

UTRGV Staff Senate – April 16, 2020

Agenda & Minutes

I. Call to order

II. Establishment of Quorum

Present:	Noelyn Llasos, Tammy Munoz, Cordelia Rasa, Peter James Ehimika, Milagro (Millie) Hernandez, Yadira Mejia, Nicole Englitsch, Jocelyn Foster, Irene Cardenas, Karen Dorado, Maria Juarez-Serna, Matthew Pollock, Rebekah Sepulveda, Carla Renee Lopez, Veronica De La Garza, Yvette C. Padilla, Teresa Villarreal, David Torres, Karina Herrera, Alisha Michele Puentes, Monica Tovar, Alberto Adame, Isabel Saldana, Nicolas H Dubberly, Juan Santos-Flores, Valerie Johnson
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III. Approval of Minutes

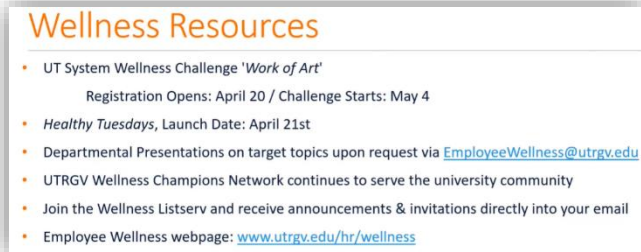
- Matthew Pollock motioned to approve February 2020 Minutes; Teresa Villarreal seconded the motion; minutes were unanimously approved.

IV. New Business

a. Working from Home Series

I. Carla Lopez and Nicole Englitsch, HR Remote Work Resources

- HR is still providing services – most are handled the same way; they will now be reaching out via phone or email
- Will continue to have Wellness challenges; should have one in Spring and one in Fall
- Spring challenge will focus on mental health, no physical component this time
- Most training has transitioned to online as well
- All employees should have access to E-Learn; if not – email EmployeeTraining@utrgv.edu
- Contact info for Carla Lopez: carla.lopez@utrgv.edu



Wellness Resources

- UT System Wellness Challenge 'Work of Art'
Registration Opens: April 20 / Challenge Starts: May 4
- Healthy Tuesdays, Launch Date: April 21st
- Departmental Presentations on target topics upon request via EmployeeWellness@utrgv.edu
- UTRGV Wellness Champions Network continues to serve the university community
- Join the Wellness Listserv and receive announcements & invitations directly into your email
- Employee Wellness webpage: www.utrgv.edu/hr/wellness



E-Learn Resources

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

E-Learn

<https://my.utrgv.edu/home>

Applications

For assistance please e-mail EmployeeTraining@utrgv.edu

E-Learn Employee Enrichment Monthly Highlights April 2020

Working From Home - Virtual Team Communication & Collaborations

Check for updates on E-Learn resources

Check for updates on E-Learn resources

Check for updates on E-Learn resources

- Organizational Development has several trainings available via training portal now
- Can extend training availability via requests
- Want to make sure to address challenges of remote working
- Date for appraisals coming soon
- Have been changes to student employment process for Summer
- Contact info for Nicole Englitsch: nicole.englitsch@utrgv.edu
- Q: (Gracie from Facilities) – With budget sweeps, are we supposed to be funding wages through our operating budgets? A: (Veronica Gonzalez) – There will be fund (approx. 2 mil) that will be used – HR will look at all requests and they will be paid from that fund; for more info contact Kristina Chavez at HR
- I9 – same process and documents still required – reach out to HR with questions
- Q: Will Upward Bound have to use our own budget A: Please reach out to Kristina’s team regarding student employment process; webinars also available
- Helpful Links: [HR COVID 19 Resources](#); [Training Portal](#); [Employee Appraisals](#); [Student Employment Request Form](#)

OD Resources

- Suddenly Remote – How to succeed in a Remote Work Environment
- Virtual Leadership – Leading at a Distance
- How to Facilitate Great Virtual Meetings
- Virtual Teambuilding Resources

Request a session for your department or sign up via our Training Portal!

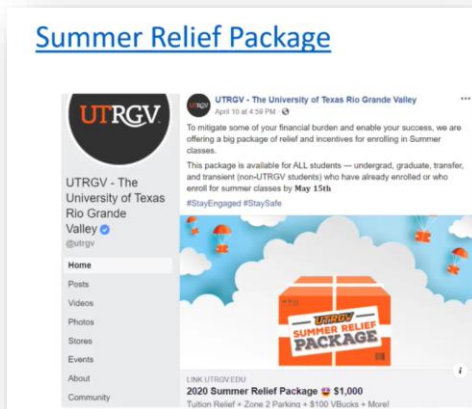
Additional Announcements & Reminders

- Employee Assistance Program Webinar April 16th at noon
- Performance Appraisals
- Focus on Student Employment – Keeping our students engaged during Summer
 - Contact HR for Student Hiring questions

