

The University of Texas Rio Grande Valley™

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Staff Senate

Meeting Agenda

Thursday, October 12, 2023

9:00am-11:00am

[Zoom Meeting ID](#): 8926 4272 438

I. Call to Order

Kelli Quin, Parliamentarian

II. Roll Call / Establishment of Quorum

David Guerra, Secretary

Roll Call was taken with 24 staff senators present and 6 absent.

III. Welcome & Introduction

Veronica Villarreal, Staff Senate President

IV. New Business

- a. February 2023 General Meeting Minutes
- b. July 2023 General Meeting Minutes
- c. September 2023 General Meeting Minutes

Staff Senator Kelli Quinn moves to approve February, July and September 2023 General Meeting Minutes

Staff Senator Rolando Segovia seconds the move to approve.

Call for all those in favor, please state AYE in the Zoom chat. The meeting minutes for February, July, and September have been approved.

V. Guest Speakers

- ✓ *UTRGV State Employee Charitable Campaign* - (copy of presentation Material can be found in Appendix A
 - *Nina Barrientos*
 - *Krystal Marroquin*
- ✓ *Employee Relations Team* – (Presentation Material was requested but not delivered at this time.)
 - *Aubrey Murray*
 - *Ernesto Gonzalez*
 - *Hector Guerrero*
 - *Debra Torres*
 - *Zwelky McCall*
- ✓ *UTRGV School of Podiatric Medicine and UT Health RGV Multispecialty (Harlingen)* – (copy of presentation Material can be found in Appendix B (pages 11-22) - **PLEASE NOTE: SOME IMAGES IN THIS PRESENTATION DEPICT MEDICAL CONDITIONS and/or MEDICAL PROCEDURES INVOLVING THE HUMAN FOOT. These images may be considered too graphical, please proceed with caution.**
 - *Dr. Naohiro Shibuya*

VI. Committee Reports

Communications Committee	Constitution & Elections Committee	Business Processes & Staff Support	Staff Success Committee
<u>Chair:</u> <i>Jake Gonzalez</i> <u>Co-Chair:</u> <i>Cristina Rodriguez</i>	<u>Chair:</u> <i>Yesenia Carter</i> <u>Co-Chair:</u> <i>Krystal Chappell</i>	<u>Chair:</u> <i>Omar Nedzelsky Jr.</i> <u>Co-Chair:</u> <i>Kelli Quinn</i> <i>Melba Cantu</i>	<u>Chair:</u> <i>Aliver Lozano</i> <u>Co-Chair:</u> <i>Lesly Orozco</i>
<u>Members:</u> <i>Jeremy San Miguel</i> <i>Cristina De Leon</i> <i>Kayla Buentello</i> <i>Dina Lopez</i> <i>Melanie Garza</i> <i>Rolando Segovia</i>	<u>Members:</u> <i>Melanie Garza</i> <i>Monica Granado</i> <i>David Guerra</i> <i>Veronica Villarreal</i>	<u>Members:</u> <i>Travis McAlpine</i> <i>James Martinez</i> <i>Jaime Miranda</i> <i>Dr. Mirayda Torres-Avila</i> <i>Van Slusser</i>	<u>Members:</u> <i>Tim Odoms</i> <i>Claudia Garcia</i> <i>Mayra Garcia</i> <i>Jeannette Garcia</i> <i>Dina Guerra</i> <i>Marivel Mata</i> <i>Jose Amieva</i>

Communications Committee: Reports on the Staff Senate website updates as well as promoting events such as Halloween costume contest for UTRGV staff. (details of the reported content is mentioned in Appendix C - Zoom transcript begins at time stamp:)

Constitution and Elections Committee: Reporting update to the continued work on editing Article 5 & 6 of the Staff Senate Constitution as part of the process to get the revisions added to the Handbook of Operating Procedures (HOP). (details of the reported content is mentioned in Appendix C - Zoom transcript begins at time stamp:)

Business Processes and Staff Support: Reports on committee receiving and reviewing 6 staff feedback submissions. (details of the reported content is mentioned in Appendix C - Zoom transcript begins at time stamp: 10:06:29)

Staff Success Committee: Discussed upcoming events in Brownsville, Edinburg & Harlingen. (details of the reported content is mentioned in Appendix C - Zoom transcript begins at time stamp: 10:10:11)

VII. Public Comments & Questions

Kelli Quin, Parliamentarian - (details of the reported content is mentioned in Appendix C - Zoom transcript begins at time stamp: 10:11:38)

- Aliver Lozano – shared info on how to donate to staff senate using QR code
- Carlos Munoz – shared info on the screen of Frankenstein movie

VIII. Adjourn

- Staff Senator Rolando Segovia - Motions to adjourn.
- Staff Senator Jeremy San Miguel – Seconds the motion.

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All in favor of adjourning passes by vote of AYE in Zoom chat.
Staff Senator Kelli Quinn adjourns session at 10:15am

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APPENDIX A – Presentation Materials – SECC Presentation



TOGETHER WE CARE
SECC - Rio Grande Valley

State Employee Charitable Campaign

Think with your Heart...Give



What is SECC?



The State Employee Charitable Campaign is the only statutorily authorized workplace campaign for state agency and higher education employees throughout Texas.

In 2022, the SECC raised more than \$4.8 million for charitable organizations throughout the state, nation and world.

RGV Local Campaign - \$118,400.97

UTRGV Total Contribution - \$38,807.06

137 Donors



TOGETHER WE CARE
SECC - Rio Grande Valley

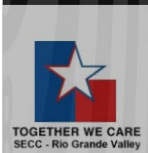
2023 CAMPAIGN GOALS

UTRGV SECC Goal:

\$ 40,000

Local SECC RGV Total Goal:

\$ 140,000



What will my gift provide? (Payroll deductions for 1 yr.)

\$2 PER MONTH	\$5 PER MONTH	\$10 PER MONTH	\$20 PER MONTH	\$45 PER MONTH
<ul style="list-style-type: none"> provides a child with complete, basic childhood immunization against six diseases, supporting a healthy start. provides vital cancer survivorship information and support to 80 cancer survivors. provides seeds for one community or school garden, allowing families to grow nutritious, affordable food for themselves. provides prescription glasses for five people in a Third World country. covers the cost of planting 100 tree saplings. provides meals for a homebound senior citizen for two weeks. 	<ul style="list-style-type: none"> sponsors eyes exams for two children in need. provides 12 students with an interactive CD on college-age depression and suicide. covers the registration fee for one patient or family member to attend the National Organization for Rare Disorders Patient/Family Conference. underwrites equipment and supplies for five people to spend a morning cleaning a beach or riverbank. 	<ul style="list-style-type: none"> Underwrites free museum admission for 30 students. pays for a veteran's occupational certification to find employment. will help a family in crisis with their monthly utility or grocery bills. provides lifesaving medicines to 7,200+ children and families around the world. sponsors two local health advocates to attend a National Pesticide Forum and learn the skills needed to make positive changes in the community. screens one uninsured woman for breast cancer. 	<ul style="list-style-type: none"> provides a full year of groceries for a homebound AIDS patient. provides food for one guide dog in advanced training. buys six cases of non-latex gloves to keep volunteers safe during beach cleanups. supports training in an environmental career for a person with a disability. provides scholarship assistance for inner-city children to attend a nature camp. 	<ul style="list-style-type: none"> installs a water distribution system to provide a reliable communal tap, delivering safe, clean water to communities in need. offers transitional housing to a homeless veteran. provides a \$500 matching scholarship award for college tuition. ensures safety from cholera for 50 people. provides two high schools with science curriculum materials about the proper handling of chemicals found in the home. furnishes a back brace to prevent further spine curvature to a patient with scoliosis.

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Staff Senate



SECC 2023

Tokens of Appreciation

- \$10 per pay period – Phone Holder + Pencil
- \$25 per pay period – Notebook + Phone Holder + Pencil
- **RGV Star Club Member** – \$50 per pay period – Large Clear Tote + Notebook + Phone Holder + Pencil



[Home](#) / [Current Employees](#) / State Employee Charitable Campaign

Need help?

Contact the Office of Human Resources
For suggestions or more information
State Employee Charitable Campaign (SECC)
Phone: (1) 956-665-2451
Phone: (8) 956-882-4205
Email: secc@utrgv.edu

* Duplicate forms are received electronically upon online completion.

HR Employee Wellness
[Quick Links](#)
[Values Culture of Service](#)
[Disabilities](#)
[Disability Accommodations](#)
[E-learn](#)
[Professional Development Request](#)
[Training Frequently Asked Questions](#)
[Supervisor Excellence Center](#)
[Supervisor Success Toolkit](#)
[Training for Employees](#)

Campaign Dates: October 1 – October 31

UTRGV employees care and have been giving back to wonderful charities through the State Employee Charitable Campaigns every year. This year, there have been great needs and organizations striving to meet these needs by helping people and communities. SECC Charities range from local organizations and statewide organizations to large and well-known national and international groups.

Employees may easily participate by completing a Pledge Form with the preferred charity codes and selecting either a convenient payroll deduction or monetary contribution option.

[SECC 2023 Directory of Charities](#)
[Mid-Directory](#)
[SECC Contribution Authorization Form \(Download\)](#)



Resources

[SECC 2023 Index of Organizations](#)
[SECC Memorandum of Understanding](#)
[SECC 2023 How to Complete Authorization Form](#)
[SECC 2023 Frequently Asked Questions](#)
[SECC 2023 Campaign Informational Flyer](#)

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CHARITY DIRECTORY LISTING

All approved charities for the SECC are listed in the 2023 Directory with the following information:

- Designation code and charity name
- Website address (if applicable) and phone number
- Description of services and annual fund raising and administrative costs as a percent of total income

[SECC 2023 Mini-Directory](#)



[SECC 2023 Full-Directory](#)



SECC Pledge
Forms

Payroll
or
one-Time

- Important information to remember:
 - One (1) pledge form per donor
 - Ensure each section has been completed & signed (if payroll)
 - Ensure all information is legible
 - Minimum donation per charitable group is \$2
 - Charity codes are 6 digits
 - Ensure charity code in this year's directory
 - Choice of up to 9 charities
 - All payroll deduction forms must have designated charities written in.



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DocuSign



Rio Grande Valley 36 **SECC Authorization Form** Account# _____

... or you can give online at secc.texasgiving.org
The University of Texas Rio Grande Valley # 746
State Agency Name AND Number

Name (prefix) Last First MI _____
Employee ID Number _____ Dept. / Unit # / Facility / Location
Cameron/Hidalgo
Work Phone _____ County
Nina Barrientos (956) 665-5025
E-mail Address _____ SECC Coordinator's Name SECC Coordinator's Phone

RECOGNITION & ACKNOWLEDGEMENT OPTIONS ... please select one of the options below:
NOTE: The names of leadership-level donors will be publicized annually by the SECC, unless the "DO NOT ACKNOWLEDGE" option is selected below.
 DO NOT ACKNOWLEDGE my gift, either in writing or with any form of personalized recognition/thanks.
 I request acknowledgement of my gift via **EMAIL**... (to honor this request, your email address must be furnished - above)
 I request acknowledgement of my gift via **U.S. MAIL**... (to honor this request, your home mailing address must be furnished - below)

Home Mailing Address _____ City _____ Zip _____

HOW I WISH TO DISTRIBUTE MY GIFT ... minimum donation per charitable group is \$2:
DESIGNATED GIFTS: EACH CHARITY HAS A SIX-DIGIT CODE: First two digits correspond to the charitable group. To designate one or more charities or federated groups that appear in the directory provided, fill in the charity or federation six-digit identification number(s) and dollar amount(s).
VERY IMPORTANT: The total of all GROUP SUBTOTAL boxes below (#1 + #2 + #3) must equal the amount in either TOTAL MONTHLY GIFT or TOTAL ONE-TIME GIFT.

First two digits of all charities within the group must match	First two digits of all charities within the group must match	First two digits of all charities within the group must match
Charity Code → Gift Amount	Charity Code → Gift Amount	Charity Code → Gift Amount
Charity Code → Gift Amount	Charity Code → Gift Amount	Charity Code → Gift Amount
Charity Code → Gift Amount	Charity Code → Gift Amount	Charity Code → Gift Amount
GROUP SUBTOTAL #1 = \$0.00	GROUP SUBTOTAL #2 = \$0.00	GROUP SUBTOTAL #3 = \$0.00

PAYMENT OPTIONS ... please select one:

PAYROLL DEDUCTION (complete authorization below)
Total Monthly Gift (Total of Group Subtotals above) \$ 0.00 x PAV PERIODS PER YEAR 12 = Total Annual Gift (Total of Gifts x 12 pay periods) \$ _____

AUTHORIZATION FOR PAYROLL DEDUCTION - I voluntarily authorize this deduction from my after-tax wages for a charitable contribution as indicated above. I understand that the expiration date of this authorization depends upon my pay schedule (see back for details). I also understand that I may revoke this authorization at any time by giving payroll office written notice per the Comptroller's rules. I agree to comply with the Comptroller's rules concerning this deduction. I have read and understand the "Distribution of Your Contribution" information on the back of this form.

Authorized Signature _____ Today's Date 12/01/2023 Effective Date **
** Enter "12-01" - current year unless the form is being completed by a new employee.

ONE-TIME GIFT (CASH or CHECK) ... attach make check payable to STATE EMPLOYEE CHARITABLE CAMPAIGN
Total One-Time Gift (Total of Group Subtotals above) \$ _____

Section 1

Rio Grande Valley 36 **SECC Authorization Form** Account# _____

... or you can give online at secc.texasgiving.org
The University of Texas Rio Grande Valley # 746
State Agency Name AND Number

Name (prefix) Last First MI _____
Employee ID Number _____ Dept. / Unit # / Facility / Location
Cameron/Hidalgo
Work Phone _____ County
Nina Barrientos (956) 665-5025
E-mail Address _____ SECC Coordinator's Name SECC Coordinator's Phone

RECOGNITION & ACKNOWLEDGEMENT OPTIONS ... please select one of the options below:
NOTE: The names of leadership-level donors will be publicized annually by the SECC, unless the "DO NOT ACKNOWLEDGE" option is selected below.
 DO NOT ACKNOWLEDGE my gift, either in writing or with any form of personalized recognition/thanks.
 I request acknowledgement of my gift via **EMAIL**... (to honor this request, your email address must be furnished - above)
 I request acknowledgement of my gift via **U.S. MAIL**... (to honor this request, your home mailing address must be furnished - below)

Home Mailing Address _____ City _____ Zip _____



The University of Texas Rio Grande Valley

Staff Senate

Section 2

HOW I WISH TO DISTRIBUTE MY GIFT ... minimum donation per charitable group is \$2:

DESIGNATED GIFTS: EACH CHARITY HAS A SIX-DIGIT CODE; first two digits correspond to its charitable group. To designate one or more charities or federated groups that appear in the directory provided, fill in the charity or federation six-digit identification number(s) and dollar amount(s).

VERY IMPORTANT: The total of all GROUP SUBTOTAL boxes below (#1 + #2 + #3) must equal the amount in either TOTAL MONTHLY GIFT or TOTAL ONE-TIME GIFT.

First two digits of all charitable within this group must match	First two digits of all charitable within this group must match	First two digits of all charitable within this group must match
27 #### → Gift Amount Charity Code	15 #### → Gift Amount Charity Code	36 #### → Gift Amount Charity Code
→ Gift Amount Charity Code	→ Gift Amount Charity Code	→ Gift Amount Charity Code
→ Gift Amount Charity Code	→ Gift Amount Charity Code	→ Gift Amount Charity Code
GROUP SUBTOTAL #1 = \$0.00	GROUP SUBTOTAL #2 = \$0.00	GROUP SUBTOTAL #3 = \$0.00



All codes in group must all start with the same two #s

Section 3

PAYMENT OPTIONS ... please select one:

PAYROLL DEDUCTION
(complete authorization below)

Total Monthly Gift
(total of 3 Group Subtotals above)
\$ 0.00

x

PAY PERIODS PER YEAR
12

=

Total Annual Gift
(total Monthly Gift x 12 pay periods)
\$

AUTHORIZATION FOR PAYROLL DEDUCTION - I voluntarily authorize this deduction from my after-tax wages for a charitable contribution as indicated above. I understand that the expiration date of this authorization depends upon my pay schedule (see back for details). I also understand that I may revoke this authorization at any time by giving payroll office written notice per the Comptroller's rules. I agree to comply with the Comptroller's rules concerning this deduction. I have read and understand the "Distribution of Your Contribution" information on the back of this form.

Authorized Signature _____ Today's Date _____ Effective Date ** 12/01/2023

** (Enter "12-01 -current year" unless this form is being completed by a new employee.)

ONE-TIME GIFT (CASH or CHECK) ... attach; make check payable to STATE EMPLOYEE CHARITABLE CAMPAIGN.

Total One-Time Gift
(total of 3 Group Subtotals above)
\$



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Staff Senate

One-time donations

CASH OR CHECK (ONE-TIME PAYMENT)

- 1. Complete** the UTRGV SECC Contribution Form via DocuSign
- 2. Visit** Payments & Collections

Brownsville
BMAIN 1.100
(956) 882-7623

Edinburg
ESSBL 1.200
(956) 665-2718



Contact us

Nina Barrientos

nina.barrientos@utrgv.edu

Krystal Marroquin

krystal.marroquin01@utrgv.edu

SECC@utrgv.edu



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APPENDIX B - Presentation Materials - Podiatric Medicine and Surgery

PLEASE NOTE: SOME IMAGES IN THIS PRESENTATION DEPICT MEDICAL CONDITIONS OF and/or PROCEDURES ON THE HUMAN FOOT. These images may be considered graphical, please proceed with caution.

You can skip this section and proceed to page 23 to view APPENDIX C



The University of Texas Rio Grande Valley™

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UT Health
Rio Grande Valley

[FIND A DOCTOR](#) [SERVICES](#) [LOCATIONS](#) [PATIENT PORTAL](#)

Podiatric Medicine and Surgery

Specialized Foot and Ankle Health Services

[MAKE AN APPOINTMENT](#)

[FIND A DOCTOR](#)

[FIND A LOCATION](#)

Call **1-956-296-7600** to make an appointment now.

