, to make it easy for

constituents to be able to discharge their limited important obligation for those employees who have confidentiality privileges with respect to the law. Some information does have to be disclosed and has to be exposed directly to me or a deputy Title IX coordinator; your designated [Title IX coordinators](#), are for the School of Medicine, Dr. Stanley Fisch. With respect to faculty, staff student complaints outside the School of Medicine, your designated coordinator is Deborah Torres.

g. [Title IX Coordinator and Deputy Coordinators](#) The Title IX Coordinator and Deputy Coordinators are:

Role	Name	Position Title	Dept. Location	Contact Info
<b>Title IX Coordinator:</b>	Florence R. Nocar	Chief Equity & Diversity Officer, Office of Institutional Equity & Diversity	<a href="#">Office of Institutional Equity &amp; Diversity</a> Edinburg Campus	956-665-2103 florence.nocar@utrgv.edu
<b>Deputy Coordinator: Athletics</b>	Chelsea Blakely	Sr. Assoc. AD for Ex. Operations	Athletics HPE1 1.102 - Edinburg Campus	956-665-2205 chelsea.blakely@utrgv.edu
<b>Deputy Coordinator: Staff &amp; Faculty</b>	Debra Torres	HR Business Partner	Human Resources MASS 2.144 - Edinburg Campus	956-665-3815 debra.torres@utrgv.edu
<b>Deputy Coordinator: Students</b>	Douglas R. Stoves	Associate Dean for Student Rights and Responsibilities	Student Rights and Responsibilities Cortez Hall #204 – Brownsville Campus	956- 882-7196 douglas.stoves@utrgv.edu
<b>Assistant Deputy Coordinator: Students</b>	David Marquez	Assistant Director for Student Rights and Responsibilities	Student Rights and Responsibilities Cortez Hall #211 – Brownsville Campus	956-882-5034 david.marquez@utrgv.edu

Beginning of the year, which is that all employees have a mandatory reporting obligation with respect to our policy which is much more expansive. So, if you hear it, report it. It's important. It's important that our students are able to learn in their environment and free of sexual misconduct. It's important that faculty and staff to be their best and focus on their work and servicing our students without having to hear of any absences of in anyway tolerant of sexual misconduct. The office of institutional diversity also addresses discrimination under am 03 100. So, in terms of not familiar with what we do.

We address on behalf of all faculty, staff, and students' complaints of discrimination sexual misconduct and accessibility issues, independent of the accommodation process. We want everyone to be successful in being able to meet these new reporting obligations. If your units, or your area would like a training with specific scenarios. We are so happy to do that.

Many of you have already reached out since August, to have this training on departmental level. We continue to offer them that we want everyone to be clear and feel comfortable with meeting this new call to action.

**Q& A:** Is this pertaining to that training that if you see it and don't report it, you get terminated? That is correct, so please refer back to that training So that training, please refer back to it that provision where the university lacks discretion as to what disciplinary action will be taken it result in termination. That comes into effect in January that particular provision; please keep in mind that under this new Texas law, people are different investigation was found that somebody did fail to report that code, there is criminal penalties that are enhanced if it is also founded with a purpose of concealing. Very severe consequences for failing to report, please refer back to that Blackboard training; it stays on your Blackboard.

**Q& A:** If a UTRGV student is being stalked by non-student and police have been notified, do we report or does our PD?

The call to action is we have to report it. Right, so police process is very different from the administrative process that we have here because of administration [ADM 03 300 Sexual Misconduct Policy](#) and the new

Texas legislation specific to those reports that are heard even if there's knowledge they've gone to other support services if you hear you have to report it. Even, if you say well, they're getting assistance somewhere. It's really important that we look at it from this other lens.

**Q & A:** What if a student submits the complaint in writing, for example, the department that we work in sometimes deal with the appeal process and maybe part of their appeal they write in their situation, their own story of what they were going through? If we look at it day to day in our day to day work how should we handle that?

