

## UTRGV Staff Senate – March 11, 2021

### Agenda & Minutes

#### I. Call to Order / Roll Call

**Present:** Noelynn Llasos; Laura Ramos; Claudia Dole Morrison; Alberto Adame; Rogelio Chanes; Kevin Garza; Nicolas H Dubberly; Karina Herrera; Nayeli Garcia; Ashley Mercado; Juan Santos-Flores; Maria Juarez-Serna; Tammy Munoz; Veronica Villarreal; Armando Garza; Matthew Pollock; Marisa Campirano; Kelli Quin; Milagro (Millie) Resendez; Cordelia Rasa; Alisha Puentes; Teresa Villarreal; Irene Cardenas; Andres Chavez; Yadira Mejia; Caitlin Bruseth; Jacob Camacho

#### II. Welcome / Introduction: Staff Senate President – Noelyn Llasos

- Reminder to all attendees – please mute microphones.
- Moment of silence for those we have lost to COVID-19.

#### III. New Business

##### i. Approval of Meeting Minutes – January 2021 & February 2021:

- Move to approve – Matthew Pollock; seconded – Nick Dubberly; motion passes with Senate vote.

##### ii. Staff Senate Website – Nick Dubberly:

- Meet your Senators has been updated with info and pictures.
- Updated meeting minutes with links to video & audio recordings.
- Revamped feedback & comments section.
- New feedback form is live (thank you to Staff Senator Cordelia for creating the form).
- Included feedback process for transparency.

##### iii. Parking & Transportation Advisory Committee Representation – Nick Dubberly:

- Purpose of the committee is to review parking rules & regulations & develop recommendations, as necessary.
- Nick was elected as Chair of this committee – First meeting was March 4<sup>th</sup>.
- Next meeting – April 27<sup>th</sup>.
- Email [parking@utrgv.edu](mailto:parking@utrgv.edu) for any concerns, email Nick, or you can use our new Feedback form.
- Not sure if process for Fall will be the same yet, but it is under discussion.

#### IV. Old Business

##### i. Elections & Constitution Committee

- Amendments to the Constitution, 2<sup>nd</sup> Reading – Caitlin Bruseth.
- Move to approve – Matthew Pollock; seconded – Cordelia Rasa; motion passes with Senate vote.

Article	Section	Line Item	Current	Proposed	Reasoning
V		1	1	All full-time, active, classified, or administrative and professional employees below the level of assistant vice president who are not represented by the Faculty Senate and have started employment at UTRGV by the first business day/operating day of the month of June during which the elections are held are eligible to nominate and to vote for members of the Staff Senate.	This addition will define the start date for those members of Staff Senate's constituency who wish to participate in both nominating and voting for their peers.
				All full-time, active, classified, or administrative and professional employees below the level of assistant vice president who are not represented by the Faculty Senate and have started employment at UTRGV by the first business day/operating day of the month of December immediately preceding the elections are eligible to be members of the Staff Senate.	This addition will define a start date that aligns with the current timeline for nominations and elections. Nominations are to be held no later than the third week in June, so definiting a start date at the beginning of December would ensure that those nominated have six months of full-time, continuous service.
V		1	2	An employee must have completed six (6) months of continuous full-time service and be in good standing at UTRGV to be eligible for nomination as a member to the Staff Senate.	Moving this statement helps punctuate the required timeframe and employee's standing for those interested in being nominated for Staff Senate.
				<The language will remain the same, but this item will be located in Article V, Section 1, Line Item 2, Subitem 1.>	
VI		1	1	The Nominations and Elections Committee shall request from the Office of Human Resources the appropriate documents to determine all eligible employees.	Adding the second sentence helps clarify who an "eligible" employee is.
VI		1	2	All employees eligible as of the date of nominations may submit a nomination.	Changing the phrasing helps clarify who an "eligible" employee is.
				A nomination list shall be distributed via electronic format to each eligible employee. The list shall identify the voting district and the number of nominations allowed per district, along with instructions for voting and/or electronically returning the form. This shall constitute the primary form of nominations and elections. Paper ballots can be used in the event of electronic equipment failure.	Adding to the first sentence helps clarify who an "eligible" employee is.
VI		1	3	Each eligible employee within a district may nominate one eligible employee from his or her district for each Staff Senate member that district is entitled to elect. Nominations will be made via electronic format or in writing in the event of electronic equipment failure.	Adding to the first sentence helps clarify who an "eligible" employee is.
VI		1	4	Each eligible employee meeting the criteria in Article V, Section 1, Item 1 within a district may nominate one eligible employee from his or her district for each Staff Senate member that district is entitled to elect. Nominations will be made via electronic format or in writing in the event of electronic equipment failure.	Adding to the first sentence helps clarify who an "eligible" employee is.