[UT HEALTH RGV](#) / [SERVICES](#) / [PODIATRIC MEDICINE AND SURGERY](#)



UT Health
Rio Grande Valley

[FIND A DOCTOR](#) [SERVICES](#) [LOCATIONS](#) [PATIENT PORTAL](#)

UT Health RGV Multispecialty (Harlingen)

[MAKE AN APPOINTMENT](#)

[FIND A DOCTOR](#)

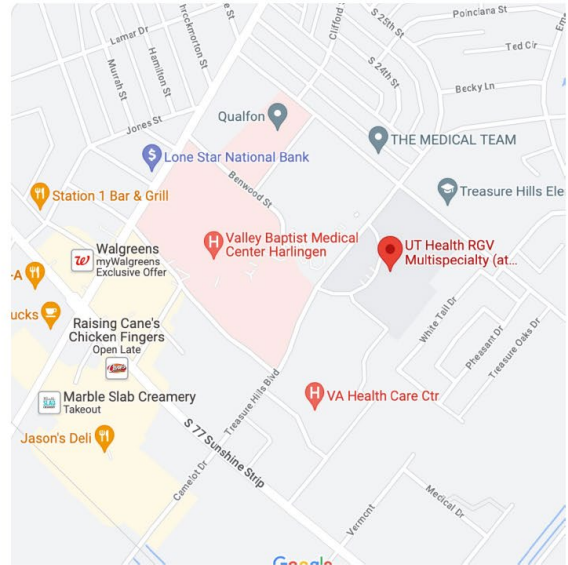
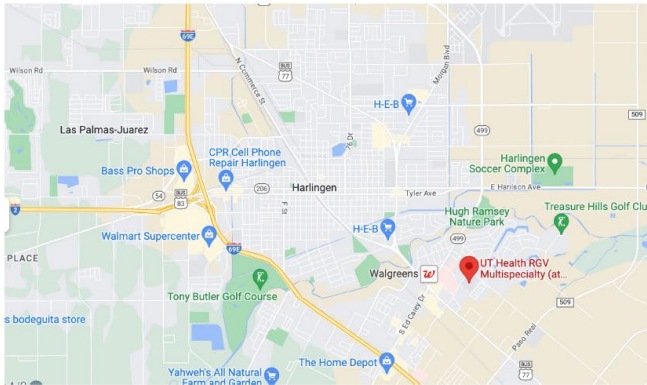
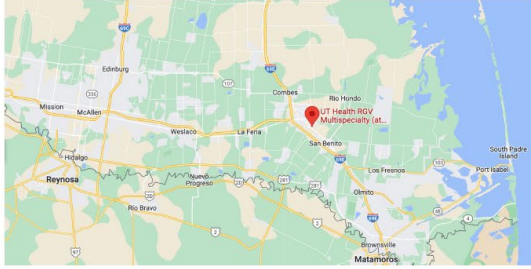
[FIND A LOCATION](#)

Call us now at **1-833-UTRGVMD**.

[UT HEALTH RGV](#) / [LOCATIONS](#) / [UT HEALTH RGV MULTISPECIALTY \(HARLINGEN\)](#)

The University of Texas Rio Grande Valley™

Staff Senate



Podiatric Medicine Foot & Ankle Surgeon

Monica Agarwal, DPM

Accepting New Patients at:
UT Health RGV Multispecialty
2106 Treasure Hills Blvd.
Harlingen, TX 78550
Phone: 956-296-1519



Dr. Monica Agarwal

Dr. Agarwal is a foot and ankle surgeon/podiatric physician with more than 15 years experience in treating the foot and ankle. She is certified by the American Board of Foot and Ankle Surgery and the American Board of Podiatric Medicine. She graduated from Rutgers University in New Jersey and received her doctorate degree from Temple University School of Podiatric Medicine.

Dr. Agarwal completed a surgical residency at The University of Texas Health Science Center in San Antonio, Texas. She specializes in conservative and surgical treatment for all foot and ankle pathologies. Dr. Agarwal is currently an Assistant Clinical Professor with UTRGV School of Podiatric Medicine and enjoys educating students and residents. Prior to her appointment with UTRGV SOPM and UT Health, she worked for the Central Texas Veterans Health Care System for 15 years and played an active role in surgical residency education.

Dr. Agarwal currently serves on the Curriculum and Admissions Committee for the UTRGV School of Podiatric Medicine as part of her role as clinical faculty.

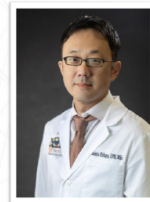
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Podiatry Physician/Foot & Ankle Surgeon

Naohiro Shibuya, DPM, MS, FAFAS

Accepting New Patients at:
UT Health RGV Multispecialty
2106 Treasure Hills Blvd.
Harlingen, TX 78550
Phone: 956-296-1519



Dr. Naohiro Shibuya

Dr. Shibuya is a fellowship-trained foot and ankle surgeon/podiatric physician with more than 15 years of experience in various foot and ankle pathologies. He is certified by the American Board of Foot and Ankle Surgery for rearfoot reconstructive/ankle and foot surgery. He graduated from the University of California, San Diego, in molecular biology and philosophy. He received his doctorate degree from Temple University School of Podiatric Medicine.

Dr. Shibuya finished his surgical residency in Cleveland, OH, and earned his Master of Science degree in clinical investigation at the University of Texas Health Science Center at San Antonio.

He specializes in ankle pathologies, including arthritis, instability, trauma, and osteochondral lesions. While he provides comprehensive foot and ankle care, his specialty is ankle replacement, fusion, open reduction and internal fixation, osteochondral lesion repair, deformity correction, and stabilization, with or without a minimally invasive approach with arthroscopic assistance.

Prior to UTRGV, he was a professor of surgery at Texas A&M University, College of Medicine, served as a chief of the Podiatry Section under Surgical Services at Central Texas VA Health Care System, where he also served as a member of the Podiatric Surgical Advisory Board (SAB) for the National Surgery Office (NPO), National Podiatry Field Advisory Committee for the Office of Patient Care Services under Veterans Health Administration, Chief Podiatry Consultant (VCPC) for VISN 17, and VA Site Director for the Baylor Scott and White Podiatry Surgery and Medicine Residency Program.

He served as a Director of the Continue Medical Education Committee for the Texas Podiatric Medical Association (TPMA) and Chair of the Annual Scientific Conference Committee for the American College of Foot and Ankle Surgeons (ACFAS). Outside of UTRGV, he serves as a faculty for the ACFAS, TPMA, and AO North America.

Dr. Shibuya is the current Editor-in-Chief of the Journal of Foot and Ankle Surgery and Chairperson of the Council of National Registry Management for the ACFAS.

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Conditions and Treatments

Foot and Ankle Care

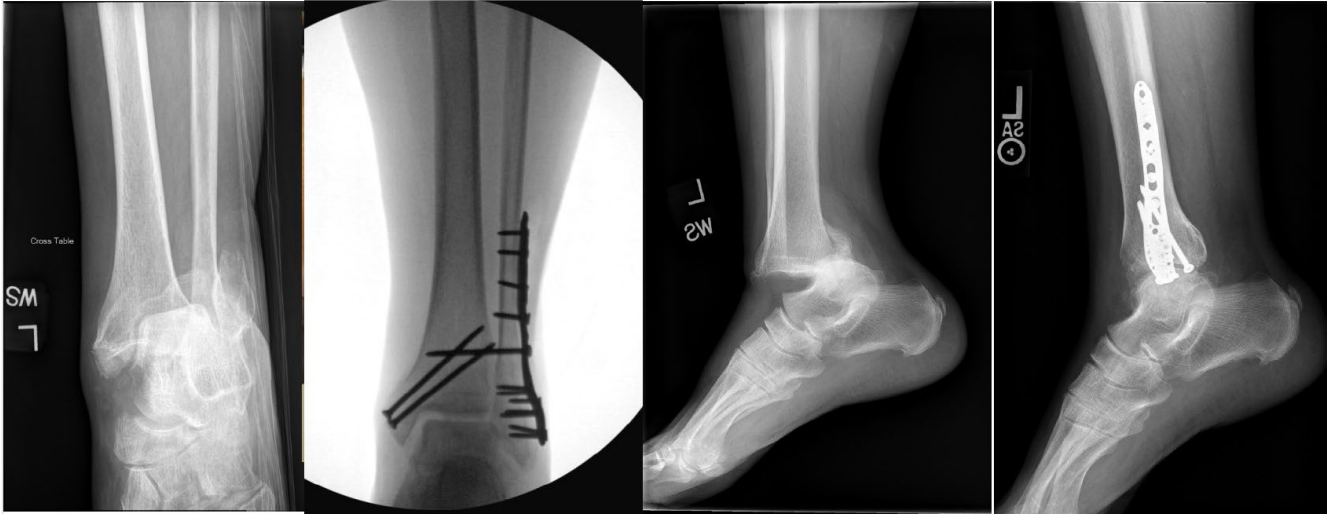
Foot and Ankle Care

- **Acute and chronic pain in the foot and ankle**
 - Arthritis and joint pain
 - Gout
 - Neuroma of the foot
 - Plantar fasciitis
- **Acute and chronic trauma of the foot and ankle**
 - Ankle instability
 - Fractures
 - Sprains and strains
 - Osteochondral lesion
 - Tendon and ligament tears
- **Deformities of the foot and ankle**
 - Bunions
 - Congenital and pediatric deformity
 - Flat foot deformity
 - Hammertoe deformity
 - High arch deformity
- **Diabetic foot care**
 - Wounds
- **Gait abnormality**
 - Unusual walking patterns
- **Skin disorders of the foot and ankle**
 - Athlete's foot
 - Infections of the foot and ankle
 - Ingrown toenails
- **Sports medicine related to the foot and ankle**
 - Tendonitis

ATTENTION: THE NEXT 6 PAGES CONTAIN IMAGES OF MEDICAL CONDITIONS and/or MEDICAL PROCEDURES INVOLVING THE HUMAN FOOT. THESE IMAGES MAY BE CONSIDERED GRAPHICAL. TO GO TO THE CONCLUSION OF THIS PRESENTATION PLEASE SCROLL PAST THE NEXT 6 PAGES.

THANK YOU.

Broken Ankle



Neglected Broken Ankle



Deformity



Bunion, hammertoes



Congenital deformity



Ingrown nail



Prosthetic/orthotic management



Tumors




Wounds



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Staff Senate

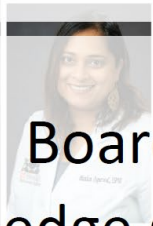


Why us (UT HEALTH)?

Podiatric Medicine
Foot & Ankle Surgeon

Monica Agarwal, DPM

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Dr. Monica Agarwal

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Physician/Foot & Ankle Surgeon

Naohiro Shibuya, DPM, MS, FACFAS

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He specializes in ankle pathologies, including arthritis, instability, trauma, and osteochondral lesions. While he provides comprehensive medical and surgical management, his specialty is ankle replacement, fusion, open reduction and internal fixation, ligament reconstruction, tarsal tunnel decompression, bunion correction, and stabilization, with or without a minimally-invasive approach.

Prior to UTRGV, he was a professor of surgery at Texas A&M University, College of Medicine, served as a chief of the Podiatry Section under Surgical Services at Central Texas VA Health Care System, where he also served as a member of the Podiatric Surgical Advisory Board (SAB) for the National Surgery Office (NSO), National Podiatry Association (NPA), and National Veterans Affairs Health Administration, Chief of Podiatry Services under Veterans Health Administration, Chief of Podiatry Services (VC) at the University of Texas Health Science Center at San Antonio, and Site Director for the Baylor Scott and White Podiatric Surgery and Medicine Residency Program.

He served as a Director of the Continue Medical Education Committee for the Texas Podiatric Medical Association (TPMA) and Chair of the Annual Scientific Conference Committee for the American College of Foot and Ankle Surgeons (ACFAS). Outside of UTRGV, he serves as a faculty for the ACFAS, TPMA, and AO North America.

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APPOINTMENT

Foot and Ankle Health



(956) 296-7600

APPENDIX C – TRANSCRIPT via ZOOM

[Staff Senator, Kelli Quin] 09:03:58

Alright, good morning everybody and happy. October 1212. I will call this meeting to order at 904 a.

[Staff Senator, Kelli Quin] 09:04:07

m. And turn things over to our secretary, Mr. David Guerra for roll call.

[Staff Senator David Guerra] 09:04:15

Alright, good morning everyone and I will begin roll call staff senators. Please indicate your attendance by stating I in the Zoom chat.

[Staff Senator David Guerra] 09:04:24

Yesenia Carter. Veronica Villarreal. Van Slusser. Travis McAlpine.

[Staff Senator - Yesenia Carter] 09:04:27

I

[Staff Senator David Guerra] 09:04:35

Timothy Odoms. Rolando Segovia. Oh, Monica Granada.

[Staff Senator David Guerra] 09:04:45

Melba Cantu Melanie Garza. Myra Garcia. Mari. Leslie Oroco

[Staff Senator David Guerra] 09:04:55

Crystal Chapel, Kelly Quinn.

[Staff Senator David Guerra] 09:04:59

Cayla.

[Staff Senator David Guerra] 09:05:02

Jeremy some again. Jeanette Garcia. James Martinez. Jake Gonzalez.

[Staff Senator David Guerra] 09:05:12

Merida Torres. Do you know Lopez? Do you know, Christina Rodriguez, Christina, the Leon.

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[Staff Senator David Guerra] 09:05:22

Claudia Garcia, Oliver Luzon.

[Staff Senator David Guerra] 09:05:27

Madam President, roll call is complete. We have quorum.

[Veronica Villarreal, Staff Senator] 09:05:32

Thank you. Good morning, everyone. Happy Thursday. Welcome to our staff Senate general meeting for October, 2,023.

[Veronica Villarreal, Staff Senator] 09:05:40

It is wonderful for you to be here with us today. I am sure everybody is super excited about the cool 80 to 70 degree weather that has finally arrived to the valley.

[Veronica Villarreal, Staff Senator] 09:05:50

We will begin our meeting with new business. Is there a motion on the floor to approve the meeting minutes for February, July, and August of 2,023?

[Veronica Villarreal, Staff Senator] 09:06:01

Or I'm sorry, September.

[Staff Senator, Kelli Quin] 09:06:11

I move to approve the meeting minutes for. February, July and August, 2023.

[Veronica Villarreal, Staff Senator] 09:06:17

Is there a second?

[Staff Senator - Rolando Segovia] 09:06:19

Nice.

[Marivel Mata] 09:06:19

I see.

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[Veronica Villarreal, Staff Senator] 09:06:24

All those in favor, please state I in the Zoom chat. All oppose?

[Veronica Villarreal, Staff Senator] 09:06:31

Any abstentions?

[Veronica Villarreal, Staff Senator] 09:06:39

The meeting minutes.

[Veronica Villarreal, Staff Senator] 09:06:44

The meeting minutes for February, July, and September have been approved. Today for our first guest speaker of today, we have the UTRGE State Employee, Employee Charitable Campaign.

[Veronica Villarreal, Staff Senator] 09:06:56

Miss Nina Varanthos and Crystal Marocene.

[Nina Barrientos (she/her/ella)] 09:07:01

Hi, good morning everybody. Am I able to share my screen?

[Veronica Villarreal, Staff Senator] 09:07:05

Yes, we'll give you. Co-host abilities.

[Veronica Villarreal, Staff Senator] 09:07:22

Yeah, I think you have the ability to give her co-host abilities.

[Yadira Mejia] 09:07:30

Go ahead and try now.

[Nina Barrientos (she/her/ella)] 09:07:33

Perfect. Thank you so much.

[Nina Barrientos (she/her/ella)] 09:07:46

You see the slide or DC presentation.

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[Veronica Villarreal, Staff Senator] 09:07:49

We see the presentation. It's the little heart. Okay.

[Nina Barrientos (she/her/ella)] 09:07:52

Okay, it's not my presenter slides, right? Okay, okay, great. Not a problem.

[Nina Barrientos (she/her/ella)] 09:07:57

Well, good morning, everyone. I'm Nina Barianthos. I am the employee engagement and wellness coordinator here at the university.

[Nina Barrientos (she/her/ella)] 09:08:04

My colleague, Miss Christo Marlene, was unable to join us today. She is actually at a conference.

[Nina Barrientos (she/her/ella)] 09:08:14

And if anything, the conference is in Vegas. So I'm really jealous of her right now, but also very happy for her as well.

[Nina Barrientos (she/her/ella)] 09:08:18

So thank you so much. Steps and it for having me today. I promise not to take up too much of today's agenda.

[Nina Barrientos (she/her/ella)] 09:08:26

So I am here to introduce to you our state employee charitable campaign. Our campaign kicked off on October, the first and it runs through October 30 first.

[Nina Barrientos (she/her/ella)] 09:08:37

For those that don't know what the campaign is, so SEC for short, it is the only statutory authorized workplace campaign for.

[Nina Barrientos (she/her/ella)] 09:08:48

State agency and higher education employees throughout taxes. So last year in 2022 the campaign raised more than 4.8 million dollars for charitable organizations throughout the 4.8 million dollars for charitable organizations throughout the state, the nation, and actually the state, the nation, and actually the entire world.

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[Nina Barrientos (she/her/ella)] 09:09:02

Here in the Real Grand Valley, our local campaign raised \$118,000. Here at UTRDV you can see here that we waste a little bit more than almost a third of that amount and we raised \$38,807 with a total of 137 donors.

[Nina Barrientos (she/her/ella)] 09:09:21

So we are very very proud of that. We actually received in a award for being the largest contribution agency here in higher education.

[Nina Barrientos (she/her/ella)] 09:09:32

So thank you all so much for your contributions and for your support. For this year in 2023, our goal, the local SEC Siegel is 140.

[Nina Barrientos (she/her/ella)] 09:09:47

But here at the university we want to increase our goal, right? We always want to do better than we did before.

[Nina Barrientos (she/her/ella)] 09:09:52

Because our money does make a contribution. And so our goal this year as an institution is \$40,000.

[Nina Barrientos (she/her/ella)] 09:10:01

You may be thinking what what your gift provide, where does it go? So there's 2 different options for contribution.

[Nina Barrientos (she/her/ella)] 09:10:09

There's the most common, which is payroll deduction. And then there's a one-time gift.

[Nina Barrientos (she/her/ella)] 09:10:14

Regardless of however you give, your money goes 100% to the charity that you that you select.

[Nina Barrientos (she/her/ella)] 09:10:19

So this gonna be example if you were to do a payroll deduction and the payroll is for one year.

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[Nina Barrientos (she/her/ella)] 09:10:25

And so it starts on January, the first and then runs through December. Okay, so you make your campaign this month, but you won't start seeing that money taken that of your paycheck until January.

[Nina Barrientos (she/her/ella)] 09:10:39

Just wanted to give you guys that notice. So these are examples if you were to contribute monthly. There is a \$2, 5, 1020, and 45.

[Nina Barrientos (she/her/ella)] 09:10:48

As you can see here, no amount is too small. Okay, just \$2 alone per month can provide a child with a complete basic child immunization against 6 diseases supporting a healthy start.

[Nina Barrientos (she/her/ella)] 09:11:02

As well as an additional resources available to to families.

[Nina Barrientos (she/her/ella)] 09:11:11

We do have some tokens of appreciation that the campaign gives out. To those who contribute.

[Nina Barrientos (she/her/ella)] 09:11:19

Of course there has to be like a criteria, right? So if you do a minimum of \$10 per pay period, so monthly, you receive a really nice phone holder and a pencil and then as it increases of course your tokens increase a little bit more.

[Nina Barrientos (she/her/ella)] 09:11:34

We also have our RGV Star Club member that gives a minimum of \$50 per pay period. You just get everything that's included here on this photo.

[Nina Barrientos (she/her/ella)] 09:11:43

And the tote bags are really nice. You know, nowadays a lot of our stadiums require clear bags, so you don't need to go out and buy one if you don't have one.

[Nina Barrientos (she/her/ella)] 09:11:52

Just contribute and you're going to be given one already with with your token.