Then attach it to the online forms. It is not unusual for our office to receive duplicate records. It is important with Texas Legislation, be forwarded to our office or be attached. As this comes to faculty, in terms of I am not doing well, because of this incident was traumatic. Typically, with those disclosures come in, its related to distress. When calls come in it is usually of distress. It's not a situation where people are able to ignore what has occurred, and the disclosures, or are they come into the office and not doing well that's typically how people receive that information, not always but it is typical that's how they come in.

**Q & A:** We are still obligated to report it even if we are not meeting with someone?

Correct, if you were received information that you recently can interpret as under our policy that it is domestic violence, family violence has to be reported. We wear two hats. Let's say you work in counseling or it is a therapy session, you are providing direct services, there are different categories of employees, everyone has to report it. The type of information differs. You have to report the information, but there is a different online form that we created. If you have confidentiality privileges, you have a form that discharges the requirements that employees have and under this new Texas legislation. So you might be wondering why my disclosing location, right, is that on campus or off campus.

**Q & A:** You mentioned multiple hats, and my one question was I got plenty of nieces and nephews that come to this campus, or some of us have children that come to this campus, what if that family member discloses something to me at home because I am their family, where do you draw the line, because they are telling me at home rather than an employee?

Part of it just isn't knowing that the University is pro reporting. So, you yourself decide the penalty outside of your work contents to make a report outside of your role as an employee. We encourage it, and it and you might be asked why? Don't all these reports turn into an investigation?

No, that does not occur. All reports will result in people getting resourced; we are very, very fortunate. Unlike many institutions across the nation to have robust resources for faculty, staff, and students when it comes to sexual misconduct. We have Office for Victim Advocacy; we have so many resources and we wanted people to know about them. And that's why if somebody who is associated with, we want them to know where they can go for help, they decide to reach out, or they can elect months later not choose every source, but then decided they needed help.

So just with respect to knowledge of individuals who are stakeholders in general, whether or not you're having mandatory reporting obligations, we are Pro Reporting for that reason. We want people to have those resources. And make choices to the extent that they can empower them right there are situations that are at risk and danger to the campus at large of the times, you know, they come out as timely warnings and whatnot. You see my lens is both. So in terms of the Texas legislation, it's specific to in your role as an employee in furtherance of the activities of the institutions, in the regards of our policy

its different standards is meant for reporters you're aware, and somebody is associated with ours institution. So it depends on what you are looking at.

**Comments:** I think it was really important to know how not every report generates an investigation. And I think that's helpful and critical that people understand context but because it helps us frame how to report things. So, for instance, somebody may report that they overheard, or a student disclosed a situation. They may not be clear on whether the situation was one of those things because sometimes people are now is very now our outright or forthrightness thing, you know, in the information that they're giving, but we can say that the student might need the resources. They would be a good candidate for resources and then they can choose. So, the goal and I'm hearing or what I'm understanding is that the goal is really to get students proper resources, not for us to become involved in a level of storytelling and explaining the full story.

In terms of its making sure that they know what resources exist and that the person that they're making the initial outcry to, can help. We also have training for responsible employees; that population is growing. We have recommended responses. It's important not to judge, to refrain from making statements. This is hard to do as a listener, if you have some kind of association with the parties involved. Oftentimes when people think about victims, they don't think of those initial responses as that, but that's what it is. There is a training on the linear responses, but what is critical so that they are informed about the reality of this unique type of misconduct. It is important to disclose that you're a responsible employee and you have to report it to the Title IX Coordinator and understand and educate them if they have questions about what that means, which is exactly that. I can't be the person that or I don't know how to best assist you, but we do have people on campus. As noted, that are active that can be really supported and help you through this difficult period. We invite them to come talk and find out specifically what's important for them to receive at this time when somebody needs initial information or may want to disclose something that does turn into investigation or educate them about why that decision will be made or won't be made. It is very complex case by case.