## V. Guest Speakers

### i. Jayshree Bhat, Assistant Vice President, Professional Education & Workforce Development (PEWD)

- Round of applause to Staff Senators for all the work done thus far.
- Exciting time for UTRGV & for all of us contributing to move UTRGV forward.
- Office is public & community facing & oversees all the noncredit education programs.
- Technology is forcing every profession to reinvent itself.
- Noncredit means no application process involved.
- Offer a lot of customized trainings as well.
- Campus Food Security Initiative (CFSI) was created to be student centered; student led & student driven.
- Fresh produces stands were held every Friday until this past December (produce from UTRGV garden)
- CFSI will be starting up again soon; more details to come!

## Mission

To leverage academic and institutional resources to create new and innovative workforce development opportunities regionally and globally through cutting-edge, responsive, and high-quality education programs aligned with UTRGV strategic plan and mission.

## Executive Education

## Continuing Education

### Program Overview:

**Non-credit, high-quality education services designed to enhance professional development and personal enrichment.**

- **2000+** learners served in the community annually
- **94+** courses offered annually (Edinburg, McAllen, Brownsville)
- High demand professional and Industry-specific Certificate Programs
- Personal Enrichment Programs
- Test Preparation courses and Licensing Exam Prep Courses
- Customized training for Companies
- Self-paced online Certificate Programs

## Courses under Development

### Continuing Education:

- Certificate in Online Teaching
- Certificate in Business Writing
- Strategic Marketing Course for Entrepreneurs
- Certificate in Content Marketing
- Certificate in Web Analytics
- Certificate in Business Analysis
- Analyzing Data using Tableau

### Language Institute:

- Customized Language Courses
- EFL Certificate for those who wish to teach English Abroad
- Conversation Club – Building a Community of Language Learners

## Campus Food Security Initiative (CFSI)

### Mission:

To address food insecurity and foster healthy eating habits by creating easy access to locally grown or sourced fresh produce and plant-based products.



## Language Institute

### Program Overview:

Extends the academic resources of the university through high-quality and affordable language learning programs to advance language proficiency in people of all age groups.

- **528+** International Students served from over 18 countries in North and South America, Asia, and Europe.
- **28+** courses offered annually
  - Intensive English
  - Semi-Intensive English
  - Survival English for Adult Learners
  - Survival Spanish
  - TOEFL Prep

[www.utrgv.edu/li](http://www.utrgv.edu/li)

## Workforce Development

### Programs designed to help UTRGV students develop professional soft skills

- On-campus employment specifically designed to build their professional soft skills and technical knowledge in their field of study
- Partnerships locally and internationally to connect our graduate students to project opportunities that lead to hands-on learning
- Innovative Leadership development programs for graduate students

## Campus Food Security Initiative (CFSI)

*Thank you!*

ii. **Aaron Hinojosa, Program Coordinator, Center for Diversity & Inclusion**

- Cannot provide legal advice but can point in the right direction & provide resources.
- DACA is not a legal status but provides work authorization so a student who is not documented can apply & then be able to work on or off campus.
- Biden administration brought this back as it was from previous Obama administration.
- Volunteering or donations to the organizations listed is helpful.