[Nina Barrientos (she/her/ella)] 09:11:59

Here on our website. Our UT RGB SECC website. I wanted to put the link in the chat because since I'm sharing I have a little limited access but I'll do it as soon as we hang up.

[Nina Barrientos (she/her/ella)] 09:12:14

Well as soon as I'm done. So here on our website you're gonna get information on SEC as well as resources.

[Nina Barrientos (she/her/ella)] 09:12:21

So some of those resources come from SECCC directly, which you see towards the lower bottom. And then you'll see some important links like our directories to the charities.

[Nina Barrientos (she/her/ella)] 09:12:31

As well as a contribution form.

[Nina Barrientos (she/her/ella)] 09:12:40

Thank you so much for putting the link in the chat. I really appreciate it.

[Nina Barrientos (she/her/ella)] 09:12:47

So take a look at the charity directories. These are all approved charities by SECC.

[Nina Barrientos (she/her/ella)] 09:12:55

So organizations need to apply and then they're reviewed and then they're approved. So if you happen to be taking a look at the directory and you don't see one that may have been there.

[Nina Barrientos (she/her/ella)] 09:13:05

The year before, like if you're a recurring contributor. It is like there's different reasons for that.

[Nina Barrientos (she/her/ella)] 09:13:12

It's either they didn't apply or maybe they didn't meet their criteria, but then it doesn't mean that there's not an or another organization that you can contribute to or maybe there doesn't mean they won't be there again and next year.

[Nina Barrientos (she/her/ella)] 09:13:23

Okay. On our website we have the links to directories. I'll also share the PowerPoint presentation with you guys as well.

[Nina Barrientos (she/her/ella)] 09:13:30

So we'll also have QR codes if you want to click on the QR code as well.

[Nina Barrientos (she/her/ella)] 09:13:36

You can also do that already with your cell phone. So we're viewing the directories. You'll see a designation code and the charity name in the mini directory.

[Nina Barrientos (she/her/ella)] 09:13:47

When you look at the full directory, you'll get additional information like the description of services. On both directories, you'll see a percentage, a number that is listed right next to it.

[Nina Barrientos (she/her/ella)] 09:14:00

That percentage is the percentage of a administrative cost. That goes towards that specific organization. Okay you'll notice that some may be higher than others and there's various reasons for that.

[Nina Barrientos (she/her/ella)] 09:14:12

It could be maybe it's a higher or much larger organization. So when you're thinking of a charity to contribute to, there's many things to think about, right?

[Nina Barrientos (she/her/ella)] 09:14:22

It's like, well, that say perhaps you've never contributed before you're not too sure where to even start maybe start local okay maybe start with something that has a personal connection to you, maybe an organization that your family maybe utilized at one time or someone in your family utilized at one time or maybe your kids are in the boys and girls club or there's something here or maybe there's something broader, right?

[Nina Barrientos (she/her/ella)] 09:14:48

Something more statewide, okay? This listing has local, state, and national organizations that you can contribute to and there is a various and large amount of them and remember no dollar amount is too small.

[Nina Barrientos (she/her/ella)] 09:15:03

Okay, so when you're donating to organization and you see that percentage Don't, away, okay, because that's gonna go to the administrative cost for that organization.

[Nina Barrientos (she/her/ella)] 09:15:14

So in a way, if you think about it, you're also helping pay somebody's salary, someone who is working for that organization that is contributing and providing resources to our community.

[Nina Barrientos (she/her/ella)] 09:15:29

So how do you contribute? We have pledge forms. We have a contribution form. The form is online on our website.

[Nina Barrientos (she/her/ella)] 09:15:38

It is a fillable form that you assign via DocuSign. These are just some important things to remember when you're filling out your form.

[Nina Barrientos (she/her/ella)] 09:15:48

On our website, you'll also find a how-to guide. So in case you don't get this presentation or maybe just comes off a little confusing.

[Nina Barrientos (she/her/ella)] 09:15:55

We do have a step-by-step guide and how to complete your form with some, important tips for you.

[Nina Barrientos (she/her/ella)] 09:16:02

So we only allow one pledge form per donor. Each section has to be completed. Information has to be legible.

[Nina Barrientos (she/her/ella)] 09:16:11

So if you need to perhaps print the form and then email it just make sure that when you either type it out or you handwrite it that it is legible.

[Nina Barrientos (she/her/ella)] 09:16:21

Minimum donation per charity is \$2. Remember that. Our charity codes are 6 digits.

[Nina Barrientos (she/her/ella)] 09:16:29

Some do start with zeros, so please include those zeros. And then make sure that you're using this year's directory.

[Nina Barrientos (she/her/ella)] 09:16:36

Okay, go to our website. That's where you're gonna find the direct resources. Don't rely too much on Google because you can pull up last year's and sometimes the charity codes change or like I said, maybe the organization's and sometimes the charity code change or like I said, maybe the organization is not listed this year, like I said, maybe the organization, is not listed this year. So always rely on this year's, 2023.

[Nina Barrientos (she/her/ella)] 09:16:56

Okay. You do have a choice up to 9 charities and the 2 options for contribution our payroll and one time.

[Nina Barrientos (she/her/ella)] 09:17:05

If you do payroll deduction, you must designate the charities, that you want that money to go to.

[Nina Barrientos (she/her/ella)] 09:17:13

This is what the Docusign form looks like. And then it's very, very simple.

[Nina Barrientos (she/her/ella)] 09:17:20

It has the calculations are already in there when you put in dollar amount so it helps to add up your your your contribution and just real briefly I'm gonna go through each section so section one is going to be your personal information here.

[Nina Barrientos (she/her/ella)] 09:17:34

Okay, there are some required forms. You're also going to acknowledge if you want to be recognized for your contribution or you don't want to be acknowledged and this is going to be recognition by SECC directly, okay, not by the university.

[Nina Barrientos (she/her/ella)] 09:17:50

This is by SEC. So you can opt out, you can say yes, you want to be recognized via email or mail.

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[Nina Barrientos (she/her/ella)] 09:17:59

I don't know the specifics of the recognition. I do know that there are tiers in regards to how much you don't need and if you hit a certain tier which is like a thousand dollars plus there is that possibility for your name to be in next year's charity directory as a thank you.

[Nina Barrientos (she/her/ella)] 09:18:22

So this is where you can acknowledge if you want to be anonymous or you do want to be acknowledged.

[Nina Barrientos (she/her/ella)] 09:18:26

Okay.

[Nina Barrientos (she/her/ella)] 09:18:28

This is where you're going to write down how you wish to contribute. Okay. So again, \$2 minimum per organization.

[Nina Barrientos (she/her/ella)] 09:18:38

There are 3 different boxes or like subcategories. It is important that when you're listing your charities that you group them together.

[Nina Barrientos (she/her/ella)] 09:18:47

And this is a good example here. So if you have a charity this starts for 2 7 and then 1 5 those need to be listed in different subcategories because those are those charity codes are grouped.

[Nina Barrientos (she/her/ella)] 09:19:02

They're grouped by local, state, and national. And so it's really important to keep those together.

[Nina Barrientos (she/her/ella)] 09:19:07

So when SEC is there reviewing the forms and sending the payments off that it's all organized, effectively, effectively.

[Nina Barrientos (she/her/ella)] 09:19:21

Again, your payment options or payroll deduction in one time. When you start to enter the dollar amount in the top section, the total gift amount will automatically, be calculated here and then it's gonna be times your pay period of 12 months.

[Nina Barrientos (she/her/ella)] 09:19:38

And then the total annual amount is then going to be calculated okay it's going to be totaled Now, if you happen to be an individual or work with individual like a faculty member who's on a nine-month pay period.

[Nina Barrientos (she/her/ella)] 09:19:55

What they're gonna have to do is they're gonna have to print the form and they're gonna have to manually fix that part.

[Nina Barrientos (she/her/ella)] 09:19:58

Or email SEC for a different fillable form that we could go ahead and send to you so they can they can fill that out.

[Nina Barrientos (she/her/ella)] 09:20:06

Okay. Then you're going to sign your form. I see there's. Things in the chat.

[Nina Barrientos (she/her/ella)] 09:20:13

Okay, making sure that one for me. Sorry. If you do a one-time gift donation, perfectly fine.

[Nina Barrientos (she/her/ella)] 09:20:21

We do accept cash or check. What you'll do is you'll fill out your form if you do docuSign, it'll automatically come to our SECCC department website.

[Nina Barrientos (she/her/ella)] 09:20:31

If you print it out, you would need to manually email it to us. And then from there what you're going to do is you're going to visit our Brewster's office and you're going to go to payments and collections and you're going to make your payment.

[Nina Barrientos (she/her/ella)] 09:20:44

Okay. You can visit an office either in Brownsville or Edinburg. I don't have their hours on here, but we can go ahead and get you a list to that or you can give them a call for their office hours.

[Nina Barrientos (she/her/ella)] 09:20:59

Once you make that payment you will then need to send a copy of the receipt to our department but if you forget that's okay we'll continue to follow up with you but your payment does need to be placed in before October, the 30 first because we can no longer take any payments or contributions after October, the 30 first.

[Nina Barrientos (she/her/ella)] 09:21:20

If you have any questions or know anyone that has any questions or you want additional information, you can either visit our website or you can contact us directly.

[Nina Barrientos (she/her/ella)] 09:21:30

Me, you know, buddy, entos, and then Crystal, Madeleine.

[Nina Barrientos (she/her/ella)] 09:21:36

We're also available to present at your department. So if you want if you have a department meeting and you want to share information with them in invite us.

[Nina Barrientos (she/her/ella)] 09:21:44

You know, we can go in person, we can do Zoom, we will make ourselves available to you in any way or any form.

[Nina Barrientos (she/her/ella)] 09:21:50

That we can because we want to help, you know, spread this awareness out. And be available for, for any questions.

[Nina Barrientos (she/her/ella)] 09:22:03

Are there any questions at this time?

[Veronica Villarreal, Staff Senator] 09:22:06

There is one question in the chat. And it is. If you know why loaf and fishes is no longer a charity option for the RGV.

[Veronica Villarreal, Staff Senator] 09:22:17

I noticed that a lot of orcs are now under the United Way.

[Nina Barrientos (she/her/ella)] 09:22:21

I do not know this specifics to that as I mentioned earlier there is like a process for them. It could also be something internal through the organizations to where they're rerouting and maybe they fall under a different organization now.

[Nina Barrientos (she/her/ella)] 09:22:38

I don't work direct with SECC directly so I don't know those specifics. I'm just making some assumptions.

[Nina Barrientos (she/her/ella)] 09:22:46

But United Way is a great organization that covers a lot of different charities. And so I can try to get some information.

[Nina Barrientos (she/her/ella)] 09:22:55

You or you can reach out to SECC directly if you're just really unsure. And have questions.

[Nina Barrientos (she/her/ella)] 09:23:01

Our rep Sabrina Lopez, she's just amazing. But I will try to get an answer to you.

[Nina Barrientos (she/her/ella)] 09:23:09

Esmeralda and then see what I could find. Okay. Let me just do a little snippet so I can make a note.

[Veronica Villarreal, Staff Senator] 09:23:15

Thank you, Nina. Is there any other questions for Miss Nina?

[Nina Barrientos (she/her/ella)] 09:23:24

Awesome. Well, thank you again so much for having me. Please feel free to reach out to me.

[Nina Barrientos (she/her/ella)] 09:23:29

Thank you, Julia, for putting the Brewers office hours on there for me. I really love the staff Senate because everyone is just a team. I really love the staff Senate because everyone is just a team player.

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[Nina Barrientos (she/her/ella)] 09:23:40

I love it so much. I really love the staff Senate because everyone is just a team player. I love it so much.

[Nina Barrientos (she/her/ella)] 09:23:43

Thank everyone is just a team player. I love it so much. Thank you. Thank you. Thank you.

[Nina Barrientos (she/her/ella)] 09:23:46

I'll be on the line. It's just a team player. I love it so much. Thank you. Thank you. Thank you.

[Nina Barrientos (she/her/ella)] 09:23:47

I'

[Veronica Villarreal, Staff Senator] 09:23:47

Alrighty, thank you so much. Alrighty for up next we have our employee relations team from HR.

[Nina Barrientos (she/her/ella)] 09:23:48

Thank you.

[Veronica Villarreal, Staff Senator] 09:23:55

We welcome Aubrey Murray. Hector, Gerardo, Deborah Torres, and Swelky Makall.

[Aubrey Murray] 09:24:01

Hi, good morning everybody. So Ernest is going to go ahead and I hope everybody's having a good day today.

[Aubrey Murray] 09:24:08

So our Nesto is going to go ahead and share his screen. He's going to, he's our leave administration representative for yout D.

[Aubrey Murray] 09:24:16

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He wants to share with you all some information when it comes to leave different leave types. Answer any questions that you all may have and then you know just kind of follow up if if anybody has maybe more detailed questions.

[Aubrey Murray] 09:24:30

We can we can cover those too we can even do department presentations if you all would like but he just kinda wanted to make everybody aware of, you know, where you can find our policies and what kind of leave policies that we have.

[Aubrey Murray] 09:24:45

Ernie, are, are you on?

[Ernesto Gonzalez] 09:24:47

Thank you. Good morning. Can you hear me?

[Aubrey Murray] 09:24:49

Yes. Huh.

[Ernesto Gonzalez] 09:24:52

I can share my screen. Let me know if you guys can see it.

[Aubrey Murray] 09:24:53

Okay.

[Veronica Villarreal, Staff Senator] 09:24:58

Yes, we can see it.

[Ernesto Gonzalez] 09:25:00

Alright, so good morning everyone. Like I mentioned, we're going to have a quick refresher.

[Ernesto Gonzalez] 09:25:05

Here's the early policies and you know some guidance for you all and then you know we'll have some time at the end if anyone has any questions.

[Ernesto Gonzalez] 09:25:14

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Before we get started, I just like to point out, our departmental email address, leave at UTRGVIW if anyone has any specific questions, concerns or you know they wanna reach out and you know have a discussion or set up a meeting, you know, and.

[Ernesto Gonzalez] 09:25:33

This is a team. We have a H, Hector, Deborah, Swokey and myself.

[Ernesto Gonzalez] 09:25:38

So again, if you have any questions, I would like to reach out to us directly, please.

[Ernesto Gonzalez] 09:25:42

You know, go through sends an email.

[Ernesto Gonzalez] 09:25:47

Alright, so our policies. So here we have 4 of our main leave policies. We have annual leave, which is also known as the vacation.

[Ernesto Gonzalez] 09:25:57

We have sick leave, we have family medical leave, which we know as, and we have

[Ernesto Gonzalez] 09:26:03

So, what do we know about? Occasionally or annually. We know that of course employees need to complete 6 months of continuous state employment.

[Ernesto Gonzalez] 09:26:14

Now during those 6 months, the employees, they still accrue. So you're still gonna be accruing your vacation every month.

[Ernesto Gonzalez] 09:26:21

You're just not gonna be able to use it until you complete that requirement where you have 6 continuous months.

[Ernesto Gonzalez] 09:26:27

Now, this requirement does not need to be met at UTRGV. If you have an employee that transferred from another state institution.

[Ernesto Gonzalez] 09:26:36

They may have already met that requirement. Or if you have an employee that transferred from one department to another, again, they may have already met that requirement and they may be eligible to use their, vacation.

[Ernesto Gonzalez] 09:26:48

Now, for probationary period purposes i mean that that may still apply but for vacation purposes once they need their 6 months, their 6 continuous months.

[Ernesto Gonzalez] 09:26:58

They meet that, states that 2 requirement. If you have any questions or if you want to reach, you want to know if one of your view or one of your employees have met that requirement or not, again, 2 3 to contact us.

[Ernesto Gonzalez] 09:27:13

Supervisor approval is required. As for policy employees, must, a, request 30 days in advance or as soon as practice move or not foreseeable.

[Ernesto Gonzalez] 09:27:21

All licenses must be submitted in peoplesoft and supervisors must review and provide determination within 5 working days.

[Ernesto Gonzalez] 09:27:31

Sick leave, may be used for any medical condition. So that, that may prevent the employee from performing their work police.

[Ernesto Gonzalez] 09:27:40

So sick leave can be used for either yourself. Or it can be used for an immediate family member as well.

[Ernesto Gonzalez] 09:27:45

Now if it's gonna be used for any immediate family member, it can be used for immediate family that resides in your same household.

[Ernesto Gonzalez] 09:27:53

And it can also be used. For an immediate family member that does not reside in the same household, yet the definition changes at that point.

[Ernesto Gonzalez] 09:28:01

And the time is limited. Only to the time that you need to care for that individual. Such as I need to take him to an appointment or any, you know, specifically only for the time that you need.

[Ernesto Gonzalez] 09:28:12

To take that time off.

[Ernesto Gonzalez] 09:28:16

Medical documentation is required after 3 days of absence and the supervisor must refer the employee to HR for possible.

[Ernesto Gonzalez] 09:28:25

So your supervisor or USS, you may request a doctor's excuse when an employee takes a or request a medical license of 3 days and you should refer them to HR for possible.

[Ernesto Gonzalez] 09:28:37

That way we can review. The case and determine the eligibility.

[Ernesto Gonzalez] 09:28:45

We should also, we for room who want to, we should point out that, vacation and are approved on a monthly basis.

[Ernesto Gonzalez] 09:28:52

So we are crucially on vacation on the first of every month. Sick leave will always remain constant.

[Ernesto Gonzalez] 09:29:01

By that I mean it's always gonna be 8 h. If your full time employees always gonna be 8 h every month.

[Ernesto Gonzalez] 09:29:04

And your vacation that will increase depending on your state service. You can find a, a table in our vacation.

[Ernesto Gonzalez] 09:29:15

Live policy. On the second page, there's a table there, that shows you, depending on, how many years of state service you have, it shows you how many, vacation hours you approve.

[Ernesto Gonzalez] 09:29:29

For FMLA, FM is, as we mentioned for employees that are need to be out on medical leave, when it's 3 days or more.

[Ernesto Gonzalez] 09:29:38

The FMLA may be requested for oneself or for an immediate family member as well. What a family does is it provides job security and job protection for up to 12 weeks.

[Ernesto Gonzalez] 09:29:48

And it ensures that you as the employee is restored to their same job. The same title same basically an equivalent job and a cool and paid, you know.

[Ernesto Gonzalez] 09:29:59

Please note that FMLA itself is unpaid. I like when, when employees reach out, I just don't think of it, you know, as an umbrella.

[Ernesto Gonzalez] 09:30:08

Again, it provides you that job security job protection. But if we're not giving it, it's not giving you paid leave.

[Ernesto Gonzalez] 09:30:13

You're still using your own sick leave, you're using your own vacation. And if you happen to exhaust your SQL and vacation, then the FMLA becomes unpaid.

[Ernesto Gonzalez] 09:30:23

You know, during the time that you're out. Employees are, employees that do exhaust their, and vacation are recommended, of course, to apply to our SQL, which I'll give you some information right now.

[Ernesto Gonzalez] 09:30:35

And, if they're an a lot of editable, and yes, the, again, like I said, the FMLA will remain as unpaid.

[Ernesto Gonzalez] 09:30:45

So this is a policy that provides paid sick leave to eligible employees. Sickly pool is used.

