The University of Texas RioGrandeValley

Minutes of the Staff Senate Meeting
June 10, 2019 9:30 – 11:30AM
Edinburg (EITTB) International Room 1.102/ Zoom: https://utrgv.zoom.us/j/816857679

I.   Call to Order – Staff Senate President, Mr. Peter-James Ehimika

II. Establishment of Quorum – Staff Senate Secretary, Ms. Monica Tovar

Present:
II.   Approval of Minutes – Senators

IV. New Business –
   a.   PeopleSoft Updates – Presenting, Mr. Isai Ramirez

RioGrande valley

PeopleSoft Post Go-Live Highlights

- UTRGV's FLUID Interface, workflow and other functionality: ***Big hit with UTShare schools!***
- Completed 2 PeopleSoft Updates (PUM's)
- Completed 1 PeopleTools Update
- Projects
  - Oracle Business Intelligence Applications (OBIA)
  - Pre-UTRGV Data Conversion for HR
  - Various other projects to integrate with PeopleSoft

- Went live by September 2018
- UTShare CoHorts don't have the time and attendance, but now they want our workflows as well.
- Some schools were working with V9.1 and they just upgraded to 9.2 (no reports on status)
- Since going Live, we have had 2 updates.
  o   Myutrgv page and Messenger
  o   we have also done a People tools update.

Project: OBIA it's an analytics tool

Question: Senator Robert Cantu, previous projects may have been set aside in IT. For other projects, that never went through. When can we bring more projects forward? Like payroll deductions??

The campus needs other projects that were on HOLD? The perfect Question, for next Segway in our presentation.
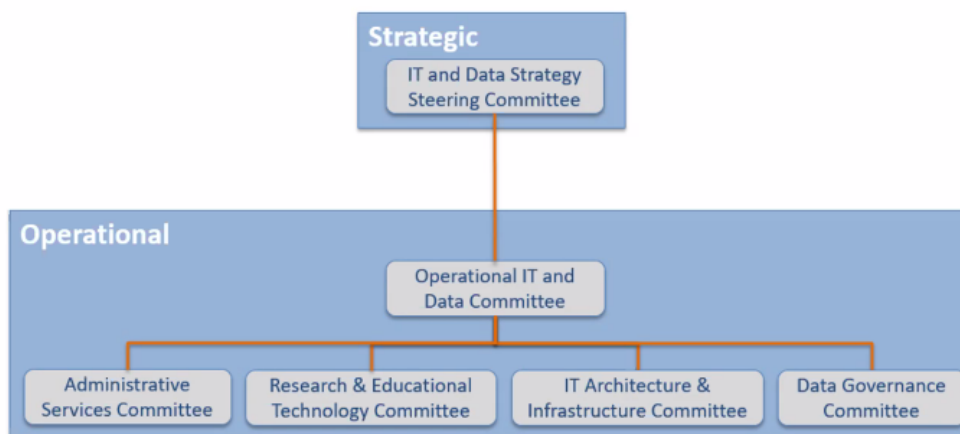
One of the big positive lessons learned, very robust and clear direction thanks to our governance committee. That committee was supporting the project team. Putting other initiatives campus solutions, was put on hold. You can now submit requests now.

Question: Senator Nicole Englitsch is there a preferred a browser? It supports the major browsers, IE, Chrome, and Firefox.

No there isn't, but I would stick to the big three. (Internet Explorer, Chrome, Firefox)