Center for Diversity & Inclusion  
and DREAM Resource Center

Jose Aaron Hinojosa  
Program Coordinator  
[aaron.hinojosa@utrgv.edu](mailto:aaron.hinojosa@utrgv.edu)  
956.665.2260

UTRGV  
Center for Diversity  
& Inclusion

UTRGV  
DREAM Resource  
Center

Kayleigh Thomas, Graduate Student Assistant  
Alonso Ponce, Undergraduate Student Assistant



## LEAP Diversity & Inclusion Workshop Series

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- Learn about diversity
  - Empower yourself and others
  - Advance initiatives
  - Promote inclusion
- ▶ Identity, race, ethnicity, intersectionality, privilege, social justice, oppression, inclusion, allyship...
  - ▶ Interactive; range of learning styles
  - ▶ LEAP Educators: students, faculty, and staff
    - ▶ **209 Total**
  - ▶ Fall 2020 and Spring 2021 (virtual programming)



## DREAM Resource Center

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- ▶ Support resources and information for students (current and prospective), faculty, and staff
- ▶ **DREAM Zone Advocate Training**
  - ▶ Learn how to be supportive and inclusive to our undocumented and DACA students
  - ▶ Started Spring 2018
  - ▶ **Advocates to date: 360**
  - ▶ Historical overview, terminology, discussions, videos, storytelling, resources, etc.



## DREAM Resource Center

- ▶ I Stand With Immigrants Day of Action
- ▶ Student Support
- ▶ Dreamer Success Council
- ▶ To Immigrants With Love
- ▶ DACA Info Sessions





## DACA: Deferred Action for Childhood Arrivals



- Renewals and New Applications accepted
- Advance Parole (travel for educational, employment, humanitarian purposes)
- Protections and Benefits continue
- Deferment period is 2 Years
- Application fee remains at \$495



<https://www.ilrc.org/daca>  
<https://immigrantsrising.org/daca/>

## DACA: Deferred Action for Childhood Arrivals



- Renewals and New Applications accepted
  - Advance Parole (travel for educational, employment, humanitarian purposes)
  - Protections and Benefits continue
  - Deferment period is 2 Years
  - Application fee remains at \$495
1. Have been under the age of 31 as of June 15, 2012
  2. Have entered the U.S. before you turned 16 years old
  3. Have continuously resided in the U.S. since June 15, 2007 up to the present time
  4. Have been physically present in the U.S. on June 15, 2012 and at the time you are applying for DACA
  5. Have had no lawful status on June 15, 2012
  6. Currently enrolled in school (or have returned to school), graduated, obtained certificate of completion (e.g. GED) OR be an honorably discharged U.S. veteran
  7. Have not been convicted of a felony offense, a significant misdemeanor offense, multiple misdemeanor offenses, or otherwise pose a threat to national security or public safety



<https://www.ilrc.org/daca>  
<https://immigrantsrising.org/daca/>

## Citizenship Act of 2021

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Provide pathways to citizenship and strengthen labor protections

- Roadmap for Citizenship
- Family-Based Immigration system
- No Ban Act and Diversity visas
- Economy and work visas
- Border Resources
- Migration Research, Protections, Reunification

# UTRGV and COVID-19 Vaccines

- U.S. citizenship or immigration status does not prevent an individual from:
  - Testing, Contact Tracing, Vaccinations
- UT Health and commitment to Rio Grande Valley
- For more information:
  - <https://uthealthrgv.org/>
  - <https://uthealthrgv.org/health-care-news/coronavirus/vaccine/>
- Contact: [covidvaccine@utrgv.edu](mailto:covidvaccine@utrgv.edu)

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## STAY UPDATED. STAY CONNECTED. STAY INFORMED.