**Comment:** Your question said like, is it storytelling, in a way, it is because your report is. The more you can tell us what the report looks like, the more information we have.

**Comment:** Everyone has a different background. My background comes from being a resident advisor, we were trained to ask a lot of questions and write a detail incident report, the full story of information we know. I don't know whether it's encouraged for employees to do that, or whether it's with guidance, you know, you're getting to involved with the investigation? The ladder. Just tell us what you know, don't go digging.

It's about being transparent. You have just given information that I'm going to have to disclose this and I want you to know. This is what happens next, because it's different hats. People have expectations, I expect my RA to ask a lot of questions related to this specific so that you can determine the next course of action related to administering the policies that what we're seeing and meeting the job responsibilities. In terms of this type of report, that's where I that's where my staff comes to this, they go in and ask questions if they're willing to provide the answers; we're not, we don't want to traumatize people or re-traumatize them unnecessarily. It is really, where are you at, what kind of resources do you need? We want people to participate so we can provide them with as much support as possible. The expectation is if they disclose it, because they are not doing well. Just let them know, I need to report this, the university has a lot of resources available for you.

It comes with some of the things that disclosure and people want to continue talking details. It's important to refrain to comment on it but just listen to be very carefully and be transparent about what you will be doing next, and that you're not easy conversations.

**Q & A:** If someone is talking and shared too much information is shared? And tell the person you just shared something that I have to report, but the person gets upset?

I'm like, no, don't tell anybody what I just told you, or something like that. And you say, well, I could get fired. Do you have anything specific that you usually tell them?

Something that might help us to stay like this is not something that anyone else will know about because obviously you're reporting it to someone else, and they will know about it. You can't say that. Is there anything that you specifically to kind of help ease them. Yes.

Exactly, responsible way that insensitive to the size of disclosure. So we do have training, and actually we are part of the supervisors series its ongoing, twice a year. We are doing more trainings in light of policy changes in light of the Texas Legislation, and that all of our employees or part with the mentor boards with all of the confidentiality. So yes, this is a change to this is, this is how to respond. Clearly, people are typically are in distress when they're making disclosure and so as soon as possible in the conversation. We are all mandatory reporters and challenging if somebody reports that that we have to report. So as soon as possible the conversation it is important, so they know what to expect. Oftentimes, people will disclose it makes the decision supposed to disclose explaining what they can expect, they're going to get an email for me or my staff. But an office of the university will be contacting you, saying, we would like to talk to you, but here are some of our resources.

Very important to know if something poses a risk of harm to our community and going to those situations in life station. There's somebody asked for. Clearly, we're going to analyze it to see if the elements and whether it would be appropriate to address it in that policy. But in terms of safety planning in terms of wellness resources in terms of the ongoing conversation on wellness the office for Victim Advocacy & Violence Prevention is important so let them know that it exists.

**Q & A:** Is there training for students and other community or faculty who are participating off? Yes, there is training with a great deal of information. It goes out to all our students, graduate students and undergraduate students. I've been invited to meet with pockets of different student groups.

In terms of off campus constituents is the same. So all employees received compliance training the title nine is training is part of the training, those who are responsible for the rules and large and now based on the changes, it will see this new year that training goes out to all employees, but it's really entitled have in person training, which is why I really encourage anyone interested make arrangements with us.

**Q & A:** Do we have questions about CSA's? Yes, we can. I just don't want to maybe confuse people. Because it's very similar, but it's not so. But I'll answer your question. There is a reporting form CSA – training is coming in January and this a smaller group of people.

A campus security authority is a person that has campus security responsibility of reporting issues. And so that's individual that works for the university and it has a significant responsibility for students for campus activities in this case if you're an RA. Your model, more than likely a CSA and so this in conjunction to our response requirements as a university combined with the Clery Act.