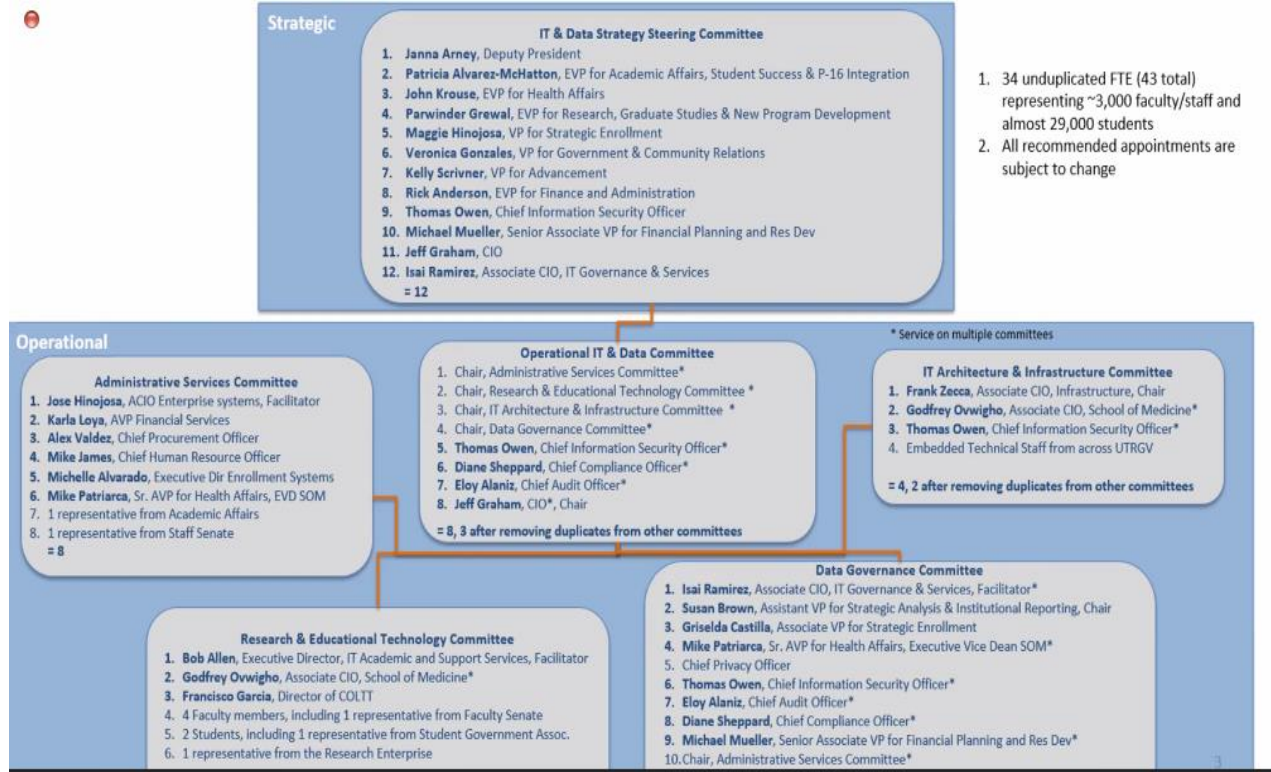b. **IT & Data Governance Structure - Dr. Jeffrey Graham**

Left side is the administrative owners. They are responsible for setting priorities
We have technology – research & educational tech committee: research and systems in the classroom
IT Architecture - Frank Zecca
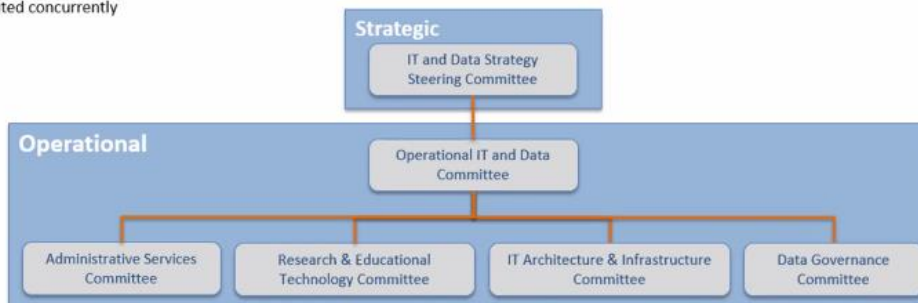Data Governance – where do we store data and definitions

This is the who?

IT and Data Governance Roll Out Plan

1. Review IT & Data Governance Program with Faculty and Staff Senates*
2. Develop IT & Data Governance Policy*
3. Convene IT & Data Strategy Steering Committee*
4. Convene Operational IT & Data Committee
5. Convene Administrative Services, Research & Educational, IT Architecture & Infrastructure & Data Governance Committees

*Executed concurrently

Strategic
IT and Data Strategy Steering Committee

Operational
Operational IT and Data Committee

Administrative Services Committee | Research & Educational Technology Committee | IT Architecture & Infrastructure Committee | Data Governance Committee

We met in May and the Steering Group agreed it was needed
The this month the Administrative Committee and Research & Educational Tech Committee will meet later this month

You can start submitting groups now, as they will start meeting this month.
All the groups will meet this month

The steering committee will meet quarterly.