[Ernesto Gonzalez] 09:30:54

When our paid leave has been exhausted, our sick leave all vacation and if you have come times then if everything is to have been exhausted.

[Ernesto Gonzalez] 09:31:05

Same as if I'm a LAY, the sick people can be requested for either yourself or for an immediate family member.

[Ernesto Gonzalez] 09:31:11

To be eligible for this sickly pool, it must be for a catastrophic illness or injury.

[Ernesto Gonzalez] 09:31:17

So for F. Typically it's for a serious health condition. Now the sickly pool, it changes the criteria and it limits it and makes it a little bit more strict.

[Ernesto Gonzalez] 09:31:28

That's to the reasons that you can apply for it. Now note that they're from, a, 2 separate processes.

[Ernesto Gonzalez] 09:31:36

So if you're, if you're interested in applying for both, again, there are 2 separate processes which we will need separate documentation for each.

[Ernesto Gonzalez] 09:31:51

So now, now for some guidance on, So, ask for policy, all the requests must be, requested to your supervisor for review and determination.

[Ernesto Gonzalez] 09:32:02

So sick leave must be requested at the earliest possible time on or before the first day of options.

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[Ernesto Gonzalez] 09:32:09

Meaning the moment you find out that you need to take a medical legal absence, you submit that request, make that request to your supervisor.

[Ernesto Gonzalez] 09:32:17

That way they can have more than enough time you know to review and make a determination. Again, as for policy, vacation leave must be requested at least 30 days in that bands.

[Ernesto Gonzalez] 09:32:29

This will allow your supervisor, you know, to, review and make a determination based on operational needs.

[Ernesto Gonzalez] 09:32:34

When advanced notice is not possible. The employee must provide notice as soon as practical.

[Ernesto Gonzalez] 09:32:42

And lastly and importantly, all leave requests need to be submitted in peoplepeoplesoft.

[Ernesto Gonzalez] 09:32:48

So if you're out in particular absence, you need to put that in peoples off. People's office or I'm tracking system that we have.

[Ernesto Gonzalez] 09:32:58

So everything is to be reported in there.

[Ernesto Gonzalez] 09:33:03

Now for some information on the 4 h rule, the 4 h rule 8. It's applicable to accept staff only.

[Ernesto Gonzalez] 09:33:10

The. So all partial absences, for 3.75 or less. Will need to be reported as for our role in Peoplesoft.

[Ernesto Gonzalez] 09:33:21

So if an employee who's again, who's an exempt staff, takes an absence, requests a little absence that is going to result in 3 h.

[Ernesto Gonzalez] 09:33:29

2 h 1 h. That absence when they reported in peoplesop will need to be reported as a 4 h rule.

[Ernesto Gonzalez] 09:33:38

Leave of absences taken under the 4 h rule will not be deducted from the sick leave and vacation balance.

[Ernesto Gonzalez] 09:33:45

Now, SICK and RECENTLY policies apply the same to 4 h rule leave requests.

[Ernesto Gonzalez] 09:33:52

Okay. Again, they're not a separate entity. There's 2. Let's say it's a legal absence request.

[Ernesto Gonzalez] 09:34:01

You're still making your leave leave request to your supervisor and again it follows the same sick leave and vacation policies.

[Ernesto Gonzalez] 09:34:07

And the only difference again for example employees if it falls under 3.75 or less. It's the reporting method how you have to report it differently in Peoplesoft.

[Ernesto Gonzalez] 09:34:20

But everything else off, policies applied. The same such as sick leave and location.

[Ernesto Gonzalez] 09:34:30

And here's some additional resources. We do have a supervisor excellency restraining. We encourage all providers to enroll.

[Ernesto Gonzalez] 09:34:39

We can also, departments can also request, trainings, by sending an email to HR partners.

[Ernesto Gonzalez] 09:34:46

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We can give you guys a training. And we also encourage everyone to get familiarized with our hot policies.

[Ernesto Gonzalez] 09:34:51

It provides a lot of information.

[Ernesto Gonzalez] 09:34:58

Do you have any questions?

[Aubrey Murray] 09:35:00

We had some questions in the chat, Ernie. So there is, start, Miriam, some.

[Aubrey Murray] 09:35:07

Miriam has a question. Can an employee take sick leave if they are still in the probationary period, if they have a doctor's appointment or a sick, any to be out.

[Ernesto Gonzalez] 09:35:17

SETI can be used. The moment the employee gets hired.

[Ernesto Gonzalez] 09:35:21

You get, I, the employee starts on their first day and again, you approve sick leave, you approve vacation, vacation cannot be used until you complete 6 months of state service.

[Ernesto Gonzalez] 09:35:33

See, again. Based on policies you need you need to submit that request then it's up to your supervisor.

[Ernesto Gonzalez] 09:35:40

Oh yeah, so you can be used.

[Aubrey Murray] 09:35:40

Right. And I just like to make a note too, you know, I mean, Ernie's covering just kind of the main leave types but we have a lot of different leave types that we have here.

[Aubrey Murray] 09:35:50

The university so I would encourage you know just kind of everybody to go out there and look at our look at our policies just to see what kind of policy or what kind of lead types are available.

[Aubrey Murray] 09:36:01

That might be applicable to you. Depending on your situation, right? But if you have questions about maybe what policies and maybe which one you fall under if there's I mean we have military lead we have leave without pay the sick leave.

[Aubrey Murray] 09:36:17

And so there's just a few different ones, but if you all have questions on them, you know, please don't hesitate to get with us and then we can talk it out with you all also.

[Aubrey Murray] 09:36:25

We also have a question from Cheryl. Who is considered immediate family, grandparents, grandchildren also.

[Ernesto Gonzalez] 09:36:33

So it will depend like I mentioned on the us per and our SICK again our SICK. We'll have that.

[Ernesto Gonzalez] 09:36:40

Information that definition so it depends if we did the family member. Lives in your household or they do not live in your household.

[Ernesto Gonzalez] 09:36:49

So they do not live in your household, it the definition it's limited to only your parents and son and daughter you know basically your children and spouse.

[Aubrey Murray] 09:36:59

So I pulled up the definition. So an immediate family member that we have in our policies to find us those individuals who live in our policy is defined as those individuals who live in the same household as the employee and are related by kinship, who live in the same household as the employee and are related by kinship, adoption, or marriage.

[Aubrey Murray] 09:37:11

Or foster children certified by the Texas Department of Child Protective and Regulatory Services. And an employees minor child regardless of whether the child lives in the same household.

[Aubrey Murray] 09:37:25

See, I think I lost count here. Who?

[Ernesto Gonzalez] 09:37:27

Yeah, I think there was.

[Ernesto Gonzalez] 09:37:31

There's one on the parent teacher conference. So, I think, other, Los Angeles, so yes, it, so the parent teacher conference has per, policy and state law, it allows employees to use.

[Ernesto Gonzalez] 09:37:44

8 h from your for parent teacher conference reasons you know if you have a child in pre-k to the twelfth grade now this is purpose for your 8 h can be used, from your sick leave per year.

[Ernesto Gonzalez] 09:38:01

No, they were not removed from, the sick leave. It's just so that you can see that, you know, again, per fiscal year, you only have 8 h available.

[Ernesto Gonzalez] 09:38:09

If you don't use them again, they will remain there in your sticky balance. They will not be touch.

[Ernesto Gonzalez] 09:38:15

If you use parent teacher conference and yes, you're seeking will be reduced. But yeah, it's just to make it more visible in people's off.

[Ernesto Gonzalez] 09:38:22

The parent teacher entitlement that you have.

[Veronica Villarreal, Staff Senator] 09:38:26

Hi, Aubrey, is there any way that you can share the hop, what, what you just read?

[Veronica Villarreal, Staff Senator] 09:38:31

In the chat.

[Aubrey Murray] 09:38:32

Yeah, yeah, let me do that. Huh. I'll put that in the chat. This is the one specifically for sick leave, so.

[Veronica Villarreal, Staff Senator] 09:38:37

Thank you.

[Ernesto Gonzalez] 09:38:40

Yeah, and it should be the, 6 or 8 m's, oh 4603.

[Aubrey Murray] 09:38:48

Did we miss any other questions? Oh, there was a four-hour rule question it looked like.

[Aubrey Murray] 09:38:55

May I use a 4 h rule? With my regularly scheduled doctor's appointment.

[Ernesto Gonzalez] 09:39:03

Again, as the absence for that day is, 3.75 h or less.

[Ernesto Gonzalez] 09:39:10

It falls under the 4 over wall criteria now. If you have recurring doctor appointments, It might be, you know, it might, might be like something, a, related, you know, where you have, you know, those recurrent appointments.

[Ernesto Gonzalez] 09:39:24

So we would recommend, you know, for you to reach out so that we can. Review it, you know, on a case by case basis.

[Aubrey Murray] 09:39:29

Right. And then there's another one. Can you have to leave of absences using the four-hour rule in the same week.

[Aubrey Murray] 09:39:39

Example, if you have a doctor's appointment. The same week you use vacation leave exempt.

[Aubrey Murray] 09:39:46

So I think we're just asking, can you use the 4 h rule in 2 weeks or in one week?

[Aubrey Murray] 09:39:52

I think that that's what I think that's what the question is.

[Ernesto Gonzalez] 09:39:56

Yeah, and again, the 4 h rogue and the limit per day is that the 3.75 h, which is 3 h and 45 min.

[Ernesto Gonzalez] 09:40:05

So again, the it still follows the, so in this case, if you're requesting vacation time off, it's still follows the vacation need policy.

[Ernesto Gonzalez] 09:40:13

So you will need to submit that request. To your supervisor for review and determination. If they approve it and again, if your absence for those 2 days, you know, on Monday, maybe you were up 2 h and then on Monday, maybe you were out 2 h and then on Wednesday you were out, 3 h.

[Ernesto Gonzalez] 09:40:30

Yeah, both events are going to be for. Because each event was less than 3.75.

[Aubrey Murray] 09:40:34

On each of those days. Yes.

[Aubrey Murray] 09:40:41

So anybody else have any other questions?

[Ernesto Gonzalez] 09:40:45

I think allergen had a question on the on the rollover transfer to sick leave. So, right now it's a good time since we recently started the fiscal year.

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[Ernesto Gonzalez] 09:40:58

In, people solve, that screenshot that you provide, other, and I don't know if I'm locked into.

[Ernesto Gonzalez] 09:41:06

I'm not logged in. But so you, as we know, you know, we are through sick leave on vacation right every month and again based on our state service.

[Ernesto Gonzalez] 09:41:15

We approve the different vacation hours from, vacation, balance every month. It also sets a limit to us as to how many hours we can carry over.

[Ernesto Gonzalez] 09:41:26

From one fiscal year to another. By that I mean from 8 31 to 9 one. So for I'll give you a quick example, it save my limit is.

[Ernesto Gonzalez] 09:41:34

A 100 h, meaning that I can only take a hundred hours from 8 31 to 9 1.

[Ernesto Gonzalez] 09:41:39

To the next fiscal year. But I happen to have an 101 balance. So I'm 1 h over.

[Ernesto Gonzalez] 09:41:46

What's gonna happen when 9 one starts. I'm gonna start with a hundred hours because that's the what I'm allowed to bring over to the new to the new fiscal year and that 1 h extra or any number of hours are extra beyond my limit of what I'm allowed.

[Ernesto Gonzalez] 09:42:03

Will be transferred to your SICK leave balance on 9 one. So your sickly balance will grow by whatever.

[Ernesto Gonzalez] 09:42:12

Amount was. Over your vacation limit. So, like I said, this is a good time, you know, we're, we're still in October, so you have more than enough time to look at your balances, especially those employees that have, you know, a lot of state service and they're accruing a big number of hours every month.

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[Ernesto Gonzalez] 09:42:31

So now we haven't enough time to plan ahead, you know, they would just supervisor request some occasionally if you don't want to have that vacation, request some occasionally if you don't want to have that vacation, be transferred to your sick lead when 9 one comes around.

[Aubrey Murray] 09:42:43

And we would encourage you all to do that, right? Just to look at your balances at the beginning of the year because if you are a Korean little at a larger rate at an increased rate you you all put in the time here you all deserve to take the time off and so plan ahead and that's what the vacation is there for you.

[Aubrey Murray] 09:43:04

Annual leave is therefore to use it you know and to take the time off and so it it's easier you know when you when you're looking it at the start of the fiscal year than when you're getting into June and July and you realize that you have all these balances maybe that that you haven't used for vacation and so we would encourage you to start looking at that right now.

[Aubrey Murray] 09:43:26

And maybe just even if it's just like a day here. Getting with your supervisor and seeing if you can take some time off.

[Aubrey Murray] 09:43:34

Maybe when it's not I know every area is different, but maybe when it's not so the peak isn't so high.

[Veronica Villarreal, Staff Senator] 09:43:41

Alrighty, thank you. Is there any last? Minute questions before we move on.

[Veronica Villarreal, Staff Senator] 09:43:49

Alrighty, well thank you so very much to Aubrey and her team for joining us today. And giving us a good refresher.

[Veronica Villarreal, Staff Senator] 09:43:59

On the types of leads and show. She should you shared your contact right for any presentations things like that Alrighty.

[Aubrey Murray] 09:44:08

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Yeah, I'll put I can put that in the chat, but no, thank you all for inviting us and giving us an opportunity but if you all have any questions don't hesitate to reach out I'll go ahead and put our emails in the chat so that way that y'all can have that also.

[Aubrey Murray] 09:44:20

Thank you for your time everybody.

[Veronica Villarreal, Staff Senator] 09:44:21

Thank you. Alrighty. To our next presenter, he is a fellowship trained foot and ankle surgeon.

[Ernesto Gonzalez] 09:44:22

Thank you.

[Veronica Villarreal, Staff Senator] 09:44:28

With more than 15 years of experience in various foot and ankle presses He is certified by the American Board of Foot and Ankle Surgery for rear foot reconstructive ankle and foot surgery.

[Veronica Villarreal, Staff Senator] 09:44:40

He graduated from the University of California San Diego in molecular biology and philosophy. He received his doctorate degree from Temple University of Pediatric Medicine.

[Veronica Villarreal, Staff Senator] 09:44:50

Up next we welcome the Associate of Dean of Research at the School of Pediatric Medicine and clinician at UT Health Multi Specialty Clinic, Dr.

[Veronica Villarreal, Staff Senator] 09:44:58

Nahiro Shibuya.

[Naohiro Shibuya] 09:45:00

Can you hear me? Okay, let me share my screen. You got a little Thanks to share with everyone.

[Veronica Villarreal, Staff Senator] 09:45:01

Yes.

[Naohiro Shibuya] 09:45:13

Can you guys see the screen with the UTRV on it?

[Veronica Villarreal, Staff Senator] 09:45:15

No, not yet.

[Naohiro Shibuya] 09:45:17

No, maybe I need to. Click on share the button. Can you see that now? Alright, good.

[Veronica Villarreal, Staff Senator] 09:45:22

Yes. Yes, yes we can.

[Naohiro Shibuya] 09:45:26

Well, thank you very much for your time. I'm very excited to share this with you because as you probably know that we started the school.

[Naohiro Shibuya] 09:45:34

School quadi, this is a 4 year medical school that leads into business the program fellowship programs to become a pediatric physician and surgeon and I wanted to share with you that If I can go to the next slide.

[Naohiro Shibuya] 09:45:53

We just started the actual clinical enterprise. And, service line, the, that you, meta, send the surgery.

[Naohiro Shibuya] 09:46:06

So anything to do with the Franco health services, we provide. Can you still hear me?

[Naohiro Shibuya] 09:46:08

Am I just talking to myself or? Am I good? Alright, thanks. I just want to make sure.

[Veronica Villarreal, Staff Senator] 09:46:10

Yes, yeah, you're good. I can hear you.

[Naohiro Shibuya] 09:46:15

Alright, so where are we located? We're in the calling in Texas, as you know, how engine is like a middle of, the valley and, If you can see that if you're not familiar with the calling, you're from, McNally and Edinburgh area.

[Naohiro Shibuya] 09:46:31

This is in, southeast corner of all engine. So there's health health center, in the south east corner of the hall engine with the Valley Baptist, medical center and the VA health care center.

[Naohiro Shibuya] 09:46:45

So we are right next to it. So we are at the UT Health RGV multi-specialty clinic.

[Naohiro Shibuya] 09:46:51

So we currently have 2 providers. Go through and myself, Dr. Aguil was trained in UT.

[Naohiro Shibuya] 09:46:59

How San Antonio and then she was practicing at the Central Texas healthcare system for last 1517 years and then we both moved down to the valley to start a school.

[Naohiro Shibuya] 09:47:16

And finally took about one year to start our service line. So what do we do again? We do anything and spread an ankle including arthritis, acute trauma, including fractures and this locations.

[Naohiro Shibuya] 09:47:32

You may maybe do it. We do a lot of a deformity corrections including bunions and more complex the deformity corrections including bunions and more complex.

[Naohiro Shibuya] 09:47:45

And including bunions and more complex at the only procedures. We do diabetic foot care procedures. We do diabetic foot care, including wounds, infection.

[Naohiro Shibuya] 09:47:48

There are a lot of procedures. We do diabetic foot care including ones infection. There are a lot of them in this valley because of the population is very high prevalent and diabetes and a gate abnormalities, any skin disorders from athletes but in so nails and any sports medicine related for an ankle problems.

[Naohiro Shibuya] 09:48:03

So here are a couple examples. I know the time is limited, but I want to show what we do and if you have any problem, we're more than happy to help you.

[Naohiro Shibuya] 09:48:14

So this is the most common, trauma in the front ankle is ankle fracture.

[Naohiro Shibuya] 09:48:19

So what happens is that the ankle disable page and, if you neglect it, patient is not be able to function risk of his or her life so we need to fix these problems.

[Naohiro Shibuya] 09:48:32

So you could actually intervene and try to put that and position their functions and then we put the hardware and we take care of it post operatively.

[Naohiro Shibuya] 09:48:40

No, there example, you don't have to go to medical school to know this is broken. So we fix it to.

[Naohiro Shibuya] 09:48:47

Put it back into the position. Sometimes, suspicion of value what I've noticed is that a lot of the trauma is neglected and if the trauma is neglected, they'll lead into arthritis such as this one.

[Naohiro Shibuya] 09:49:02

You could see no joint line in an ankle joint. So if that happens, obviously this very painful, dog times the function is lost becomes, you know.

[Naohiro Shibuya] 09:49:12

And so we have to kinda intervene and, replace the ankle joint or fuse the anchor, and then, replace the anchor joint or fuse the anchor joint so that the patient is able to go back to ambulation.

[Naohiro Shibuya] 09:49:24

This patient is another example of post-traumatic problem. This is from Utter Central Texas.

[Naohiro Shibuya] 09:49:30

The very bad trauma in the left ankle. Those left neglected and you can see that the foot is going inward so he's not able to work and walk very effectively so I have to be constructed to make it nice and straighter.

[Naohiro Shibuya] 09:49:48

This is a pediatric, the borderline pediatric patient, 1618 years old.

[Naohiro Shibuya] 09:49:53

He's from other country, not from Mexico, but he's from actually Vietnam. They still have polio.