	Contact Person	Email Address
• Human Resources	Kristina Chavez	Kristina.chavez@utrgv.edu
• Work-study	Sandy Valdez	Sandy.valdez@utrgv.edu
• Direct Wage (student employment)	Ana B. Perez	studentemployment@utrgv.edu
• Student Employment Initiative (SEI)	Luisana Ibarra	luisana.ibarra@utrgv.edu

II. Jennifer McGehee-Valdez and Karen Dorado, University Marketing

- Initiatives UMC (University Marketing & Communications) has been working on for the last few weeks or so
- Have received a ton of emails to coronavirus@utrgv.edu
- employees are welcome to email as well, and we will get back to you with best answer or will direct with where you need to go
- [Coronavirus Website](#)
- [Coronavirus FAQs](#)
- Worked on marketing for Summer Relief Package
- Advocate of Vaquero Pride -will designate some people for this initiative, almost like an employee street team
- Handful of cutouts on each campus – will mail them out & more info to come
- Contact info for Jennifer McGehee-Valdez: jennifer.mcgehee@utrgv.edu



- Top questions of the week project – Answered by Rebecca Gadson & posted to Facebook each week
- Vaquero Vibes – weekly publication; way to engage with students
- Vaquero Check-ins- Street team member checks in with member of UTRGV community – if you have suggestions, send to UMC
- Surprise classroom zoom in – pre-recorded special guest– to provide some words of encouragement for students
- Rally the Valley – hashtag to change the narrative & rally together for UTRGV community and each other; not specific to UTRGV – it is about the entire region; amazing stories coming through & want to focus on some of the positive
- Also encouraging staff to use UTRGV virtual backgrounds
- For more info, questions or suggestions contact UMC@utrgv.edu; karen.dorado@utrgv.edu

Top Questions of the Week



Vaquero Vibes



Vaquero Check-Ins



Surprise Classroom Zoom-Ins

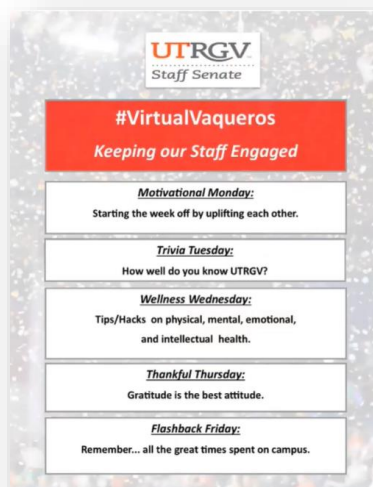


Changing the Narrative...



III. Noelyn Llasos, Staff Senate Engagement Projects

- Important for staff to take care of ourselves; would be helpful for staff to have platform for encouragement & motivation; want to hear what you are doing, tips, hacks, etc....
- Will launch on social media Monday – you can send to us at StaffSenate@utrgv.edu
- Communication & Staff Success committees worked on rolling this out
- we will be giving away some swag & v-bucks to some who contribute
- will send out a weekly newsletter gathering all UTRGV events, resources & wrapping up our social media engagements; if you have anything to add to newsletter, send to our email
- Contact info for Noelyn Llasos: noelynn.gillasos@utrgv.edu



b. President Guy Bailey, Update

- Appreciate all staff have been doing during these difficult times; never seen anything like this in our lifetime
- Had to transition our entire way of working & help students adjust to new format
- Quite an accomplishment what we did in such a small amount of time
- Economy has been wrecked by this; will have big impact on state budget
- Summer school will all be online; do not know when we will be able to go back
- Must plan for worst case scenario
- Do not know when peak of virus will occur for the Valley
- Probably count on working remotely through May; if suddenly things get better, will phase that in and will have to continue to practice social distancing
- What will help is when antibody testing will be able to occur
- We risk our health if we are not patient
- Financial team & others worked hard to get on top of situation
- Priority was preserving jobs (after your health, job was first priority)
- would not be surprised if state asked us to return up to 15% of state appropriations (25 million dollars)
- next legislative session also likely to have a hit on appropriations
- Put in a relatively hard hiring freeze; will have some crucial positions that will have to be filled
- Swept money from vacant positions, travel (about 5 million) and wages

Q: Serology testing – when will that be available?

A: ADA must approve first; want to avoid false testing results.

Q: Will there be a point where we are forced to go to work with masks or are we staying home?

A: We are staying home until I can get reasonable assurances that it is ok to go back. We understand there has to be some flexibility.

Q: As supervisors, we have received info about hourly student workers- how will graduate students' employment be handled?

A: Info should be coming out by end of next week on how that will work.

Q: What plans are being made for Fall classes?

A: Too early to say – hope that we can go back to normal, but realistically that may not be the case. Will do online if we have to but need to plan carefully. Some courses like lab and dance would be difficult. Should know more as we get into Summer. Be on the lookout for that in the next few months.

Q: What is the status of working remotely in higher ed?