1st order of business will be to submit their chairs by July and the group will be getting organized.
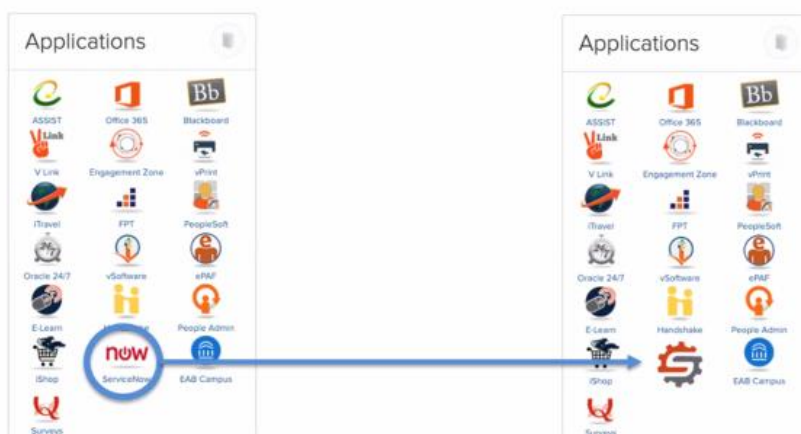
By August to be functional

Question: when you came up with this, how did it align with the UT System.

This predates those changes. This process is similar to that for UT Systm.

This is not a IT decision making process

The icon for ServiceNow is changing, to Service Center forms will be the same. Rolling out Friday.

In orientation, we have a video with IT information, and we have the old icons.

The platform is changing, team dynamics is for higher education. The cost is $300,000 less per year.

Recreated forms in Team Dynamics. Is there an approval process, it gets automatically routed.

Question, you can see your tickets and see where they are in the process.

c. Information Security Updates - Mr. Thomas Owen
Communications is key, they may interact with us. There is still a misunderstanding on what we do. There is a group in IT that does the work.

We want to communicate.

Task with making sure to look at things to help data owners understand the risks with their data. We want to make sure people can teach and learn.

We have quarterly meeting to discuss concerns, new technology, and to make sure we are all at the same place.

Departments will get a chance to nominate, Fall will be the time frame for our committee

Manual form, it's a catch all form. are we waiting for some information or are they waiting for us?

Open sessions on each campus so departments can come ask their questions.

Focus, making sure the campus can accomplish their goals.

Email & Phishing – we can do a training? Call us

If your user account was compromised then they can get into your myutrgv information.

They can be emails from within the University.

Why is it using my info, we have an open directory.

They can use that to interface with you. we have to be very vigilante before clicking links. We can only do so much, we need to make sure we have controls in place

We have 30,000 extra eyes, we now have a button in your email.

Think before you click!

Projects may move faster.

PJ – it is important until it homes.

Encourage our colleagues
V.   Pending Items
a. Constitution Revision- 2nd Senate Reading - Ms. Alisha Puentes & Ms. Teresa Villarreal
Rebekah – you have to read each item and where

Article I, Line 1:

I. Name			1. 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.

Section			#	Current	Proposed	Reason	Notes
II. Definitions			2	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.	
II. Definitions			3	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.
II. Definitions			4	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.*
II. Definitions			5		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
II. Definitions			6		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

Section			#	Current	Proposed	Reason	Notes
III. Authority and Purpose			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.	
III. Authority and Purpose			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	
V. Membership	III. Duties of Membership		3	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.	
VIII. DUTIES AND RESPONSIBILITIES OF OFFICERS	II. Duties		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 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."
ALL	Grammar	ALL	ALL	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.	

Is there a motion to Lisa Smith, Nicole Englitsch

Discussion:
Robert Cantu – it is a lot of work. We have had a few people leave the committee, we if you are interested in participating.
Help with the votes and election ballet – it will distribute the work a little.
Motion carries

Gilbert – asked can we get an update for elections and nominations.

In July Referendum will be going out maybe along with the voting
We have emailed HR for the list of staff members for those who are eligible.

Rebekha – Article 5 Section 4 Line 3 – In the event that staff senate Advisory Committee -

If someone is appointed to the Employee Advisory Committee, their appointment would be extended.
Extending the term.
Michael's term is over, but his appointment was extended until their term expires on the other committee.