- La Union del Pueblo Entero (LUPE)
- Young Center for Immigrant Children's Rights
- United We Dream
- Refugee and Immigrant Center for Education and Legal Services (RAICES)
- Immigrants Rising
- American Civil Liberties Union (ACLU)
- Immigrant Legal Resource Center (ILRC)
- Podcast: This Week in Immigration
- Podcast: Code Switch



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**ALLY  
SAFE ZONE**

Ally Safe Zone

- ▶ Support resources and information for students, faculty, and staff
- ▶ **Ally Safe Zone Training**
  - ▶ Learn how to provide support and offer welcoming environments for LGBTQIA+ individuals
  - ▶ Fall 2019
  - ▶ **Allies to date: 222**
  - ▶ Terminology, inclusive language, group discussions, videos, current issues, storytelling, etc.

## Meditation & Prayer

- ▶ To provide a welcome sanctuary for people of all faiths
- ▶ To provide meditation and prayer opportunities
- ▶ Counseling Center sessions
- ▶ Learn How to Meditate workshops

A poster for 'Community Connections' with an orange background and white geometric patterns. The text is centered in white.

**COMMUNITY CONNECTIONS**  
CONVERSATIONS ABOUT IDENTITY AND DIVERSITY

Each episode will feature a guest who will share their experiences, knowledge, or resources. Attendees will have an opportunity to ask questions. Interactive elements will be included throughout the series.

**OPEN HOUSES**  
Tuesday, June 2, 2020 @ 11 a.m.  
Thursday, June 4 @ 9 a.m.  
Friday, June 5 @ 2 p.m.  
Learn more about Community Connections!

- ▶ Inspired by: Podcast-style, talk shows, TED Talks
- ▶ Guests invited to share their stories, knowledge, resources, experiences
- ▶ Live and unscripted
- ▶ Interactive opportunities for attendees

## Healing Circle

- ▶ Healing Circle
  - ▶ Process invites story sharing and open exchanges
  - ▶ Allows formation of relationships, different voices, and unity
  - ▶ Practice comes from Native Americans, First Nations, and indigenous peoples
- ▶ Purpose and Goals
  - ▶ To engage in solution-oriented discussions
  - ▶ To process learning, self-reflection, and moving forward



## Contact Info, Locations & Website



Brownsville – Student Union, 1.20  
Edinburg – University Center, 306A



[utrgv.edu/diversity](http://utrgv.edu/diversity)

[diversity@utrgv.edu](mailto:diversity@utrgv.edu) or [dreamer@utrgv.edu](mailto:dreamer@utrgv.edu)

FaceBook @UTRGVStudentLife

### iii. Sofia Almeda, University Registrar & Esteban Martin, Associate Registrar

- Banner/Assist upgrade.
- Trainings can be scheduled as needed.
- Will find out if pictures (student ID – now alumni) can be updated.

## Today's Topics

User Roles

Searching for Classes

Looking up an Academic Record (Unofficial Transcript)

Looking up Degree Works

Faculty Emailing Class Rosters

Notable Changes

Little Things to Know

Re-cap of Resources

*Attendees will be prompted for questions once we finish presenting slides.*



## Why the Change?

Upgrades to a student information system and the functions related to it are not uncommon.

Upgrades are often done to evolve with technology and achieve improved aesthetics and navigation.

If an institution does not upgrade, there is inevitable loss of support from the vendor.

## User Roles

### Faculty and Advising Services



Hello Sofia,  
This is the entry page for Banner Faculty and Advisors. From here, you can navigate to the following pages using the Banner menu on the header (Alt-M) depending on your role at the institution:



#### Faculty Grade Entry

Submit your final grades and view previous terms.



#### Faculty Class List

View your classes and rosters, export or print your class rosters, view your class waitlist, email your class, view profile and academic records of students in your classes.



#### Advising Student Profile

Advisors can search for students, view student curriculum data, prior education and test scores, run a degree evaluation, create advising plans, and view student academic records.



#### Faculty Attendance Verification

Verify official census date attendance for their classes.