Which most of you probably some a timely morning was sent yesterday and that basically is us requiring me our requirement to notify the campus community of a robbery that happened, if that information wasn't provided by Campus Police, then it would have come from a CSA, Campus Security Authority. So there's a reporting form that you have to do that too and not everybody in this case is a CSA it only depends on your job function. So, it's very different from what title nine is required. Everybody in the university is that title nine mandatory reporter based on the state law firms just talked about. So when I started talking about CSA people start becoming like wait, but like I'm CSA to, well, you're probably not because it's smaller group. You'll know in January, because you're going to get some training. it's telling you you've been identified by your supervisor as the training, but I want to mention before we forget is when we talk about Title Nine mandatory reporting that means reporting to OIED, to her to make sure that it gets to her office, not to your supervisor. I mean, it can be to both, but what I when I heard about this. I thought people are going to think like, oh I reported to my supervisor, I cleaned my hands of it, but no to make sure we are meeting our requirements of a mandatory reporter, make sure we are filling out that form that goes to OIED.

**Q & A:** I think even as a supervisor training, it got really confusing differentiating the police aspect versus the counseling aspect. This is much better. But now, if somebody reports to CSA that goes with the police and that becomes an investigation. So, depends on who they share information with. Is that correct, like, is there any case where they can come to PJ he's a CSA, when he submitted the contact reports but then does he also have to contact the police? The victim has the right to mention to the person they're reporting to, that they don't want this investigated by P.D. and P. D. will not investigate, and that is a requirement that's also on our safety report that we send out with all the procedures and policies on how victims report things that are safe to report that you can mention to the next time. And you can tell them, look, my obligation is to notify OIED or not PD but for now OIED. We do not have to investigate. There's not police investigation, unless they wanted to, and we ask people if they want to notify PD, but we don't force people. And we received administrator report, those reports do not go to PD. this is different from to report issues. We let people know there are options.

I want to mention timely warnings, Clery act, those reports are coming from the Clery Office, because they need to need to be assessed for a timely warning. They need to know that police can see this, but they don't have to investigate. The back ground about Clery Act: The law is named after [Jeanne Clery](#), a 19-year-old student who was raped and murdered in her campus hall of residence in Lehigh University in Pennsylvania. Her parents were very concerned about climate campus and campuses nationwide were transparent with their crime statistics clearly people chose where they want to go in terms of their willingness and financial support. They had a deep concern relate to how much crime occurs in different places where my loved one would like to attend that information prior to Clery Act named after Jeanne Clery was a byproduct of that because they have a perception that institution is extremely safe. But if you were to look at the time logs in the crime records. There's a murder up there was quite a bit behind the curve on the campus.

It's about transparency so that students and would be students can have an understanding about is really important information about safety.. It's very much focused on statistics data that we have again was true, or just our homepage there is a link that shows the statistics. It's an annual report in a sense like consumers report for prospective students even a friend and our faculty and staff.

Liza Dimas, 956-882-6588, Office in HR office in Brownsville. This is the first time this positions has been created, and so we our commitment to universities commitment to be in compliance with Clery and to provide the safety report that we put out every year is getting more and more support.

The Office of Institutional Equity is 665-2103 for Florence Nocar, [OIEE@utrgv.edu](mailto:OIEE@utrgv.edu)

In 2020, if will be assigned, if you are a supervisor, if you were front facing the students, you were a responsible employee, like RA's. The standard was if somebody can just visibly perceive you as a having a mandatory reporting obligation, then you are responsible that's more efficient and has been expanded. A lot of individuals who were not directly interacting with students or not.

This is a big change that is a larger population. All employees are reporters essentially is our policy this year. But that will go out to compliance, there will be additional training available documentation.

#### **b. Redesigning Your Work-Study Jobs for Career Readiness - Ms. Stefani Ocon – *Rescheduled***

### **V. Pending Business**

#### **a. Graduation Pins – Ms. Sepulveda**

Everybody who has graduated from when we started, you should be in the fall of 2015 that would meet the requirements. They weren't enjoying University. They haven't received any write ups but overall it and we've had 450 (453) employees that's including those that will be walking tomorrow and Saturday.