[Naohiro Shibuya] 09:49:59

So you have a severe deformity, very high arch. But what's the problem with this is that the patient is not able to put the heel on the ground when they try to walk so I have to reconstruct it to make it straighter so that the patient is able to put the heel and walk like any other.

[Naohiro Shibuya] 09:50:17

College or high school students. We do the bread and butter stuff like a bunny in the for me's, as you see, bun in is like a little bump in the inside of the foot.

[Naohiro Shibuya] 09:50:32

So you could see that the big toe joint and inside of the foot. So you could see that the big toe joint and you have a little flare there.

[Naohiro Shibuya] 09:50:37

There's very painful. It's not just for cost nieces, but a lot of times it becomes very big and very painful.

[Naohiro Shibuya] 09:50:43

If you notice it, if you look at the x-rays, it's actually angulation of these bones.

[Naohiro Shibuya] 09:50:56

So we actually have to not just to take the bump off, but you have to reconstruct it and make the bones straighter so that the patient is able to put in a nice, you know, for, female, night, QUEUE, pre, shoes.

[Naohiro Shibuya] 09:51:07

When I started the clinic a month ago and almost 50% of patients are now pediatrics month ago and almost 50% of patients are now pediatrics because they're a lot ago and it's almost 50% of patients are now pediatrics because they're a lot of.

[Naohiro Shibuya] 09:51:16

50% of patients are now pediatrics because they're a lot of the. A lot of abnormality when they grow grow, they need to stay and the regular growth chart but sometimes they deviates from it so the pediatric patients end up having a lot of deformity.

[Naohiro Shibuya] 09:51:28

So this is a patient with the overlapping fifth. It is literally called overlapping fifth till the for me.

[Naohiro Shibuya] 09:51:42

This is balanced and of course made fun of in school so we could reconstruct that to make it straight.

[Naohiro Shibuya] 09:51:44

This is actually not not from here. Actually, I did this in San Antonio when I was a fellow.

[Naohiro Shibuya] 09:51:49

Lot of fluffy, a lot of fluffy grow out. So you don't have to intervene at all, but once in a while those severe flappy or rigid flappy, they don't.

[Naohiro Shibuya] 09:52:01

Grow out so we need to construct those as well if you look at the right foot before and after the before is top and afterwards on the bottom.

[Naohiro Shibuya] 09:52:10

So if you see the right foot it's reconstruct this with much straighter much more looking like any other friends in school.

[Naohiro Shibuya] 09:52:18

We do in on toenails. We do. Prosthetics management. But, biomechanical management, we do a lot of soft tissue tumors.

[Naohiro Shibuya] 09:52:31

And also, so the diabetic ones is very common in this area. Probably one of you, some of you have family members lost lost a leg because the diabetic ones we take care of those.

[Naohiro Shibuya] 09:52:44

Not just doing amputation, but we try to heal the wounds, if the patient needs the amputation like the one on the right.

[Naohiro Shibuya] 09:52:53

This is actually traumatic one, but if the patient needs to amputation, we take care of, with the prosthesis.

[Naohiro Shibuya] 09:52:59

So we don't just do the surgery, but we actually take care after the surgery as well. So why UT Health? Why do you have to come to us?

[Naohiro Shibuya] 09:53:09

Well, you don't have to, but if you want to be treated with the board certified, positions and surgeons. This is very important.

[Naohiro Shibuya] 09:53:15

When I came here, this kind of, seem like the Wild West sometimes. You wanna make sure if you're a patient or your family member, it comes to patient, you have to do a good that research online, make sure that the physician or surgeon is both certified.

[Naohiro Shibuya] 09:53:33

If they're certified by, you know, the legitimate certification process. You might want to check that and you might want to check that and you might want to check that and you details provide Certification process.

[Naohiro Shibuya] 09:53:45

You might want to check that and UT Health provides certified positions and surgeons. We did a cutting edge surgical procedures which are normally available in the big cities like Houston and Dallas.

[Naohiro Shibuya] 09:53:54

Maybe not even in the San Antonio. We do the cutting edge procedures. I'm currently a editor and chief for that general financial surgery.

[Naohiro Shibuya] 09:54:03

So I hope I know a lot of current stuff. And still we just started month ago, so, appointments available.

[Naohiro Shibuya] 09:54:14

Currently we could still see patients within one week. So if you were, if you have any acute problems, just call the number so that we could see you, you could try to accommodate you, within a week or so.

[Naohiro Shibuya] 09:54:26

If it's emergency, you know, even if you're overbooked, we'll still see you.

[Naohiro Shibuya] 09:54:32

And we do this patient center care. This is becoming more and more, common in the rest of the world.

[Naohiro Shibuya] 09:54:41

And, the value I realized that there's not so much, patient satisfaction scores or press gaming square where and surgeons are actually evaluated by the patients.

[Naohiro Shibuya] 09:54:53

But this is becoming more important sometimes you do the best surgery you can but if the patient is not happy that's not good for us so what we do is we actually introduce different options, treatment options, and we could introduce different options, treatment options, and we could have patients different options, treatment options, and we could have patients select the best option for them, options, and we could have patients select the best option for them depending on their

[Naohiro Shibuya] 09:55:14

lifestyle, the social situation for them depending on their lifestyle, your social situation, home, on their lifestyle, your social situation, home situation, what kind of assistance they can get at home.

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[Naohiro Shibuya] 09:55:21

So we don't just look at the, what kind of assistance they can get at home. So we don't just look at the foot and x-rays.

[Naohiro Shibuya] 09:55:26

We actually take care of the patient as a whole. So if you're interested in our service, again, we are located in the, in Texas and, full appointment.

[Naohiro Shibuya] 09:55:33

This is a service line. It's this 95%. You could actually talk to the person.

[Naohiro Shibuya] 09:55:39

And when you call the person. So, oh, when you call that, call the line. So you're always available and again you could accommodate you within the week if it's anything emergent and we'll try to see you in the same day or next day.

[Naohiro Shibuya] 09:55:54

Any questions? Do I have time to take questions or?

[Veronica Villarreal, Staff Senator] 09:55:57

Yes, yes, we have a couple questions in the chat. It says, do you treat planner wards?

[Naohiro Shibuya] 09:56:00

Okay.

[Naohiro Shibuya] 09:56:04

Of course, yes, we do. We do.

[Veronica Villarreal, Staff Senator] 09:56:07

And then there's another question. It says, do you see all, do you all see public patients or do you only serve you to our GB employees?

[Veronica Villarreal, Staff Senator] 09:56:16

Students?

[Naohiro Shibuya] 09:56:17

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Everyone, we actually take every insurance you can imagine in the valley.

[Naohiro Shibuya] 09:56:23

Actually, we've seen more public patient than UTRG. Falco to your students.

[Naohiro Shibuya] 09:56:30

I see you T. Faculty once in a while, but yeah, more public patience is.

[Veronica Villarreal, Staff Senator] 09:56:38

Any other questions? Do you do diabetic routine checkup?

[Naohiro Shibuya] 09:56:44

Yes, we do. So we checked up and we stratified by risk factors and we determine, you know, if the patient needs to be seen every 3 months versus one year versus, you know, you could just take care of it by yourself.

[Naohiro Shibuya] 09:56:59

So we'll do that checked up the extensive checked up in the initial visit and we can. Go from there.

[Veronica Villarreal, Staff Senator] 09:57:07

Next question we have is do individuals need referrals? Can they schedule their appointment? Or they can they schedule their own appointment if they have concerns.

[Naohiro Shibuya] 09:57:19

So, you could just, call this number and then make appointment. Some insurance though you have to go through the PCP so you might have to call this number and then make appointment.

[Veronica Villarreal, Staff Senator] 09:57:19

With issues.

[Naohiro Shibuya] 09:57:30

Some insurance though you have to go through the PCP so you might have to. Talk to the insurance company

[Veronica Villarreal, Staff Senator] 09:57:33

Okay, if you treat neuropathy as well.

[Naohiro Shibuya] 09:57:38

Yes. So you obviously, you know, depending on type of directly, some, are unfortunately not reversible.

[Veronica Villarreal, Staff Senator] 09:57:39

Okay.

[Naohiro Shibuya] 09:57:46

So we do a pain control rather than try to fix the problem, which is, you know, today's medicine impossible.

[Naohiro Shibuya] 09:57:52

So you too, you know, more like a conference care, yes.

[Veronica Villarreal, Staff Senator] 09:57:57

It says here, will you provide or just the clinic provide language interpreter for deaf and hard of hearing patients.

[Naohiro Shibuya] 09:58:04

That. I think we do obviously Spanish and and those patients I'm not sure actually I have to find out I think when I fill, yeah, I have to, I have to get back to you on that one.

[Veronica Villarreal, Staff Senator] 09:58:14

Okay.

[Veronica Villarreal, Staff Senator] 09:58:19

Okay, it says here to you do Achilles treatments.

[Naohiro Shibuya] 09:58:24

Yeah, that's a very common problem. Actually, QUEUE rupture, when they've got a QUEUE rapture, one neglect a QUEUE rapture, one neglected structure. It's been, you know, neglected for years.

[Naohiro Shibuya] 09:58:35

We do, attendant transverse if nothing else is available. So.

[Naohiro Shibuya] 09:58:40

All sorts of care and actually standing, yes.

[Veronica Villarreal, Staff Senator] 09:58:43

Alrighty. It says here, what is the youngest age to treat at the clinic at the facility?

[Naohiro Shibuya] 09:58:50

Go far, we've been seeing 2 months old. So a lot of it, a lot of very small patients, they have a deformity or even it's just normal growth and but patients are worried about it.

[Naohiro Shibuya] 09:59:03

So we actually try to fit the patient into the normal growth chart chart and then make sure that the, you know, patient is in the right schedule.

[Veronica Villarreal, Staff Senator] 09:59:12

Okay.

[Naohiro Shibuya] 09:59:12

And a lot of that 2 years old, we do, you see like a cloth butt or deform you that the Peter very in words because we have to intervene.

[Naohiro Shibuya] 09:59:23

Kids very early to try to make it straight so that they don't stop the rest of their lives.

[Veronica Villarreal, Staff Senator] 09:59:30

It says here, and is it best to treat flat foot as early? As early 3 years of age.

[Naohiro Shibuya] 09:59:39

Yeah, so again, so statistically, 90% of the, and kids gonna grow out by cell.

[Naohiro Shibuya] 09:59:46

So the problem is people don't know which one's gonna grow out or which one doesn't grow up.

[Naohiro Shibuya] 09:59:52

But what we do is there are certain conditions that doesn't grow out and we also again fit into the chart and make sure that the patient is in a right schedule to grow out.

[Naohiro Shibuya] 10:00:05

If it doesn't sometimes you have to, you know, being early. So, probably you might, might want to leave it to us to find out.

[Naohiro Shibuya] 10:00:14

Because you don't wanna be too late. In that condition. But again, statistically, 90% is going to be.

[Veronica Villarreal, Staff Senator] 10:00:21

Okay, there's another couple questions. It says here what treatment will my school insurance cover in full?

[Veronica Villarreal, Staff Senator] 10:00:28

I think that might be more of a question for the insurance. Yeah.

[Naohiro Shibuya] 10:00:30

Is a Yes, is blue crossing it. Yeah, so yeah, so L the Blue Cross patients so far, they don't need any pre-authorization.

[Veronica Villarreal, Staff Senator] 10:00:35

Yes.

[Naohiro Shibuya] 10:00:46

So let lot of times they just call this number and they just come in and if they have an, or some injection needed on the same day, because you do that on the same day.

[Naohiro Shibuya] 10:00:55

I don't have to reappoint you. So we could take care of the launch, you know, one.

[Naohiro Shibuya] 10:00:58

You want shot one visit.

[Veronica Villarreal, Staff Senator] 10:01:01

And then, I think we already talked about the referrals. Do we need a referral from a primary care physician?

[Naohiro Shibuya] 10:01:10

Yeah, yeah, depending on insurance, but a lot of the commercial insurance they don't need to

[Veronica Villarreal, Staff Senator] 10:01:10

To make an appointment.

[Veronica Villarreal, Staff Senator] 10:01:18

And then it says here, can you share to the audience on some foot self-care tips and what not to do?

[Naohiro Shibuya] 10:01:26

For, what, age group or what kind of, patient population, like in general.

[Veronica Villarreal, Staff Senator] 10:01:34

Yes, I. Just in general.

[Naohiro Shibuya] 10:01:37

In general, there's nothing if you're healthy, young, person, you don't need too much.

[Naohiro Shibuya] 10:01:44

You just have to worry about, you know, overuse, tight shoes. Or that neglected deformity you know you didn't know about because you form a correction is much easier when you're younger when you get older which gets hotter and off light is sets in and you're gonna need additional procedure so You know, just for most of the people it's fine, but those are the kind

[Naohiro Shibuya] 10:02:09

of things you might want to look out for. And you know, if you just wanna come in and, you know, talk about type of shoes you want to wear, you know, what do you have to worry about when you go to the beach, that kind of stuff, we can also talk about those stuff.

[Veronica Villarreal, Staff Senator] 10:02:25

It says here. Also, do you have a location in Brownsville or only in Harlingen?

[Naohiro Shibuya] 10:02:29

At this point, calling in and, I, we are in the plan to expand everywhere in the.

[Naohiro Shibuya] 10:02:38

And I think the next place is actually Brownsville.

[Veronica Villarreal, Staff Senator] 10:02:41

Alright, any other questions for Dr.

[Veronica Villarreal, Staff Senator] 10:02:48

Alrighty, well thank you so very much Dr. Shabui for joining us today.

[Naohiro Shibuya] 10:02:52

Well, thank you for the time.

[Veronica Villarreal, Staff Senator] 10:02:54

Thank you. All righty. The next part of our agenda is going to be the committee reports. I will hand it over to the communications committee chair, Mr. Jake Gonzalez.

[Jake Gonzalez - Staff Senator] 10:03:08

Thank you, Madam President. For the communications committee, first, can everyone hear me? Okay, great.

[Jake Gonzalez - Staff Senator] 10:03:16

For the communications committee, our updates are. More geared towards the web as well as promoting events, but we'll start with, web updates on the website for staff Senate, we changed the homepage paragraph and removed staff Senate constitution results link that was on the homepage.

[Jake Gonzalez - Staff Senator] 10:03:34

We added a committees tab and an internal external sub tabs. We replace the placeholder images with the staff Senate logo for staff Senate members.

[Jake Gonzalez - Staff Senator] 10:03:43

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In place of their headshots. That's it for the web for other reports we have put together a Halloween costume contest for our staff at UTRTV, more in full will be coming out of that very soon.

[Jake Gonzalez - Staff Senator] 10:04:00

So we're hopeful that we can go ahead and announce how to do so, how to enter the prizes, etc, by next week, but we just wanna give all of our staff in the meeting right now.

[Jake Gonzalez - Staff Senator] 10:04:11

In advance that we will have a custom contest as we did last year. And then of course we are in the process of promoting more events within new TRGB.

[Jake Gonzalez - Staff Senator] 10:04:21

For example, the meet your senator that's later this month, but we encourage, other staff members in your departments if you have any events that is geared towards staff, we're just, you to be community in general.

[Jake Gonzalez - Staff Senator] 10:04:32

We highly encourage you to either send us your flyer through social media on our Instagram, Facebook or, X account.

[Jake Gonzalez - Staff Senator] 10:04:39

And of course through the stats and email if you have an upcoming event that you would like us to promote, please send it that way so we can review it and go ahead and post it on your behalf.

[Jake Gonzalez - Staff Senator] 10:04:48

And Madam President, that's for up for the communications committee updates.

[Jake Gonzalez - Staff Senator] 10:04:55

I will go ahead and hand it over to the, who's next. The constitution and elections committee, chair.

[Cristina Rodriguez - Staff Senator] 10:05:16

Who needed?

[Staff Senator - Yesenia Carter] 10:05:19

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Hi, I'm so sorry everybody. Hello, my name is Yesenia. I'm just going to update you on what we are doing with the constitution and elections committee.

[Staff Senator - Yesenia Carter] 10:05:29

Right now we are in the process of drafting. We're not drafting, just editing article 5, section one, which is the membership in eligibility.

[Staff Senator - Yesenia Carter] 10:05:40

And then article 6, the nominations and elections in section one the nominations. Procedures. I don't wanna go too much into it into what we're changing until the next meeting once it's done, we still have to submit it to the hop.

[Staff Senator - Yesenia Carter] 10:05:55

Get that approved. Also we'll update the website as soon as we get it all approved.

[Staff Senator - Yesenia Carter] 10:06:01

So if you all have any questions for me or the committee in regards to the Constitution, please feel free to reach out to us with any concerns or suggestions.

[Staff Senator - Yesenia Carter] 10:06:12

But as far as, my committee, that's all the updates I have for this meeting.

[Staff Senator - Yesenia Carter] 10:06:19

I'm going to pass it over to the business processes and staff support. Chair, Mr. Omar Nlski.

[Staff Senator - Yesenia Carter] 10:06:27

Thank you.

[Staff Senator, Kelli Quin] 10:06:29

Hi.

[Omar Nedzelsky Jr. - Staff Senator] 10:06:29

Thank you, Good morning, everyone. I wanna go ahead and. Pass it over to one of our co chairs, Kelly Quinn, who will be assisting us with.

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[Omar Nedzelsky Jr. - Staff Senator] 10:06:39

Reporting our committee report.

[Staff Senator, Kelli Quin] 10:06:41

Hi, good morning everyone. Bear with me. I'm leaving my camera off so my zoom doesn't crash because it doesn't want to cooperate this morning.

[Staff Senator, Kelli Quin] 10:06:49

So since our last meeting, we've received and reviewed 6 staff feedback submissions and I'll go through each of those outline what they are and what the process is from there.

[Staff Senator, Kelli Quin] 10:07:03

So the first submission we received is from a staff member in the College of Education and they have several feedback.

[Staff Senator, Kelli Quin] 10:07:10

Discussion points. Their first is a concern about how frequently the feedback survey is shared with staff members and the committee's recommendation is to make the link more accessible by sharing it during staff Senate meetings and also through an upcoming email.

[Staff Senator, Kelli Quin] 10:07:26

So be on the lookout for that and Omar just posted the survey link there in the chat.

[Staff Senator, Kelli Quin] 10:07:33

Their second concern is about the maintenance of the Bronx Trail. So we will provide this concern to campus facilities.

[Staff Senator, Kelli Quin] 10:07:41

Their third comment is about the golf cart traffic on the Bronc trail and other campus walkways. And so our committee's recommendation is to create a post on UTRG Messenger regarding the hot policy that prohibits this and.

[Staff Senator, Kelli Quin] 10:08:00

Their last concern is regarding the UTRGV police department doing door safety checks. And so our recommendation to this person is to attend the provided crease training, which is offered by the police department.

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[Staff Senator, Kelli Quin] 10:08:18

Okay, our next submission is from another staff member in the College of Education. And they also have a safety concern regarding golf cart traffic on the Bronx trail.

[Staff Senator, Kelli Quin] 10:08:29

And so again, our recommendation is to create a post on Messenger. That references the hot policy that prohibits it, to better inform our campus community.