- Faculty
- Advisor
- Faculty/Advisor

**Note:** Anyone can see any student's Academic Record (unofficial transcript) or Degree Works. Remember access doesn't mean entitled under FERPA.

All tiles appear for everyone, but not all tiles are accessible - it depends on the role.

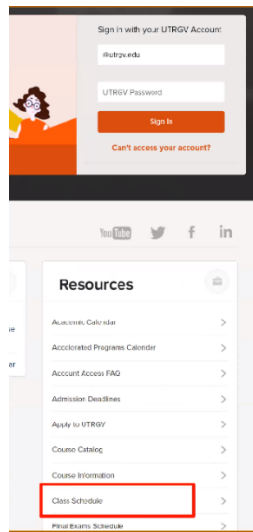
# Searching for Classes

There are three ways:

1) **OUTSIDE ASSIST** – myutrgv.edu (don't sign in) Scroll down to Resources > Class Schedule > select Term > enter Subject > click SEARCH. You can enter as much or as little information to narrow the search.

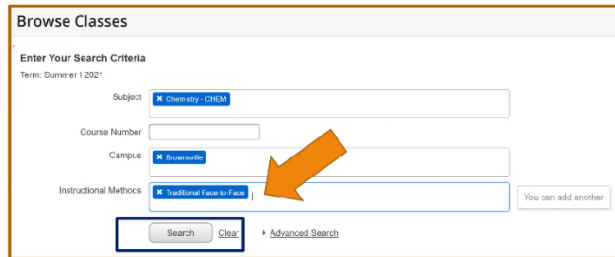
2) **Advisor Role WITHIN ASSIST** – From Faculty and Advising Landing page, select ADVISING STUDENT PROFILE, select Term, Search for student (SID, email, Last Name, First Name), Select REGISTRATION & PLANNING, select ADVISOR role, click on BROWSE CLASSES to find classes.

3) **Faculty Role WITHIN ASSIST** – From Faculty and Advising Landing page, select FACULTY CLASS LIST, click on Class under Subject, click on a Student's Name, and then select REGISTRATION AND PLANNING from Student Profile on left side. A new window will open, select BROWSE CLASSES to find classes.



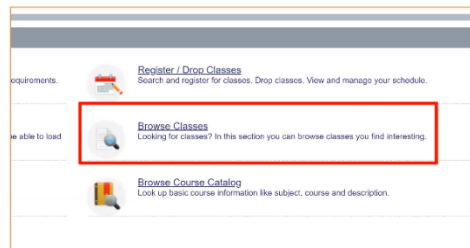
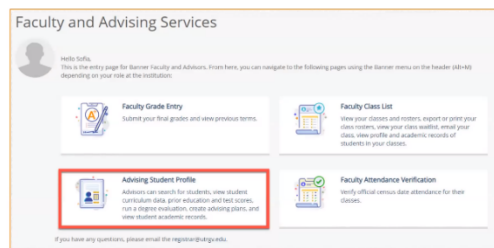
## Searching for Classes – (1)

1) **OUTSIDE ASSIST** – myutrgv.edu (don't sign in) Scroll down to Resources > Class Schedule > select Term > enter Subject > click SEARCH. You can enter as much or as little information to narrow the search.



## Searching for Classes – (2)

2) **Advisor Role WITHIN ASSIST** - From Faculty and Advising Landing page, select ADVISING STUDENT PROFILE, select Term, Search for student (SID, email, Last Name, First Name), Select REGISTRATION & PLANNING on the left-bottom, select ADVISOR role, click on BROWSE CLASSES to find classes.



# Looking up an Unofficial Transcript (Academic Record)

There are two ways:

- 1) **Advisor Role** - From Faculty and Advising Landing page, select ADVISING STUDENT PROFILE, select Term, Search for student (SID, email, Last Name, First Name), Select Academic Record. A new window will open, enter SID, click Continue, select Transcript Level and Transcript Type.
- 2) **Faculty Role** - From Faculty and Advising Landing page, select FACULTY CLASS LIST, click on Class under Subject, click on a Student's Name, and then select Academic Record from Student Profile on left side. A new window will open, enter SID, click Continue, select Transcript Level and Transcript Type.