453 – it comes out from start to now, full time and with the University for 6 months. So now I need to know if that is what we want to do? Do we go all the way back? Also it was mentioned maybe selling stuff, making them available for \$2, and we do that we're going to incur all the costs and I hope people buy them. Let me hear your discretion, so I know your thoughts concerns can maturely right now if we get the there. This is just staff, undergraduate, graduate, and Doctorals.

For 150 – it goes for \$3 / total\$450

**Q & A:** If we do charge people, how will we charge people will we all be trained in cash handling? Will we have a time when they come pick them up, we'll mail to them? I have a lot of questions. Yeah, I don't think if it will be a charge it will not be handled by Staff Senate.

For other instances, you pay at the Bursar's office and they give you a ticket and you exchange the ticket for the item.

**Q & A:** Are these graduates of both UTB, UTPA or ? Not this is just UTRGV Employee Graduates as of Fall 2015

**Q & A:** Do we still know how many of these are still employee's of the university? No we did not check on that. We still need to look into that.

**Comment:** So the only other option is either my them all. Yeah, or we just start with, right, we can say this year's getting them and the first year in the next room can do the graduates and the second year of graduation until we catch up, which would decrease our costs in over four years.

**Comment:** Another option would be to buy half of the amount offer them to the people that are graduating this year for free pass graduates want to buy them first come first serve until they're gone, and they still have to be employed.

**Question:** How many employees are realistically, goes into the whole motion of like coming somewhere to purchase a pin? If was you guys, would you purchase a pin?

**Comment:** I'm hoping that Karen's committee can create something with Employee Appreciation Week.

**Comment:** I feel like my thing is giving the people something and then you're making other people pay. See if it's something we're appreciating staff for why charge?

**Comment:** My thought, is if it's something that we're appreciating staff for then we shouldn't charge.

**Comment:** I like the idea of buying ½ offering this year to staff and the rest 1<sup>st</sup> come 1<sup>st</sup> serve until we run out.

**Comment:** Yeah, I mean, ultimately, if they're still employed. You can find them where you can send it out to their offices, right.

**Comment:** I like opening it up to that appreciation day because I mean we're doing this to appreciate them. So, have them available so people can come out and then have them available again next year.

**Comments from Staff Senator President:** We need an update list of graduates still employed with the University. To be divided by FY16 , FY17, FY18, and FY19, and currently FY20.

**Q & A:** What is our budget? Can we afford it? Yes. Do we want to spend it all on that?

**Q & A:** Do we want to cover FY19-20 graduates, then order more to cover other years. So there's two things. One, is there going to be people who are here this year and not there next year. So they're going to be like.

So the other thing is saying it's can change very drastically from one to the next. I will say that one of the first things that you told me when she took over the presidency was, why did you spend \$1,000

What are we trying to accomplish with the pins?

It can change from one semester from one semester to the other. This should at least see through this year and next. Do we want us there on that? That would remember that amount of people that we have. We haven't established, they're all 450 are still here today.

**Q & A:** What exactly are we trying to accomplish with the pen? Like, is it a way of saying thank you for or congratulations?

If this is a Congratulations thing, is it making the employee feeling good about working at UTRGV, if so great, can we maybe do a Facebook survey? Yes. Great. Maybe do like a mini survey on Facebook and see other stuff would be supportive of doing something like that, if we don't know for sure.

So I will run the list of employees, and divide them up FY 15-16, by fiscal year. The list now is from Banner and can tell me if they did graduate during this time. The list then needs to go to HR for review and then filtered to confirm if the employees are still working with UTRGV.

If they get pins, they can wear it on graduation in May.

For distribution, it might be too much to handle during the Talk about it sessions, maybe we can partner up with HR and distribute them during the Service Awards. Carla thinks we should partner up.