[Staff Senator, Kelli Quin] 10:08:41

Our third submission was anonymous and it is for a request of staff salary reviews due to inflation.

[Staff Senator, Kelli Quin] 10:08:50

And so the committee's recommendation is to share this request with HR compensation and that'll be, provided to them after this meeting.

[Staff Senator, Kelli Quin] 10:09:00

And number 4, it is from a staff member in the Office of Student Success. And their concern or their request is for more training for the use of degree works.

[Staff Senator, Kelli Quin] 10:09:13

And so the committee's recommendation is to share that request. To the administrators who have received degree works.

[Staff Senator, Kelli Quin] 10:09:20

And our next submission is from another staff member in Office of Student Success. And their request is for the installation of EV charging stations.

[Staff Senator, Kelli Quin] 10:09:30

And the committee will share this request with parking and transportation. And our last submissions from a staff member on the Harlingen campus and their concern is about the limited amount of parking on.

[Staff Senator, Kelli Quin] 10:09:44

Campus and the safety of the staff entrants and so we'll share the parking concern with parking and transportation and the staff entrance safety concern with campus facilities.

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[Staff Senator, Kelli Quin] 10:09:58

That's what we have.

[Omar Nedzelsky Jr. - Staff Senator] 10:10:02

Thank you so much, Kelly, for assisting with the committee report. Going to go ahead and pass it over to the staff success committee chair, Oliver Lasano.

[Aliver Lozano-Staff Senator] 10:10:11

Hey, Omar, thank you very much. I guess for the rest of the staff that are here, I'm gonna share with you a quick flyer.

[Aliver Lozano-Staff Senator] 10:10:18

That we're planning to do this coming up month. So, we have not received it, we're going to be doing, each staff senator.

[Aliver Lozano-Staff Senator] 10:10:26

I think can everybody see it?

[Aliver Lozano-Staff Senator] 10:10:28

Cause I guess you can see your faces, but. Where we do some activities which is very limited so if you are gonna be one of these areas for the 5 areas, please make sure you get there on time.

[Aliver Lozano-Staff Senator] 10:10:39

It's very limited. Our engine will be using the simulation lab, is called the same hospital.

[Aliver Lozano-Staff Senator] 10:10:49

They're in in the 30 26 will be in the 3 areas, Mcallen, Edinburgh.

[Aliver Lozano-Staff Senator] 10:10:57

Ses and an Edinburgh here on our main campus and Brown will be on Friday. So we hope you all could just join us.

[Aliver Lozano-Staff Senator] 10:11:05

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Meet our staff senators will be taking pictures and these cool things. Activities that the union kind of gives the idea of proceeding from union gives awesome ideas to take back to your desk or to your office.

[Aliver Lozano-Staff Senator] 10:11:19

So we look forward to seeing every out there on these 3 days from each death senator.

[Aliver Lozano-Staff Senator] 10:11:24

And that's the end of my report. We're back to you. Somebody right? Sorry.

[Veronica Villarreal, Staff Senator] 10:11:33

How are you? Thank you.

[Aliver Lozano-Staff Senator] 10:11:34

Man presence.

[Staff Senator, Kelli Quin] 10:11:38

I think that's it for the committee reports. We will open up the floor now for public comments and questions.

[Aliver Lozano-Staff Senator] 10:11:51

I do wanna share real quick, Miss Kelly. We do have a, kinda like a donate area for Staff Senate.

[Aliver Lozano-Staff Senator] 10:11:57

If you not aware, we do have a QR code so you can donate for staff. So I know next semester this semester we're using some of the funds to have the activity we're gonna have this month coming up for your stuff center there with a little activities.

[Aliver Lozano-Staff Senator] 10:12:08

Next semester we're going to be doing the staff appreciation week as well so you know we want to get some things to kind of get back to our staff so be aware there is a QR code that we do have so you can donate.

[Aliver Lozano-Staff Senator] 10:12:23

For stop sentence. I don't know if somebody has it. On their desktop or not.

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[Aliver Lozano-Staff Senator] 10:12:29

I do not have William, I'm sorry. But you will also get this information during a meet your staff center there.

[Aliver Lozano-Staff Senator] 10:12:36

We'll have a cure code there and we'll have the QR code. For feedback committee as well.

[Aliver Lozano-Staff Senator] 10:12:40

When you meet this this or that during that week of major stuff center. So just be advice that whatever you do donate, it goes back to you all staff and I know we have a lot of the areas.

[Aliver Lozano-Staff Senator] 10:12:51

And grown it to Loretto. One of our staff senators, the assistant chief kind of told that we're expanding over slowly.

[Aliver Lozano-Staff Senator] 10:12:58

So. Oh, there we go. Thank you, Kelly.

[Staff Senator, Kelli Quin] 10:13:05

Yeah, no problem. Do we have any other, comments questions, updates or announcements?

[Staff Senator, Kelli Quin] 10:13:19

It's pretty quiet out there.

[Veronica Villarreal, Staff Senator] 10:13:22

Carlos, MYOS just shared on the chat. Join us for Frankenstein.

[Veronica Villarreal, Staff Senator] 10:13:28

I believe that is the arts.

[Carlos Munoz] 10:13:33

Yes, so we're gonna show the entire 1931 film on screen and we're super excited to have a live orchestra.

[Carlos Munoz] 10:13:41

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So if you click on that link, you can see a rehearsal that we did yesterday, the ad is running on Instagram and social media and yeah, it's pretty fun.

[Carlos Munoz] 10:13:51

The kids are enjoying too. Perform and you can watch a scary movie. So there you go.

[Veronica Villarreal, Staff Senator] 10:14:01

Anna has a question. Will that flyer to meet staff set it be sent out in an email?

[Veronica Villarreal, Staff Senator] 10:14:07

We could definitely share it out. I'll get together with the committee and distribute it to all staff.

[Veronica Villarreal, Staff Senator] 10:14:15

Any other questions, public comments?

[Veronica Villarreal, Staff Senator] 10:14:21

Thank you, Julia.

[Veronica Villarreal, Staff Senator] 10:14:31

Alrighty, if they aren't any public comments or questions. I will move, I will now move to make a motion to return.

[Staff Senator, Jeremy San Miguel] 10:14:47

I second the motion.

[Veronica Villarreal, Staff Senator] 10:14:50

I would need a, a motion. I would need somebody to make the motion.

[Staff Senator - Rolando Segovia] 10:14:54

I motion to adjourn.

[Veronica Villarreal, Staff Senator] 10:14:57

Is there a second?

[Staff Senator, Jeremy San Miguel] 10:15:02

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I second. Thank you, Madam President.

[Veronica Villarreal, Staff Senator] 10:15:05

Is there any debate or discussion? Debate or discussion.

[Veronica Villarreal, Staff Senator] 10:15:12

Debate or discussion. All those in favor, please state I in the Zoom chat.

[Veronica Villarreal, Staff Senator] 10:15:25

I'm ready. The motion passes. Thank you. So very much for everyone joining us today.

[Staff Senator, Kelli Quin] 10:15:34

Alright, and we will call this meeting adjourned at 1015 am. Thanks so.

[Veronica Villarreal, Staff Senator] 10:15:40

Thank you.

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APPENDIX D – YouTube Transcript – link to video: <https://youtu.be/wIVA5J1CGFw>

0:04 1:25 [Music]
1:25 all right good morning everybody and happy October 12th I will call this
1:30 meeting to order at 9:04 a.m. and turn things over to our secretary Mr David
1:37 Guerra for a roll call all right good morning everyone and
1:44 I will begin roll call staff Senators please indicate your attendance by stating I in the zoom
1:50 chat Yesenia Carter Veronica
1:56 Villarreal Van slusser Travis
2:01 McAlpine Timothy Odoms Rolando Segovia Omar
2:09 Nedzelsky Monica Grenado Melbu Melanie
2:14 Garza Myra Garcia marivel Mata Leslie
2:21 Orosco Crystal Chapel Kelly Quinn Caleb
2:28 wo Jeremy s Miguel Janette Garcia James
2:36 Martinez Jake Gonzalez Mera Torres Dina
2:42 Lopez Dina Gera Christina Rodriguez Christina de Leon Claudia Garcia Oliver
2:52 loano Madame President roll call is complete we have
met thank thank you good morning everyone happy Thursday Welcome to our staff Senate
2:58 general meeting for October
3:05 2023 it is wonderful for you to be here with us today I am sure everybody
3:10 is super excited about the cool 80 to 70 degree weather that has finally arrived
to the valley we will begin our meeting with new business is there a motion on the floor to
3:16 approve the meeting minutes
3:22 for February July and August of 2023 or I'm sorry September
3:38 I move to approve the meeting minutes for February July and August
3:43 2023 is there a second
3:50 I all those in favor please State Eye in the zoom chat all
3:57 oppose any extensions
4:06 the meeting minutes the meeting minutes for February
4:13 July and September have been approved today for our first guest
speaker of today we have the utrgv state employee employee charitable campaign Miss ni
4:18 varos and Crystal
4:27 maroin hi good morning everybody am I able to share my screen yes we'll give
4:34 you co-host
4:48 abilities yadii I think you have the ability to give her co-host
4:56 abilities go ahead and try now perfect thank you so
5:12 much do you see the slide or do you see presentation we see the presentation
it's the the little heart it's not my presenter slides right okay okay great not a problem well
5:19 good morning everyone
I'm Nina Barrientos I am the employee engagement and wellness coordinator here at the
5:25 University my colleague Miss
5:31 crystal mine was unable to join us today she is actually at a conference and um
if anything the conference is in Vegas so I'm really jealous of her right now but also very happy
5:38 for her as well um
so thank you so much staff senate for having me today I promise not to take up too much of uh
5:45 today's agenda um so I am
here to introduce to you our state employee charitable campaign our campaign kicked off on
5:53 October 1st and
6:01 it runs through October 31st for those that don't know what the campaign is um
6:08 so secc for short it is the only statutory authorized workplace campaign
for state agency and higher education employees throughout Texas so last year in 2022 the
6:14 campaign raised more than

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6:21 \$4.8 million for charitable organizations throughout the state the nation and actually the entire world

6:29 here in the real Grand Valley our c local campaign raised

6:34 \$118,000 here at utdb you can see here that we raised a little bit more than

6:39 almost a third of that amount and we raised \$ 38,8 with a total of

6:46 137 donors so we are very very proud of that we actually received um an award

6:52 for being the uh largest contribution agency here in higher education so thank

6:58 you all so much um for your contributions and for your support for this year in

7:05 2023 our goal um the local secc goal is

7:11 140 but here at the University we want to increase our goal right we always want to do better than we did before um

7:18 because our money does make a contribution and so our goal this year as an institution is

7:27 \$40,000 you may be thinking what will your gift provide where does it go um so

7:32 there's two different options um for contribution there's the most common which is payroll deduction and then

7:38 there's a one-time gift regardless of however you GI your money goes 100% to the charity that you that you select so this is going to be example if you were to do a payroll deduction and the

7:43 payroll is for one year and so it starts on January 1st and then runs through

7:50 December okay so you make your uh campaign this month but you won't start

7:56 seeing that money taken out of your paycheck until January just wanted to give you guys that notice so these are

8:01 examples if you were to contribute uh monthly there's a \$2 5 10 20 and 45 as

8:07 you can see here no amount is too small okay just \$2 Al loone per month can

8:15 provide a child with a complete basic child immunization against six diseases

8:22 supporting a healthy St as well as an additional um resources um

8:28 available to to families we do have some tokens of

8:33 appreciation that the campaign gives out uh to those who who contribute of course

8:40 there has to be like a criteria right so if you do a minimum of \$10 per pay period so monthly um

8:46 you receive a

8:53 really nice phone holder and a pencil and then as it increases of course your tokens increase a a little bit more um

9:00 we also have our RGV star Club member that gives a minimum of \$50 per pay

9:05 period you just get everything that's included here on this photo and the tote bags are really nice you know nowadays a

9:12 lot of our uh stadiums require clear bag so you don't need to go out and buy one if you don't have one just contribute

9:19 and you're going to be given one already with the with your uh

9:25 token here on our website um our T RGB secc website um I wanted to put the link in the chat because but since I'm sharing I have a little limited access but I'll do it as soon as

9:33 we hang up uh

9:40 or as soon as I'm done so here on our website you're going to get information onc as well as resources so some of

9:48 those resources come from secc directly which you see towards the lower bottom and then you'll see some important links like our directories to the Charities um as as well as a contribution

9:54 form thank you so much for putting the link in the chat I really appreciate

10:06 it so taking a look at the charity directories um these are all approved

10:13 Charities uh by secc so organizations need to apply and then they're reviewed

10:18 and then they're approved so if you happen to be taking a look at the directory and you don't see one that may

10:25 have been there the year before like if you're a recurring contributor um it is

10:31

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10:36 like there's different reasons for that it's either they didn't apply or maybe they didn't meet their criteria but then

10:41 it doesn't mean that there's not an or another organization that you can contribute to or maybe they're doesn't mean they won't be there again next year

10:49 okay um on our website we have the links the directories I'll also share the PowerPoint presentation with you guys as well so we'll also have QR codes if you want to click

10:54 on the QR code um as well

11:02 you can also do that already with your cell phone um so rev viewing the directories uh you'll see a designation

11:09 code and the charity name um in the mini directory when you look at the full directory you'll get additional information like the description of services um on both

11:14 directories you'll

11:20 see a percentage uh a number that is listed right next to it that percentage

11:27 is the percentage of a min of cost um that goes towards that specific organization okay you'll notice that some may be higher than others and there's various

11:33 reasons for that it

11:39 could be maybe it's a higher or much larger organization so when you're thinking of a charity to contribute to

11:46 there's many things to think about right it's like well let's say perhaps you've never contributed before you're not too

11:53 sure where to even start maybe start local okay maybe start with something

11:58 that uh has a personal connection to you maybe uh an organization that your family maybe utilized at one time or someone in your family utilized at one time or maybe your

12:04 kids are in the boys

12:10 and girls club or there's something here or maybe there's something broader right something more Statewide okay this

12:16 listing has local state and National organizations that you can contribute to

12:22 and there is a various and large amount of them and remember no dollar amount is

12:28 to small okay so when you're donating to organization and you see that percentage don't don't Fray away okay because that's going to go to the administrative cost for that

12:35 organization so in a way

12:41 if you think about it you're also helping pay somebody's salary someone who is working for that organization

12:47 that is contributing and providing resources to our

12:55 community so how do you contribute we have pledge forms we have a contribution

13:00 form the form is uh online on our website it is a fillable form that you will assign via doc you sign um these are just some important things to remember when you're

13:05 filling out your

13:12 form um on our website you'll also find a how-to guide so in case you don't get

13:17 this presentation or maybe it just comes off a little confusing um we do have a

13:22 stepbystep guide on how to complete your form with some um important tips for you

13:29 um so we only allow one pledge form per donor um each section has to be completed uh information has to be legible so if you need to perhaps print the form and then

13:34 email it just make

13:41 sure that when you either type it out or you hand write it that it is legible um

13:47 minimum donation per charity is \$2 remember that our charity codes are six

13:53 digits some do start with zeros so please include those zeros um and then make sure that you're using this year's uh directory okay go to our website that's where you're

13:59 going to find the

14:05 direct resources um don't rely too much on Google because you can pull up last year's and sometimes the charity codes change or like I said maybe the organization um is not

14:11 listed this year

14:18 so always rely on this year's 2023 okay you do have a choice up to

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14:24 nine Charities and the two options um for contribution or payroll and one time
14:32 um if you do payroll deduction you must designate um the Charities uh that you
14:37 want that money to go to this is what the DocuSign form looks
14:42 like and then it's very uh very simple it has uh the calculations are already
14:48 in there when you put in dollar amount so it helps to add up your your your contribution and
14:55 just real briefly I'm
15:02 going to go through each section so section one it's going to be your personal information here
15:09 okay there are
15:09 some required forms um you're also going to acknowledge if you want to be recognized for
15:14 your contribution or you
15:14 don't want to be acknowledged and this is going to be recognition by secc
15:20 directly okay not by the university this is by secc so you can opt out you can
15:25 say yes you want to be recognized via email or mail I don't know the specifics
15:32 of the recognition I do know that there are tiers um in regards to how much you
15:38 donate and if you hit a certain tier which is like \$1,000 plus um there is
15:46 that possibility for your name to be in next year's um charity uh directory as a
15:54 thank you um so this is where you can acknowledge if you want to be anonymous or you do
16:00 want to be acknowledged
16:06 okay this is where you're going to write down how you wish to contrib rate okay
16:13 so again \$2 minimum per organization um there are three
16:20 different boxes or like subcategories it is important that when you're listing your Charities that
16:26 you
16:31 group them together and this is a good example here so if you have a charity that starts with
16:38 27 and then 15 those
16:47 need to be listed in different subcategories because those are those um
16:54 charity codes are grouped they're grouped by local state and National and
17:01 so it's really important to keep those together so when secc is they're reviewing the forms and
17:08 um sending the payments off that uh it's all organized um if effective
17:15 effectively again your payment options are payroll deduction in one time when you start to
17:21 enter the dollar amounts in
17:29 the top section um the total gift amount will automatically uh be calculated here
17:36 and then it's going to be times your pay period of 12 months um and then the total annual
17:42 amount is then going to be
17:48 um calculated okay it's going to be totaled now if you happen to be an individual or work with
17:53 an individual
18:00 like a faculty member who's on a 9month pay period what they're going to have to do is they're
18:07 going to have to print the
18:12 form and they're going to have to manually fix that part um or uh email secc for a different
18:17 able form that we
18:24 could go ahead and send to you so they can they can fill that out okay then you're going to sign
18:31 your form I see
18:38 there's uh things in the chat okay making sure they weren't for
18:45 me sorry um if you do a one-time gift donation perfectly fine uh we do accept
18:52 cash or check um what you'll do is you'll fill out your form if you do docu
18:59 sign it'll automatically come to our secc department website if you print it out you would need
19:06 to manually email it
19:13 to us and then from there what you're going to do is you're going to visit our bruers office and
19:20 you're going to go to
19:27 payments and Collections and you're going to make your payment okay um you
19:34 can visit uh an office either in Brownsville or Edinburg um I don't have
19:41 their hours on here uh but we can go ahead and get you a list to that or you can give them a
19:48 call for their office