## Looking up an Unofficial Transcript – (1)

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The screenshot shows the Faculty and Advising Services dashboard. On the left, there are four main service tiles: Faculty Grade Entry, Faculty Class List, Advising Student Profile (highlighted with a red box), and Faculty Attendance Verification. On the right, there is a vertical navigation menu with the following items: Curriculum and Courses, Prior Education and Testing, Additional Links Below, Registration and Planning, View Application to Graduate, Final Grades, Academic Record (highlighted with a red box), and Degree Works. To the right of the menu is a search box for Student ID with the UTRGV logo above it.

## Looking Up Degree Works

There are two ways:

- 1) **Advisor Role** - From Faculty and Advising Landing page, select ADVISING STUDENT PROFILE, select Term, Search for student (SID, email, Last Name, First Name), Select Degree Works. Degree Works will open in a new tab, enter SID.
- 2) **Faculty Role** - From Faculty and Advising Landing page, select FACULTY CLASS LIST, click on Class under Subject, click on a Student's Name, and then select Degree Works from Student Profile on left side. A new window will open, enter SID.



## Looking Up Degree Works – (1)

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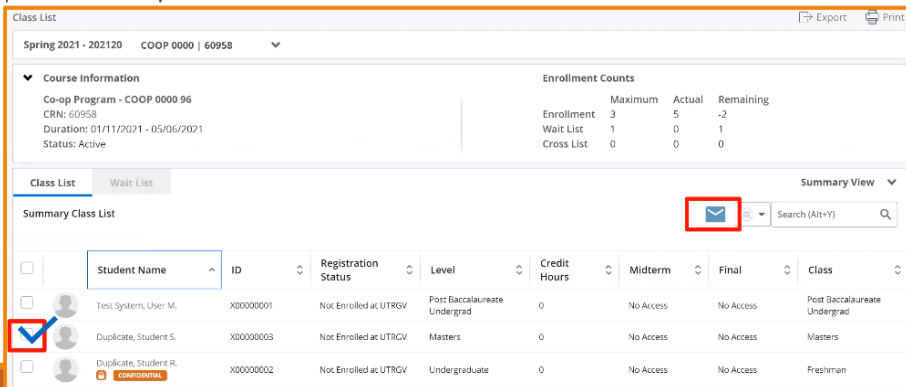
# Faculty Member Emailing the Class

There are two ways:

- 1) **Single Email** - From Faculty and Advising Landing page, select FACULTY CLASS LIST, click on the class to bring up class list. Select the student and click on envelope icon.  Your default email application will open.
- 2) **Multiple Emails** - From Faculty and Advising Landing page, select FACULTY CLASS LIST, click on the class to bring up class list. Click on select all, then click on envelope icon.  Your default email application will open. Using this method has a limitation and that is that only 73 students can be emailed at one time.

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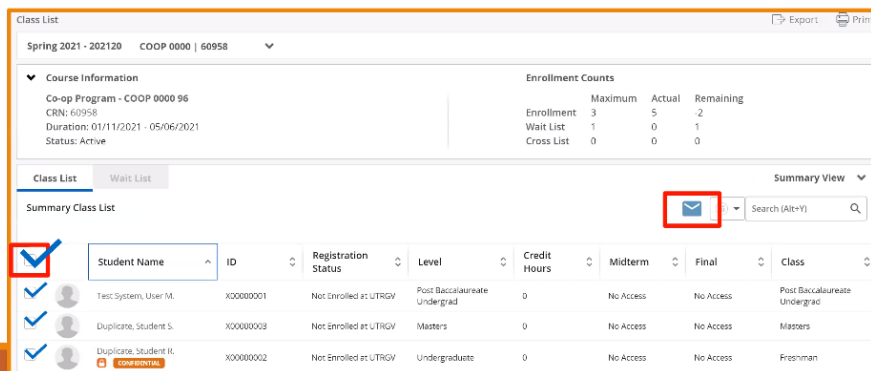