What about a staff stole - nice and skinny with a special message - current graduates get it free and others can purchase them?

Well, it was 1<sup>st</sup> to get a medallion, so a PIN they get to wear it all the time.

## **VI. Public Comments & Questions**

**a. Comments and Questions:** Guests and Senators - Mr. David Torres

Do you know when we will all get IT ready; it is up to the department to make the allowance and purchase the equipment. WebCams are departmental, or maybe a microphone only.



We are family, Edinburg Monday 4-9 PM and Brownsville, Tuesday from 4-9:00 PM with the LBGT community.

Concerns regarding pay scale, merit distributions and job duties were raised and it was determined that employees should address these concerns with their direct supervisor.

Carla, staff photos, you can go to Brownsville or Edinburg to get their photos taken again. Next week Mon- Wednesday.

Mathew, Jared VDR, Volunteer Deputy Registrar. Moved to close session for training for Staff Senators.

## **VII. Committee and Task Force Reports**

**a. Civic Responsibilities** / Ms. Veronica De La Garza & Mr. Matthew Pollock – Census awareness, compiling a list of events Hidalgo County Elections will accept Cameron County's VDR status. Senators will just need to go to Hidalgo County Election Office so they can put it on the files and to receive the paperwork for Hidalgo County Elections.

Yesterday, Spring elections will not be in UTRGV

Richard Sanchez will come in January to give us the Do's and Don'ts about communicating with

**b. Administrative Processes** / Ms. Monica Tovar & Ms. Isabel Saldana – Anne Jones was out at conference; she will be invited to January's Meeting to present updates on the HOP website.

**c. Staff Success** / Ms. Karen Dorado & Ms. Teresa Villarreal - staff success, 2 meetings Employee Appreciation Day, March 6<sup>th</sup> how to make it better

Team Excellence Award, looking at teaming up with HR to include it in this years' service award ceremony

Staff Development – look at how to expand and promoting staff development. Discuss survey's for anything, if we attach goals to each event? It is important to discuss how events help to accomplish goals. It is great to get insight before events.

Tuition Assistance programs, to speak to staff senate

**d. Communications** / Ms. Noelyn Llasos & Ms. Yvette Padilla congratulations to everyone at the Holiday Receptions, and it was great to have a chance to meet our staff and be more transparent. photo challenge was in.

Post card going out from staff senate. Going to launch Twitter and Instagram accounts, and we will have a plan on how to keep them active and going.

Get to know your Senators on Facebook. Post card going out from staff senate. Going to launch Twitter and Instagram accounts, and we will have a plan on how to keep them active and going.

Get to know your Senators on Facebook.

**e. Workplace Civility Task Force**/ Monica Tovar – working on wording with committee.

**f. Telecommuting** / David Torres - Some jobs do not allow for staff to work from home.

Minutes, how get them accessible to our colleagues, so we are going to try to post the recorded session so we can send it out

Let the communications committee how other groups are doing so

## **VIII. E-Board Reports**

### **a. Staff Senate President Update – Rebekah Sepulveda**

Feb 21<sup>st</sup> retreat / survey staff for pins and expectations of events. We can't raffle, but we can try to

Holiday schedule – we only get winter break, we don't get spring break. We are allotted 4-5 additional days, we are given the days during winter break. Some other institutions says we can maybe survey staff on what days we would like to take. Task force - Holiday Schedule Task Force – email Rebekah, Create 3 viable options.

- Monica Tovar
- Matthew Pollock
- Yadira Mejia
- Noelyn Llasos
- Karina Herrera
- Rebekah Sepulveda
- Valerie Johnson
- Maria Juarez-Serna

In January – Total Composition Statement available in Peoplesoft/Total Rewards statement -

### **b. Treasurer Update - Ms. Rebekah Sepulveda & Mr. Nick Dubberly**

Motion to end meeting was made by Matthew Pollock and 2<sup>nd</sup> by David Torres, motion passed.