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hours um once you make that payment you will then need to send a copy of the receipt to our
18:24 department but if you
forget that's okay we'll continue to follow up with you but your payment does need to be uh
18:31 placed in before October
18:39 31st because we can no longer take any payments or contributions after October
31st if you have any questions or know anyone that has any questions or you want additional
18:46 information you can
18:52 either visit our website or you can contact us directly um me Nina bentos um
18:58 and then Crystal Marin well also available to uh present at your
department so if you want if you have a department meeting and you want to share
19:04 information with them invite us you know
19:10 we can go in person we can do Zoom um we will make ourselves available to you in
19:16 any way or any form that we can um because we want to help you know spread
19:21 this awareness out and um be available for for any
19:27 questions are there any questions at this time
19:33 there is one question in the chat um and it is if you know why Loaf and Fishes is
19:40 no longer a charity option for the RGV I noticed that a lot of Orcs are now under
19:45 United Way I do not know the specifics to that as I mentioned earlier there is like a
process for them it could also be something internal um through the oran organizations to
19:53 where they're rerouting
20:00 and maybe they fall under a different organization now um I don't work direct
20:06 with secc directly so I don't know those specifics I'm just making some
assumptions um but United Way is a great organization that covers a lot of different um uh
20:11 Charities and so I can
try to get some information for you or you can reach out to secc directly if you're just really
20:20 unsure and have
20:27 questions um our rep Sabrina Lopez she's just amazing um but I will try to get an
20:33 answer to you um as marala and then see what I could find okay let me just do a
20:40 little snippet so I can make a note thank you Nina is there any other questions from miss
m awesome well thank you again so much for having me please feel free to reach out to me
20:49 um thank you uh Julia for
putting the rers um office hours on there for me um I really love the staff Senate because
20:57 everyone is just a team
player I love it so much thank you thank you thank you um I'll be on the line so if you have any
21:04 questions you can send
21:10 me um a uh a chat message all rightly thank you so much thank you all righty
for up next we have our employee relations team from HR we welcome Aubrey Murray Ernesto
21:16 Gonzalez Hector Guerrero
21:24 Deborah Torres and swy Mall hi good morning everybody um so
Ernesto is gonna go ahead and I hope everybody's having a good day today so um Ernesto is
21:30 gonna go ahead and share
his screen he's gonna he's our leave Administration representative for UTV um he wants to just
21:36 share with you
all some information when it comes to leave different leave types um answer any questions
21:44 that you all may have and
then you know just kind of follow up if if anybody has maybe more detailed questions um we
21:51 can we can cover those
too we can even do Department presentations if you all would like um but he just kind of
21:58 wanted to make
everybody aware of you know where you can find our policies and what kind of lead policies
22:04 that we have um Ernie are
22:12 you are you on hey good morning can you hear me yes
22:18 uhuh I can share my screen let me know if you guys can see

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22:24 it yes we can see it all right so good morning everyone um like I
mentioned we're going to have a quick refresher just of our leave policies and you know some
22:30 guidance for for you all
and then you know we'll save some time at the end if anyone has uh any questions um before
22:36 we get started I
just like to point out um our departmental email address leave at utrgv.edu if anyone has any
22:42 specific
questions concerns or you know they want to reach out and you know have a discussion or set
22:48 up a meeting you know
22:54 free sends an email
22:59 this is the team um we have Aubrey Hector Deborah swy and myself so again
if you have any questions and would like to reach out to us directly um please um you know
23:05 feel your sends an
23:13 email all right so our policies so here we have four of our main leave policies
we have annual leave which is also known as vacation we have sick leave we have family
23:18 medical leave which we know as
23:26 FMLA and we have sick leave pool so um what do we know about
vacation leave or annual leave we know that of course employees need to complete six months
23:32 of continuous State Employment before they can use their
accrued vacation um now during those six months the employees they still acrw so you're still
23:39 going to be AC crewing your
vacation every month you're just not going to be able to use it until you complete that
23:45 requirement where you have
six continuous months now this requirement does not need to be met at utrgv if you have an
23:51 employee that
transferred from another state institution um they may have already met that requirement um
23:59 or if you have an
employee that transferred from one Department to another um again they may have already
24:06 met that requirement and
24:11 they may be eligible to use their uh vacation now for probationary Peri
purposes I mean that that may still apply but for vacation purposes once they meet their six
24:18 months uh their six
24:24 continuous months they meet that um state statto requirement um if you have
any questions or um if you want to reach if you want to know if one of your you or one of your
24:29 employees have met that
24:34 requirement or not again feel free to contact us supervisor approval is required um as
per policy employees must submit their leave request 30 days in advance or as soon as
24:42 practicable when not foreseeable
all absences must be submitted in people soft and supervisors must review and provided
24:48 determination within five
24:54 working days sck leave SLE may be used for any
medical condition so that may that may prevent the employee from performing their work
25:01 duties so CLE can be used for
25:07 either yourself or it can be used for an immediate family member as well now if
it's going to be used for an immediate family member it can be used for an immediate family
25:13 that that resides in your same same household and it can also
be used for an immediate family member that does not reside in the same household yet the
25:20 definition changes at
25:26 that point and the time is limited only to the time that you need to care for
that individual such as I need to take take him to an appointment or I need you know
25:32 specifically only for the time that
25:38 you need um to take that time off medical documentation is required
25:45 after 3 days of uh absence and the supervisor must refer the employee to HR for possible

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25:51 FMLA so your supervisor or you as a supervisor you may request a doctor's excuse when an employee takes a or
25:58 requests a medical leave absence of three days and you should refer them to HR for possible FMLA that way we can
26:05 review um the case and determine the
26:10 eligibility we should also um before we move on to FMLA and SLE pool we should point out that uh vacation and S leave
26:18 are accrued on a monthly basis so we accrue s leave and vacation on the first of every month um Sig Le will always remain
26:25 constant um by that I mean it's always going to be eight hours if you're a full-time employee it's always going to be eight hours every month and your
26:32 vacation that will increase depending on your state service um you can find a a
26:39 table in our vacation leave policy um on the second page there's a table there um that shows you uh depending on uh how many years of State service you have it shows you
26:45 how many um vacation hours you
26:55 approve for FMLA FMLA is um as we mentioned for employees that are need to
27:01 be out on medical leave um when it's three days or more um the FMLA may be requested for oneself or for an immediate family member as well what FMLA does is it
27:06 provides job security
27:12 and job protection for up to 12 weeks and it ensures that you uh the employee is restored to their same job um the same title same basically an equivalent job and equivalent
27:17 pay you know um
27:25 please note that FMLA itself is unpaid um I like when when employees reach out I like to tell them think of it you know as an umbrella uh again it provides you that
27:31 job security job protection but we're not giving it's not giving you paid leave you're still using your own sick leave you're using your own vacation and
27:39 if you happen to
27:45 exhaust your sick leave on vacation then the FMLA becomes unpaid you know during the time that you're out um employees are uh employees that do exhaust their sick leave on
27:50 vacation
27:57 are recommended of course to apply to our cly pool which I'll give you some information right now um and um if
28:04 there're not of eligible for cly pool then yes the the again like I said the FMLA will remain as
28:11 unpaid so the cly pool um it's it's a policy that provides paid sick Lea to
28:17 eligible employees uh sick Lea pool is used um when all paid leave has been
28:23 exhausted all sick leave all vacation and if you have calm times then it
28:28 everything needs to have been exhausted um same as FMLA the sickly pool can be requested for either yourself or for an immediate family member to be eligible for the uh sickly
28:33 pool uh it must be for
28:41 a catastrophic illness or injury so for FMLA it typically it's for a serious
28:47 health condition now the sickly pool it it changes the criteria and it it limits
28:52 it and makes it a little bit more strict uh as to the reasons that you can apply for it
28:57 um now note that the FMLA and the sly pool are two separate processes um so if you're apply if you're interested in applying for both um again there are two separate
29:04 processes which we will need separate documentation uh for
29:17 each so now now for some guidance on on leave absence requests so as for policy um all leave requests must be uh requested to your supervisor for review and determination so
29:24 s leave must be
29:30 requested at the earliest possible time on or before the first day of absence meaning the moment you find out that you need to take a medical leave of absence you
29:35 submit that request make that
29:41 request to your supervisor uh that way they can have more than enough time you know to review and make a

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determination um again as per policy vacation leave must be requested at least 30 days in
29:48 advance um this will
allow your supervisor you know to to review and make a determination based on operational
29:55 needs when advanced notice
30:02 is not possible um the employee must provide notice as soon as
practicable and lastly and importantly um all leave requests need to be submitted in poft so if
30:09 you're out if
30:16 you take Le of absence you need to put that in PeopleSoft PeopleSoft is
30:21 our time tracking system that we have um so everything needs to be reported in there
30:29 uh now for some information on the 4our rule the 4our rule it it's applicable to
30:34 exemp staff only the uh so all partial absences um
30:42 for 3.75 or less will need to be reported as 4H hour rule in people off
um so if an employee who is again who is an exempt staff um takes an absence requests a
30:48 leave of absence that is
30:54 going to result in 3 hours two hours 1 hour that absence when they reported in
30:59 peoples off will need to be reported as a 4-Hour rule leave of absences taken under the
31:06 4-Hour rule will not be deducted from the sick leave and vacation
31:11 balance now sick and vacation leave policies apply the same to 4-Hour rule
31:17 leave requests okay um again they're not a
separate entity they're still the say it's a leave of absence request you're still making your leave
31:22 um leave request
to your supervisor and again it follows the same sick leave and vacation uh policies and the
31:29 only difference again
31:37 for exempt employees if it falls under 3.75 or less it's the reporting method
how you have to report it differently in in people's software but everything else all policies apply
31:43 the same such as si
31:51 le vacation and and here are some
additional resources um we do have the supervisor excellent series training we encourage all
31:58 supervisors to enroll um
we can also departments can also request uh trainings uh by sending an email to HR Partners
32:06 we can give you guys a
training um and we also encourage everyone to get familiarized with our Hub policies um it
32:12 provides a lot of
32:20 information um do we have any questions
32:27 we had some questions in the chat Ernie so there's um uh Miriam so Miriam has a
question can an employee takes sick leave if they are still in Pro on in the probationary period if
32:34 they have a
32:40 doctor's appointment or sick and need to be out s leave can be used the moment
32:45 the employee gets hired you get H the employee starts on
32:51 their first day and again you approve sick leave you ACW vacation vacation
32:56 cannot be used in so you complete six months of State service basically again
based on on on policies you need you need to submit that request and gets up to your
33:01 supervisor but yeah can be used and I
just like to make a note to you know I mean Ernie's covering just kind of the main um leave
33:09 types but we have a lot of
different leave types that we have here at the University so I would encourage you know just
33:15 kind of everybody to go
out there and look at our look at our policies just to see what kind of policy or what kind of Le
33:21 types are available
33:27 um that might be applicable to you um depending on your situation right but if
you have questions about maybe what policies and maybe which one you fall under if there's I
33:33 mean we have military

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33:39 leave we have leave without pay um the sick leave and so there's just a few different ones but if you all have questions on them you know please don't hesitate to get with us and then we can talk it out

33:45 with you all also um we also have a question from Cheryl who is considered immediate family grandparents grandchildren

33:51 also so it will depend like I mentioned on as per and our cly again our cly

33:59 policy will will have that um information that definition so it depends if if the family member um lives

34:04 in your household or they do not live in your household so if they do not live in your household it the definition it's

34:12 limited to only your uh parents um and son and daughter you know basically your

34:18 children and spouse um P I pulled up the definition so an immediate family member

34:25 that we have in our policy is defined as those individuals who live in the same household as the employee and are related by kinship adoption or marriage

34:30 or are foster children certified by the Texas Department of Child Protective and Regulatory

34:37 services and an employee's minor child regardless of whether the child lives in the same

34:42 household see I think I lost count here who yeah I think that was um

34:51 there's one on the parent teacher conference so um I think Al loano answered so yes um it it

34:58 eight so the parent teacher conference as per uh policy and state law it allows employees to use eight

35:05 hours from your si leave for parent teacher conference reasons you know if you have a child in prek to the 12th grade

35:13 um now this is perfect

35:22 schol year 8 hours can be used uh from your sick Le perfect schol year um

35:28 again perfect school year you only have eight hours available if you don't use them again they will remain there in your

35:33 sickly violance they will not be touched if you use parent teacher conference then yes your sickly violance will be will be reduced um but yeah it's

35:40 just to make it more visible in people's off um the parent teacher entitlement that you

35:46 have hi Aubrey is there any way that you can share the Hop um what you what you

35:57 just read in the chat yeah let me do that uhuh I'll put I'll put that in the chat this is

36:04 the one specifically for sickly yeah it should be the 6 ADM 04

36:14 603 did we miss any other questions oh there was a 4 hour rule question it looked

36:19 like may may I use a 4-Hour rule with my regularly scheduled doctor's

36:25 appointment um again as as if the absence for that

36:32 day is um 3.75 hours or less um it falls under the 4H hour rule criteria now if

36:40 you have recurring doctor appointments um it might be you know it might it

36:45 might be like something FMLA related you know where you have you know those recurrent appointments so we would

36:50 recommend you know for you to reach out so that we can review it you know on a case- by case basis

36:57 right and then there's another one can you have two leave of absences using the 4H hour rule in the same week example if

37:05 you have a doctor's appointment uh the same week you use vacation leave

37:12 exempt so I think we're just asking can you use the 4 Hour rule in two weeks or in one week um I think that that's what I think that's what the question is yeah and and and

37:17 and again the the

37:25 the for hour R and the limit per day is the 3.75 hours which is 3 hours and 45 minutes um so again the it it still follows the the so in this case if you're requesting vacation

37:31 time off it

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37:37 still follows the vacation lead policy so you will need to submit that request to your supervisor for review and determination um if they approve it and again if your absence for those two days uh you know on Monday maybe you we out

37:43 two hours and and then on Wednesday you were out um 3 hours yeah both the

37:50 eventss are going to be for our rule because each event was less than 3.75 MH

37:55 on each of those days

38:01 yes soes anybody else have any other questions I think all just had a

38:07 question on the on the roll over transfer to sickle so um right now it's a good time since we recently started

38:13 the fisal year um in and and in people saw um that

38:20 screens that provided um all and I don't know if I'm logged into

38:26 to I'm not logged in um but so you as we know you know we acru sick leave and vacation right every month um and again based on our state service um we ACR that different

38:32 vacation hours per uh

38:38 vacation uh balance every month it also sets a limit to us as to how many hours

38:44 we can carry over from one fiscal year to another by that I mean from 8:31 to

38:50 91 so for I'll give you a quick example let's say my my limit is um 100 hours

38:55 meaning that I can only take 100 hours from 831 to 91 to the next fiscal year

39:02 uh but I happen to have an 101 balance so I'm 1 hour over what's going to

39:08 happen when when 91 starts I'm going to start with a 100 hours because that's

39:13 the what I'm allowed to to bring over to the new to the new fiscal year and that

39:19 one hour extra or any number of hours are extra beyond my my my limit of what

39:24 I'm allowed will be transferred to your sick Lea balance on 91 so your your sickly balance will grow

39:29 by whatever uh amount was um over your your vacation limit so uh like I said

39:37 this is a good time you know we're still we're still in October so you have more than enough

39:45 time to look at your balances especially those employees that

39:51 have you know a lot of uh State service and they are crewing uh a big number number of hours every month so that way

39:58 you have more than enough time to plan ahead you know get with your supervisor request some vacation leave if you don't

40:04 want to have that vacation be transferred to your sickly when 91 comes around and we would encourage you all to

40:12 do that right just to look at your balances at the beginning of the year because if you are cing at a at a larger

40:18 rate at an increased rate um you yall put in the time here yall deserve to

40:24 take the time off and so plan ahead and and that's what the vacation is there for your annual leave is there for um to

40:31 use it you know and and to take the time off and so um it it's easier you know when you when you're looking at at the start of the fiscal year than when you're getting into

40:38 June and July and you realize that you have all these

40:44 balances maybe that that you haven't used for vacation and so um we would encourage you to start looking at that right now and maybe just even if it's just like a day here

40:49 getting with your

40:56 super supervisor and seeing if you can take some time off maybe when it's not I know every area is different but maybe

41:01 when it's not so the the peak isn't so

41:07 high Al righty thank you is there any last minute questions before we move

41:15 on Al righty well thank you so very much to Aubrey and her team for joining us

41:21 today um and giving us a good refresher on the types of leads um and she'll she shared you shared your your contact right for any presentations things like that all right yeah

41:29 I'll put I can put

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41:36 that in the chat but no thank you all for inviting us and giving us an opportunity but if y'all have any questions don't hesitate to reach out

41:42 I'll go ahead and I'll put our emails in the chat so that way that y'all can have that also thank you for your time

41:47 everybody thank you Al righty to our next presenter he is a fellowship trained Foot and Ankle surgeon podiatric physician with more than 15 years of experience in

41:53 various Foot and Ankle pathologies he is certified by the American Board of foot and ankle surgery for rearfoot

42:00 reconstructive ankle and foot surgery he graduated from the University of California San Diego in molecular biology and

42:05 philosophy he received his doctorate degree from Temple University of Podi School of podiatric Medicine up

42:12 next we welcome the associate dean of research at the school of podiatric medicine and clinician at UT Health

42:18 multip Specialty Clinic Dr Niro Shibuya can you hear me yes okay let me

42:23 uh uh share my screen we got a little things to share with everyone can

42:32 you guys see the screen with the UT RGB on it no not yet no maybe I need to

42:39 click on share button can you see that now yes yes we can all right good well

42:47 thank you very much for your time um I'm very excited to share this with you because as you

42:52 probably know that we started the school uh school of podiatric medicine this is a four-year medical school that leads

42:59 into Residency program Fellowship programs to become a podiatrics physician and surgeon and I

43:06 wanted to share with you that if I can go to the next

43:12 slide um we just started the actual clinical Enterprise and the service line

43:18 the poatri medic in the surgery so anything to do with the Foot and Ankle Health Services uh

43:25 we provide um can you still hear me am I just talking to myself or am I good yeah you're good all

43:33 right thanks I just wanted to make sure all right um so where we located we are

43:39 in holling Texas as you know holling is like the middle of uh the valley and um

43:44 if you can see that if you're not familiar with holling if you're from Mallen Edie B area this is in

43:51 southeast corner of Haren so there's Health kind of Health Center uh in the Southeast

43:59 corner of the hall Engine with the Valley Baptist Medical Center and the VA Health Care Center

44:05 so we are right next to it so we are at the UT Health RGB multip specialty

44:12 clinic so we currently have two providers Dr ago and myself Dr ago was

44:17 trained in ut um uh San Antonio and um

44:28 uh she was practicing at the central Texas uh VA uh healthc care system for

44:34 last 15 17 years and then uh we both moved down to the valley to start a

44:42 school and finally took about one year to start our service line so what do we

44:48 do again uh we do anything in spr ankle including arthritis uh acute trauma

44:55 including fractures and dislocations you name it we do it we do a lot of deformity

45:02 Corrections including bunions and more uh complex diom procedures we do

45:09 diabetic foot care including wounds infection there are a lot of them in this Valley because of

45:16 the population is very high prevalent and uh diabetes and a gate abnormalities any skin disorders

45:23 from athletes foot to ingr toenail and any sports medicine related for an ankle

45:29 problems so here are the couple examples I know the time is limited but I wanted to show

45:37 what we do and if you have any problem we are more than happy to help you um so this is the most common uh