The screenshot shows the 'Class List' interface for Spring 2021 - 202120, COOP 0000 | 60958. The 'Summary Class List' table has three rows. The second row, 'Duplicate, Student S.', is selected with a blue checkmark. A red box highlights the envelope icon in the top right corner of the table area.

	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	Test System, User M.	X00000001	Not Enrolled at UTRGV	Post Baccalaureate Undergrad	0	No Access	No Access	Post Baccalaureate Undergrad
<input checked="" type="checkbox"/>	Duplicate, Student S.	X00000003	Not Enrolled at UTRGV	Masters	0	No Access	No Access	Masters
<input type="checkbox"/>	Duplicate, Student R.	X00000002	Not Enrolled at UTRGV	Undergraduate	0	No Access	No Access	Freshman

# Faculty Member Emailing the Class

- 2) **Multiple Emails** - From Faculty and Advising Landing page, select FACULTY CLASS LIST, click on the class to bring up class list. Click on select all, then click on envelope icon. Your default email application will open. Using this method has a limitation and that is that only 73 students can be emailed at one time.



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	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input checked="" type="checkbox"/>	Test System, User M.	X00000001	Not Enrolled at UTRGV	Post Baccalaureate Undergrad	0	No Access	No Access	Post Baccalaureate Undergrad
<input checked="" type="checkbox"/>	Duplicate, Student S.	X00000003	Not Enrolled at UTRGV	Masters	0	No Access	No Access	Masters
<input checked="" type="checkbox"/>	Duplicate, Student R.	X00000002	Not Enrolled at UTRGV	Undergraduate	0	No Access	No Access	Freshman



## Important Notes

### CHANGED:

- ❑ Class rosters that need to be viewed by staff are accessible through Managed Reporting (Web Focus).
  - Instructions are available on how to request access.
- ❑ Faculty can only access *their own* class rosters as instructor of record, not those of others.

### NOT CHANGED:

- ❑ Any user can look up any student's academic record or Degree Works.
  - Remember that access does not mean full entitlement
  - FERPA applies at all times

## Little Things to Know

- Class Rosters for future terms will not show until registration begins for that term, and student names are populated on the roster.
- Assigned room numbers are under the CRN link in the class roster under Instructor/Meeting Times. This is only for classes with assigned rooms.
- Class rosters from prior semesters are only available for the last 12 months. Any other rosters needed should be accessed through Managed Reporting.
- After clicking on Degree Works you may be required to enter your UTRGV credentials again, and you will need to enter in the SID again.
- If you are on a search screen and you have entered in student or class information to search on and you do not see the search button, be sure that you hit the *Tab* or *Enter* key.

## Don't Forget! New ASSIST User Guides

### ▪ Faculty & Staff, including Advisors:

<https://www.utrgv.edu/ucentral/faculty-and-staff-resources/new-assist-guides-fs/index.htm>

### ▪ Students:

<https://www.utrgv.edu/ucentral/student-resources/new-assist-guides-stu/index.htm>

### Also For Students: Common Registration Errors

<https://www.utrgv.edu/ucentral/registration/registration-errors/index.htm>

- Academic Standing prohibits registration
- Student Status prohibits registration
- You are not permitted to register at this time
- You may not add or drop classes due to holds on your record
- SR
- Prerequisite Required
- Special Approval
- Program Restriction
- Open – Reserved for Wait List
- Specific "Major" Required
- Class Restriction
- Corequisite Required
- Linked Course Required
- Maximum Hours Exceeded
- Time Conflict
- Cohort Restriction
- Duplicate Course with Section
- Duplicate CRN

## VI. Committee & Task Force Reports

### i. Communications Committee - Millie Resendez, Chair / Rogelio Chanes, Co-Chair

- Staff Senate spotlight starts Friday.
- Meet your Staff Senators virtual event Wednesday March 31<sup>st</sup> at 3:00 pm. – swag will be given away!