Gilbert, the EAC representative doesn't have to be a Senator. It is it's own standing body.
Robert feels like it should be a staff senator

SECTION 4: TERM OF OFFICE

1. The term of office for members shall begin at a special meeting to be called by September 1, following their election and shall continue for one elected three-year term. Terms shall be staggered so that approximately one-third of the membership is elected each year.

2. A member shall not be eligible for reelection to the Staff Senate in the year following the expiration of the member's three-year term.

3. In the event a representative is appointed to represent the Staff Senate on a special committee (i.e. Employee Advisory Council) and the committee assignment exceeds the remainder of the representative's term, the term shall be extended to the end date of the committee assignment.

Rebekha is requesting a motion to remove the line from the constitution. so we would not extend anyone's term taking a spot from a user.

Robert and Nicole feel like it is a good fit, to keep them hooked to report back to the senate and to hear our concerns.

Michael, part of the thought was continuity

Rebekah, Gilbert the EAC doesn't have to be a staff senator

Gilbert, at the EAC most of the EAC are not staff senators.

PJ recommends to define what a special committee – define
Rebekah motions to remove line 3 because we do not have a definition of what a special committee at this time.

2nd - David, motion carries

This item can be added for a 2nd reading. We can also do a 2nd reading via email.

VI. Public Comments & Questions
a. Comments and Questions: Guests and Senators - Mr. David Marquez and Ms. Rebekah Sepulveda

Senator Jocelyn – Alumni Relations – Reception on Thursday we want to incorporate all alumni from previous legacy events
It is at the blind pig at 5:30 PM

Senator Carla Lopez – Benefits and Wellness Fair in July reminding everyone about open enrollment. This is the chance to make changes to your benefits.
- July 10 th Brownsville AM & PM in Harlingen
- July 11th in Edinburg

This year we are going to have a booth for Staff Senate to participate in the benefit fair giving us exposure and visibility
Please sign up for a shift.

Governor signed TABACCO – CHANGING THE AGE FOR BUYING CIGARRETTES TO THE AGE OF 21

At all UT Institutions we are smoke free institutions.

Yvette Padilla has the email with visitors that can be there for a booth

b. EAC Senate Discussion - Mr. Peter-James Ehimika (Table this discussion)

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
        Nick – master list of forms pending a meeting with Annie Jones and Web Developer to discuss what it would look like
        Parking – we are exploring options for auxiliary services to meet with us and present an update on projects
        Hurricane Season – PSA – Last year we remodeled, and our home was flooded during storms.

It is important to have flood insurance, to protect your homes from rising waters. There is misconceptions about the costs, you have to go through to home owners agents and it doesn't cost much.

II. Staff Success - Ms. Carla Lopez & Ms. Karen Dorado
Carla – 2 projects Employee Appreciation and Team Excellence Award
Thankful for everyone's support -
Looking for new ideas for next year, and maybe resources
Purpose looking another new award.
Nicole, Appraisal season is ongoing and deadlines have been extended until June 14th

This should be an opportunity to allow their employees grow.
I
Public Comment, HR is not accepting hand written evaluations. Can you confirm only electronic signatures. Everything else should be typed because sometimes we can't read the handwriting. If employees want to add comments, then please make sure the handwriting is not eligible. Signatures can be hand written.

III. Innovation Ms. Veronica De La Garza
Veronica, today's what's Brewing is the last for the year. Hopefully this will continue for the next years

Innovation has been asked to participate in the Health Benefits Fairs.

Working on a committee for a Kuddos Award for staff.

Jocelyn Staff Shirts – pending email for voting.
Motion to approve by Rebekah , David motioned to approve the shirts,
Motion Carries.

Food pantry call Jocelyn you can donate at any time.

PJ –Jocelyn and Alisha 2nd motion.

IT Data Governance - IT on the Administrative Side of the Committee

4- 5 committees representatives:
Administrative -
B3 Task Force – PJ will get back someone Staff Senate Recommends or a Staff Senate representative
Rebekah – Invite what is B3 or Dr. McHatton
EAC – Employee Advisory Council
Veronica De La Garza
Carla Lopez
Nicole Englitsch
PJ

Luis
Monica