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trauma in a FR ankle is the ankle fracture so what happens is that the ankle dislocates and uh if
45:43 you neglect
it a patient is not be able to function rest of his or her life so we need to fix these problem
45:50 problems so you could
45:57 actually intervene and try to put that and the position the functions and then
46:03 we put the hardware and we take care of it postoperatively another example you
46:08 don't have to go to medical school to know this is broken so we fix it to put
46:14 it back into the position sometimes especially in the valley what I've noticed is the lot of
46:20 the trauma is neglected and if the trauma is neglected that lead into Altis
46:26 such as this one you can see no joint line an ankle joint so if that happens
46:32 obviously is very painful uh lot of times the function is lost becomes uh
46:38 you know couch and bit ridden so we have to kind of intervene and replace the
ankle joint or fuse the ankle joint so that the patient is able to go back to ambulation this
46:44 patient is another
46:51 example of post-traumatic problem uh this is from actually Central Texas the
very bad trauma in the left ankle uh that was left neglected and you could see that the foot is
46:56 going inward so
47:04 he's not able to work and walk very effectively so I have to reconstruct it
47:11 to make it nice and straighter this is a pediatric the
47:16 borderline pediatric patient 16 18 years old he's from other country not from
Mexico but he's from actually Vietnam they still have polio so you have a severe deformity very
47:21 high high arch
foot what what's the problem with this is that the patient is not able to put the heel on the
47:29 ground when they try to
47:35 walk so I have to reconstruct it to make it straighter so that the patient is
47:40 able to put the heel and walk like any other college or high school students we
did the breit and butter stuff like a bunion deformities and Hammer to deformities as you see
47:47 bunion is like a
47:53 little bump in the inside of the foot uh so you could see that big toe joint and
47:59 you have a little flare there that is very painful it's not just for cosmesis
but a lot of times becomes very big and very painful if you notice it if you look at the x-rays it's
48:05 actually
48:11 angulation of these bones so we actually have to not just to take the bump off
48:17 but we have to reconstruct it and make the bones straighter so that the patient
48:22 is able to put in a nice you know for females night cute pretty
48:28 shoot lot of pediatric problems I when I started the clinic a month ago and
almost 50% of patients are now Pediatrics because there are a lot of deformities uh lot of
48:35 abnormally when they
48:42 grow grow uh they need to stay in the uh regular growth chart but sometimes they
48:49 div deviates from it so the uh pediatric patients end up having a lot of
48:54 deformity so this is a patient with the overlapping fifth toe it is literally
48:59 called overlapping fifth toe deformity uh loses balance and of course made fun
49:05 of in school so uh we could Rec construct that to make it straight this
49:10 is actually not not from here actually I did this in San Antonio when I was a
49:15 fellow lot of fluffy a lot of fluffy grow out uh so you don't have to
49:20 intervene at all but once in a while those severe fluffy or rigid flu they
49:25 don't uh grow out so we do reconstruct those as well if you look at the right
49:31 foot before and after the before is top and afterwards on the bottom so if you
49:37 see the right foot it's reconstructed so it's much straighter much more looking
49:42 like any other friends in school we do ingr toenails uh we do
49:49 Prosthetics management uh biomechanical management uh we do a lot of soft tissue
49:57 tumors and also wounds so the diabetic wounds is very common in this area uh

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probably one of you some of you have family members Lo lost the leg because of the diabetic wounds we take care of

50:03
50:10 those not just doing amputation but we try to heal the wounds uh if the patient needs amputation like the one on the right this is actually traumatic wound but if the patient needs the amputation

50:16 we take care of with the prosthesis so we don't just do the surgery but we actually take care after the surgery as

50:22
50:30 well so why UT Health why do you have to come to us well you don't have to but if you want to be treated with The Bard certified Physicians and surgeons this is very important

50:36 when I came here this

50:43 kind of U thing like the wild west sometimes uh

50:48 you want to make sure if you're a patient or your family member becomes a patient you have to do a good research

50:54 online make sure that the physician or surgeon is both certified if they're certified are they certified by you know

51:03 legitimate uh certification process you might want to check that and UT Health

51:08 provides certified Physicians and surgeons we do The Cutting Edge surgical

51:14 procedures which are normally available in big cities like Houston and Dallas uh

51:20 maybe not even in San Antonio uh we do The Cutting Edge procedures uh I'm

51:25 currently uh editor and chief for the Journal of phal surgery so I hope I know

51:31 a lot of current stuff um and still we just started month ago

51:37 so appointments available currently we could still see patients within one week

51:42 so if you were um if you have any acute problems just call the number so that we

51:48 could see you which you could try to accommodate you uh within a week or so

51:53 uh if it's emergency you know even if you're over booked we'll still see you

51:59 um and we do is patient Center Care uh this is becoming more and more uh common

52:05 in the rest of the world um and and the value I realize that there's not so much

52:11 uh patient satisfaction scores or press gaming score where uh Physicians and surgeons are actually evaluated by the patients but uh this is becoming more important

52:17 sometimes you do the best

52:23 surgery you can but if the patient is not not happy uh that's that's not good for us so what we do is we actually

52:31 introduce different options treatment options then we could have patients select the best option for them

52:38 depending on their lifestyle your social situation home situation what kind of assistance they they can get at home so we don't just look at the foot and x-rays we actually

52:44 take care of the

52:50 patient as a whole so if you're interested in our service again we located in harling in Texas and for

52:57 appointment this is a service line it's is 95% uh you could actually talk to the

53:04 person um um when you call the person so when you call the call the line so you're always available and again we could accommodate you within the week if it's anything

53:10 emerging then we'll try to

53:17 see you in the same day or next day any questions do I do I have time to

53:23 take questions or yes yes we have a couple questions in the chat um it says

53:28 do you treat planner Awards of course yes we do we do and then there's another question it

53:35 says do you see all uh do you all see public patients or do you only serve

53:40 utrgv employees students everyone we actually take every Insurance you can

53:46 imagine in the valley actually we' see more public

53:51 patient than UT RGB uh faculty or students I see UT faculty once in a

53:58 while but yeah more public patients yes any other questions oh let see do

54:08 you do diabetic routine checkup yes we do so we we check up and we stratify by

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risk factors and we determine um you know if the patient needs to be seen every 3 months
54:15 versus one year versus um
54:23 you know you could just take care of it by yourself so we'll do the checkup the
extensive checkup and the initial visit and we're going to go from there um our next question
54:28 we have is do
individuals need referrals can they schedule their appointment um or they can they schedule
54:37 their own appointment
54:44 um if they have concerns with issues so laot of insurance you could just uh call
this number and make appointment some the insurance though you have to go through the
54:49 PCP so you might I have to
54:56 um talk to the uh insurance company okay um if you treat neuropathy as well yes
okay so neuropathy you know depending on the type of neuropathy some some are
55:05 unfortunately not reversable so we do a
pain control rather than try to fix the problem which is you know today's medicine impossible
55:12 so uh we to you know
55:20 more like a comtable care yes um it says here will you provide or
does the clinic provide language interpreter for deaf and heart of hearing patients uh that I I
55:25 think we do
55:34 obviously Spanish and um um Def and uh those patients I'm not sure actually
55:40 have to find out okay I think when I F uh yeah I have to I have to get back to
55:45 you on that one okay it says here do you do ailles treatments AES yeah that's a
55:52 very common problem actually aute rupture or neglected Rapture it's been
55:57 you know neglected for years uh we did both um we did um tendon transfers if
56:05 nothing else is available so all sorts of care in that kids tendon yes all
righty um it says here what is the youngest age to treat at the clinic at the facility so far we've
56:11 been seen two
56:19 months old so a lot of it a lot of the very small patients they have a formity
or even it's just normal growth and but patients are worry about it so we actually try to fit the
56:25 patient into the
56:32 normal growth CH chart and then make sure that the you know patient is in the
56:37 right schedule okay and lot of the two years old three years old we do uh we see like
56:42 a club butt or deformity that the feet are very inward because we have to
56:48 intervene those uh kids very early to try to make it straight so that the they
56:53 don't stop her rest of their lives it says here um and is is it best
57:00 to treat flat foot as early um as early three years of age yeah so again so
57:08 statistically 90% of the flat foot and kids going to grow out by itself so the
problem is people don't know which one's going to grow out or which one doesn't grow out
57:13 but what we do is there are
certain conditions that doesn't grow out and we also again fit into the chart make sure that the
57:20 patient is in the
57:27 right schedule to grow out if it doesn't sometimes we have to um intervene early
57:34 so uh probably you might you might want to leave it to us to find out because
57:41 you don't want to be too late in that condition but again statistically 90% is
going to be fine okay there's another couple questions it says here what treatment will my
57:46 school insurance cover
57:53 in full I think that might be more of a question for the is it
57:58 utg is Blue Cross in it yes blue yeah so
58:04 yeah so lot of the Blue Cross patients so far uh they don't need any
pre-authorization so lot of times they just call this number and they just come in and if they
58:09 have an ingr Tona or some
injection needed on the same day we actually do that on the same day I don't have to
58:16 reappoint you so we could take
58:22 care when the one you know one you shot one visit and then um I think we already

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58:30 talked about the referrals do we need a referral from a primary care
58:36 physician to make an appointment yeah depending on insurance but a lot of the
uh Commercial Insurance uh they don't need to and then it says here can you share to the
58:41 audience on some foot self
58:49 care tips and what not to do for uh what what age group or what
58:56 kind of uh patient population like in in general um yes I just in general in
general there's nothing if you're a healthy young uh person you don't need too much uh you
59:04 just have to worry about
59:11 you know overuse tight shoes or the neglected deformity you you know you
didn't know about uh because deformity correction is much easier when you're younger when
59:18 you get older it gets
59:25 hotter and arthritis sets in and you're going to need additional procedure so um
you know just for most of the people it's fine but those are the kind of things you might want
59:32 to look out for
and you know if you just want to come in and you know talk about type of shoes you want to
59:39 wear you know what do you
59:44 have to worry about when you go to beach that kind of stuff we could also talk about those
stuff um it says here also do you have a location in Brownsville or only in Harlingen at this point
59:50 Harlingen and uh
we we are in the plan to expand everywhere in the valley and I I I think the next place is
59:59 actually
1:00:06 Brownsville all right any other questions for Dr
1:00:13 Shibuya alrighty well thank you so very much Dr Shibuya for joining us today
1:00:19 well thank you for the time thank you all righty the next part of our agenda is going to be the
1:00:25 committee reports I will hand it over to the communications committee chair Mr Jake
1:00:34 Gonzalez thank you madam president for the communications committee uh first
1:00:39 can everyone hear me okay great for the communications committee our updates are
1:00:45 um more geared towards the web as well as promoting events but we'll start with
uh web updates on the website for staff Senate we changed the home page paragraph and
1:00:50 removed staff Senate
Constitution results link that was on the homepage we added a committee's tab and an
1:00:57 internal external subtabs we
replace the placeholder images with the staff Senate logo for uh staff senate members uh in
1:01:04 place of their uh head
1:01:12 shots um that's it for the web for other reports we have uh put together a
1:01:19 Halloween costume contest for our staff at utrgv um more info will be coming out of
that very soon uh so we're hopeful that we can go ahead and announce how to do so how to
1:01:25 enter the prizes Etc uh by
next week but we just want to give all of our staff in the meeting right now uh an advance that
1:01:33 we will have a costume
contest as we did last year and then of course we are in the process of promoting more events
1:01:39 within
utrgv uh for example the meet your Senator that's later this month but we encourage um other
1:01:45 staff members in your
departments if you have any events that is geared towards staff we just you of your community
1:01:52 in general we highly
encourage you to either send us your flyer through social media on our Instagram Facebook
1:01:58 our um X account and
of course through the staff send an email if you have an upcoming event that you would like us
1:02:06 to promote please send it that way so we can review it and go
ahead and post it on your behalf and Madame President that's for up for the communications
1:02:12 committee
1:02:21 updates um I will go ahead and hand it over to the um who's next the Constitution and

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1:02:29 elections committee chair yenia
1:02:42 Carter muted hi I'm so sorry everybody hello my
1:02:48 name is yenia I'm uh just going to update you on what we are doing with the
Constitution and elections committee right now we are in the process of uh drafting or not
1:02:53 drafting just editing uh
1:03:01 Article 5 section one which is the membership and eligibility and then
1:03:06 article six uh the nominations and elections and section one the
nominations procedures I don't want to go too much into it into what we're changing until the
1:03:12 next meeting once
1:03:17 it's done we still have to submit it to the uh hop get that approved um also
will update the website as soon as we get it all approved so if you all have any questions for me
1:03:24 or the committee in
1:03:31 regards to the Constitution please feel free to reach out to us with any uh concerns or
1:03:37 suggestions um but as far as as a my committee that's all the updates I have
1:03:43 for this meeting I'm going to pass it over to the business processes and staff
1:03:49 support chair Mr Omar nelski thank
1:03:55 you thank youa good morning everyone um I want to go ahead and pass it over to one of our
co-chairs Kelly Quinn who will be assisting us with uh reporting our committee report hi good
1:04:02 morning everyone bear
with me I'm leaving my camera off so my zoom doesn't crash because it doesn't want to
1:04:10 cooperate this morning um so
since our last meeting we've received and reviewed six staff feedback submissions and a
1:04:17 through each of those
um outline what they are and and what the process is from there so the first submission we
1:04:25 received is from a staff
member in the College of Education and they have several feedback discussion points their first
1:04:32 is a concern about
how frequently the feedback survey is shared with staff members and the committee's
1:04:40 recommendation is to make
the link more accessible by sharing it during staff Senate meetings and also through an
1:04:46 upcoming email so be on the
1:04:54 look out for that and Omar just posted the the survey link there in the chat
their second concern is about the maintenance of the Bron Trail so we will provide this concern
1:05:00 to campus
1:05:07 facilities their third comment is about the golf cart traffic on the B Bron
1:05:12 Trail and other campus walkways and so our the committee's recommendation is to
1:05:18 create a post on utrgv messenger regarding the hot policy that prohibits
1:05:23 this and um their last concern is regarding
1:05:30 the utrgv police department doing door safety checks and so our recommendation
1:05:36 to this person is to attend the provided CCE training which is offered by the
1:05:42 police department okay our next submission is from another staff member in the College
1:05:48 of Education and they also have a safety concern regarding golf cart traffic on the Bron Trail
1:05:54 and so again our recommendation is to create a post on messenger that um
1:06:00 references the hot policy that prohibits it um to better inform our Campus
1:06:07 Community our third submission was Anonymous and it is for a request of
1:06:13 Staff salary reviews due to inflation and so the committee's recommendation is
1:06:19 to share this request with HR compensation and that'll be um provided
1:06:24 to them after this meeting and number four it is from a
staff member in the office of student success and their concern or their request is for more
1:06:30 training for the use
1:06:37 of degree works and so the committee's recommendation is to share that request
1:06:43 to the administrators who have received degree works and our next submission is from

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another staff member and office of student success and their request is for the installation of
1:06:49 EV charging stations
and the committee will share this request with parking and transportation and our last
1:06:57 submission
is from a staff member on the Harlingen campus and their concern is about the limited amount
1:07:04 of parking on campus and
1:07:12 the safety of the staff entrance and so we'll share the parking concern with parking and
1:07:18 transportation and the staff entrance safety concern with campus facilities
1:07:25 and that's what we have thank you so much Kelly uh for
assisting with the committee report we're g to go ahead and pass it over to the staff success
1:07:30 committee chair aliver
loano hey Omar thank you uh very much I guess for the rest of the staff that are here I'm going
1:07:37 to share with you a quick
1:07:44 flyer that we're planning to do this coming month so if you have not received
1:07:49 it we're going to be doing a me staff Senator I think can everybody see it
I guess can see every's faces but we're gonna be do some activities which is very limited so if
1:07:55 you are going to be
one of these uh areas the five areas please make sure you get there on time uh it's very limited
1:08:01 Harlingen will be
1:08:09 using the simulation lab if I'm not mistaken is called The Sim Hospital uh
1:08:16 they're in Harlingen and the Thursday 26 will be in the three areas Mallen Edinburg um
cth and then edinberg here on on our main campus and Browns will be on Friday so we hope
1:08:24 y'all could just join us meet
our staff Senators we'll be taking pictures and these cool things uh activities that the union kind
1:08:32 of giv us
idea ceding from the Union uh gave us awesome ideas so you could take back to your desk or
1:08:38 to your office so uh we
1:08:43 look forward to seeing everybody out there on these uh three days for me your staff
1:08:50 Senator and that's the end of my report turn it back
1:08:55 to somebody right sorry how wor thank you m
presidents I think that's it for the committee reports we will open up the floor now for public
1:09:04 comments and
questions I I do want to share real quick Miss Kelly uh we do have a kind of like a donate area
1:09:17 for staff Senate if
you're not aware we do have a QR code so you could donate for staff Cent so I know next
1:09:23 semester this semester we're
using some of the funds to have the activity we're going to have this month coming up for
1:09:29 meet your staff Center there with the little activities next
1:09:35 semester we're going to be doing um the staff appreciation week as well so you
know we want to get some things to kind of give back to our staff so uh be aware there is a QR
1:09:40 code that we do have so
1:09:48 you can donate for staff Senate I don't know if somebody has it on their desktop
or not I do not have with me I'm sorry but you will also get this information during a meet your
1:09:54 staff Senator um
we'll have a QR code there and we'll have the QR code for our feedback committee as well
1:10:00 when you meet us this
or that during that week of meor Staff Center there so just be advised that whatever you do
1:10:07 donate it goes back to
1:10:12 you all staff and I know we have a lot of Staff in all of a lot of the areas
and growing believe to Loro um one of our staff Senators the assistant chief kind of told that
1:10:18 we're expanding over
1:10:24 there slowly so oh there we go thank you
1:10:30 Kelly yeah no problem do we have any other um comments questions updates or
1:10:44 announcements it's pretty quiet out there uh Carlos MOS just shared on the

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1:10:52 chat join us for Frank Stein um I believe that is the
1:10:59 Arts yeah so we're going to show the entire 1931 film on screen and we're
super excited to have a live Orchestra so um if you click on that link you can see a rehearsal
1:11:04 that we did yesterday
1:11:11 the ad is running on Instagram and social media and uh yeah it's pretty fun
1:11:17 uh the kids are enjoying to perform and uh you can watch a scary movie so there
1:11:22 you go
Anna has a question will that flyer to meet staff Senate be sent out in an email we could
1:11:28 definitely share it out
1:11:35 I'll get together with the committee and uh distribute it to all
1:11:41 staff any other questions public
1:11:47 comments thank you
1:11:52 Julia
1:11:57 all righty if there aren't any public comments or
1:12:02 questions I will move uh we will now move to make a motion to
1:12:12 return I second the motion um I would need a um a motion I
1:12:19 would need somebody to make the motion a motion to adjourn is there a
1:12:28 second I second thank you madam president is there any debate or
1:12:35 discussion debate or discussion debate or
1:12:40 discussion all those in favor please State I in the zoom
1:12:51 chat all righty the motion passes thank you so very much for
1:12:58 everyone joining us today all right and we will call this meeting adjourned at 10:15 a.m. thanks

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APPENDIX E – Web based links shared during this session.

UTRGV homepage

<https://utrgv.edu>

UTRGV Staff Senate Page

<https://www.utrgv.edu/staffsenate/>

UTRGV SECC for 2023

<https://www.utrgv.edu/human-resources/current-employee/state-employee-charitable-campaign/index.htm>

UTRGV School of Podiatric Medicine

<https://www.utrgv.edu/school-of-podiatric-medicine/>

UTRGV Office of Human Resources

<https://www.utrgv.edu/human-resources/>

UTRGV College of Fine Arts

<https://www.utrgv.edu/arts/index.htm>