- Meme Mondays will continue.
- ii. **Feedback Committee - Karen Dorado, Chair / Nick Dubberly, Co-Chair**
- Feedback form now available on the Staff Senate Website: <https://www.utrgv.edu/staffsenate/>
  - Survey coming soon for feedback on Employee Appreciation Week.
  - Finalizing review from staff group regarding 4-day workweek; will be sharing with HR for their follow-up.
  - Four other pieces have been received and we will begin working on those.
- iii. **Staff Success Committee - Claudia Dole Morrison, Chair / Jacob Camacho, Co-Chair**
- Amazing job with Employee Appreciation Week – thank you to all who participated!
  - Hope everyone enjoyed the activities last week.
  - 126 participants & 70 that took advantage of the incentives.
  - Employees who won prizes will be notified soon.

## VII. Public Comments / Questions

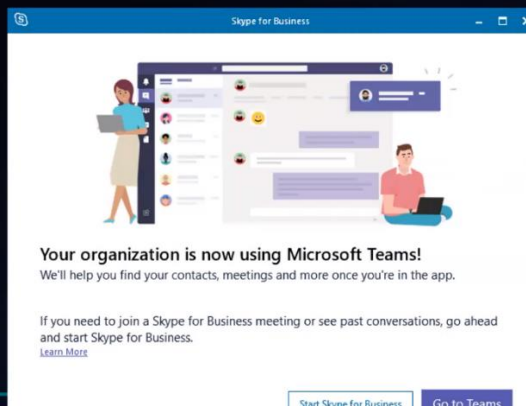
- Fay Kennan: (UREC) - Virtual Fitness classes will continue through Spring Break.
- Rebekah Sepulveda: Friday March 19<sup>th</sup> campus closed – we will be off that day.
- Noelynn Llasos: Spring forward one hour this weekend.
- Carlos Munoz: Athletics – UTRGV vs. CC – will be \$2.00 Tuesday on March 30<sup>th</sup>. You can get tickets via the website with discount already active; social distancing rules still apply at the ballpark.
- Donna Ceglar: IT - OneDrive Update:

## Microsoft SSPR/MFA

- The myaccount.utrgv.edu page used for access recovery will be switched to use Microsoft SSPR on March 23<sup>rd</sup>.
- For a **live support session** for your department, email: [Jaime.Vasquez@utrgv.edu](mailto:Jaime.Vasquez@utrgv.edu)

A Teams meeting notice will be provided for forwarding....

## Teams-Only Mode – end of day, 3/11



## Teams-Only Mode – end of day, 3/11

- Teams should be installed. It can be obtained from the Software Center.
- Teams Help Resources -> [Teams Help Knowledge Article](#)
- Teams -> Help Menu -> Topics... (at bottom-left)
- More info on the switch from Skype to Teams -> [Messenger bulletin](#).

## Automatic folder redirection to OneDrive

- Syncs **Documents and Pictures folders** from UTRGV-owned Windows computers to OneDrive - so, they are accessible from any UTRGV managed computer.
- Reduce need to remote into campus computer to obtain files. (Avoid delays due to power failure, etc.)
- Reduce data loss in the event of computer damage (Hanna, etc.)
- Full information -> <https://support.utrgv.edu/TDClient/1849/Portal/KB/ArticleDet?ID=118700>

## Automatic folder redirection to OneDrive

### Timeline...

- Finance and Administration, 3/8
- Other areas within the next few weeks.
- Notification will be sent a week prior.
- **Policy is applied to computer upon next login, and could take a while to take affect – within a week...**

VIII. Adjourned Meeting: 10:47 a.m.