A: Do not know how this extended period will affect student behavior. Hearing many kids do not want to go away to school in fall & do not want to stay in dorms. A lot of where we work is driven by students. If they are on campus, we need to be there.

Q: What are we looking at as far as time for our contingency plan to be in place?

A: In terms of working remotely, looking at it being into summer but a lot of unknown factors. Have to be flexible.

Q: ETAP covers 9 hours currently – any consideration for additional hours?

A: Has not been discussed, but probably should begin discussion. Have some stimulus money but have not finalized plans for using it. 34 mil in one-time money, 24 mil to student support, some to infrastructure costs that must be addressed, some to med school – we could look at doing something for the ETAP.

Q: Are there any silver linings in the crisis that higher educators have learned?

A: I think UTRGV will end up in a stronger position because of this. We won't have to do some of the drastic financial things; using stimulus to help students continue education so there is no interruption and to help grow enrollment; have had to work much harder with students to get them engaged and on retention so pleased about that- as result think we will be stronger; more prepared for trend to online instruction; school of med has done great work in regards to testing and community service;

Q: Is university getting any money from CARES Act?

A: Yes, this is the 34 million previously mentioned

All questions will be sent to Bailey's team to get answers in case we missed any in the meeting.

- c. Michael Mueller & Kristina Chavez - info on student wages
- Students must be enrolled for 6 hours to be hired for Summer
 - To rehire for summer, 30% that usually comes from department will come from a centrally located account from HR
 - HR has Presentations going on for this process
 - Plan for Fall will come later
 - If you need money to finish out appointments that are now until Spring, get the numbers to Michael michael.mueller@utrgv.edu
 - Hope that if hire in Summer, we can continue into Fall because the employment is a benefit for the student and for us
 - If you have budget questions, send to Richard Wilson: richard.wilson@utrgv.edu
 - Contact info for Kristina Chavez: Kristina.chavez@utrgv.edu
- d. Dr. Doris Mendiola, Director of Community Engagement / Mr. Christian Corrales, Assistant Vice President for Community Engagement
- Everyone has an interpretation of what community engagement is
 - Need to find ways to enhance this and make what is good become great
 - Working toward the UTRGV mission statement which includes community engagement
 - Have previously focused on faculty; now what to find ways to come together to help support staff & get staff involved
 - Engagement Zone: Still available – UTRGV's volunteer platform – will be back up and running once time is appropriate; way to connect with up to 250 nonprofits in the valley <https://ez.utrgv.edu/>
 - Carnegie Community Engagement Classification for 2020 – received in January; huge deal for UTRGV; one of 119 colleges/universities to get this designation; signifies that we understand how to leverage and use community engagement & address wider array of community projects
 - Send any ideas to Doris Mendiola: doris.mendiola@utrgv.edu Christian Corrales: christian.corrales@utrgv.edu

UTRGV Core Priority



Community Engagement defined:

UTRGV embraces the Carnegie Foundation's definition of community engagement as the **collaboration** between institutions of higher education and their larger communities (local, regional/state, national, global) for the **mutually beneficial** exchange of **knowledge and resources** in a context of **partnership and reciprocity**.

UTRGV continues to make strides in improving teaching and learning, producing research that makes a difference in communities and revitalizing its institutional mission.



- Develop professionally
- Formalize civic-minded philosophy
- Improve team morale and team-building
- Promote
 - Value statements/Mission/Vision
 - Vaquero Culture/University Climate

Integration of Community Engagement

Teaching

- Community-based academic learning
 - Service Learning
 - Practicum
 - Field experiential learning
 - Clinicals

Research

- Community-based participatory research
 - Research in communities that emphasizes participation and action

Service

- An activity/event in the form of:
 - Community service
 - Volunteerism
 - General Outreach
 - Committees/Boards



Example of engagement: Sara Rowe & Students video – cemetery story:

<https://www.youtube.com/watch?v=wwOmtTjK14I>

V. Public Comments & Questions

a. Comments and Questions: Guests and Senators

- BRAD day announcement from Cordelia Rasa: event will be virtual this year – asking for pictures to be sent in to be eligible for raffle
- Library announcement from Esteban Gonzalez: Library still operating – Research & Instruction available to help out; feel free to reach out to ResearchandInstruction@utrgv.edu
- Student Academic Success update from Peter-James Ehimika: University has COVID care team that is working with faculty and students and sending progress reports identifying students in need and conducting poll to find out what challenges they are facing – will be providing resources and townhalls to them – encourage people to fill out the reports and polls

VI. Committee & Task Force Reports

Staff Success: Karen – shared mockup of eblast email that will be sent out – not final; send any suggestions or events so we can include those

Other chairs are asked to send reports via email to Rebekah & Jocelyn

Motion to adjourn meeting was submitted by Karen Dorado, motion was seconded by David Torres, and meeting adjourn at 11:330 AM

The next Staff Senate Meeting is Thursday, May 14, 2020.