

# The University of Texas Rio Grande Valley<sup>TM</sup>

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## Staff Senate

### Meeting Minutes

Thursday, May 23, 2024

9:00 am-11:00 am

#### I. Call to Order

*Jose Amieva*, Parliamentarian

- Calls meeting to order at 9:05am

#### II. Roll Call / Establishment of Quorum

*David Guerra*, Secretary

- Roll call with 23 Senators Present and 6 Senators absent. Quorum is established.

-

#### III. Welcome & Introduction

*Veronica Villarreal*, Staff Senate President

- Welcome and Introductory announcements.

#### IV. New Business

- a. April 2024 General Meeting Minutes
  - o Staff Senate President Veronica Villarreal ask for a motion on the floor to table the April 2024 meeting minutes.
  - o Staff Senator & VP Rolando Segovia moves to table the April 2024 meeting minutes.
  - o Staff Senator Claudia Garcia seconds
  - o Staff Senate President Veronica Villarreal ask for all in favor of tabling the April 2024 meeting minutes to state AYE in Zoom Chat.
  - o Staff Senate President Veronica Villarreal ask for all opposing of tabling the April 2024 meeting minutes to state that in Zoom Chat.
  - o Staff Senate President Veronica Villarreal ask for any abstention to vote on tabling the April 2024 meeting minutes to state in Zoom Chat
  - o Voting results show the April 2024 meeting minutes have been tabled.

**V. Guest Speakers – see appendix B for presentation material**

- a. *CoPilot and Windows 11 Update – Irma Hermida*
- b. *The \*NEW\* PeopleSoft Fluid Hourly Wage Timecards – David Guerra*
- c. *UT Health – Dr. Edward Kruse*
- d. *Ready UTRGV- Eliza Gomez*

# The University of Texas Rio Grande Valley<sup>TM</sup>

## Staff Senate

### VI. Committee Reports

<b>Communications Committee</b>	<b>Constitution &amp; Elections Committee</b>	<b>Business Processes &amp; Staff Support</b>	<b>Staff Success Committee</b>
<u>Chair:</u> <i>Jeremy San Miguel</i> <u>Co-Chair:</u> <i>Cristina Rodriguez</i>  <u>Members:</u> <i>Jake Gonzalez</i> <i>Cristina De Leon</i> <i>Kayla Buentello</i> <i>Dina Lopez</i> <i>Melanie Garza</i> <i>Rolando Segovia</i>	<u>Chair:</u> <i>Yesenia Carter</i> <u>Co-Chair:</u> <i>Krystal Chappell</i>  <u>Members:</u> <i>Melanie Garza</i> <i>Monica Granado</i> <i>David Guerra</i> <i>Veronica Villarreal</i>	<u>Chair:</u> <i>Omar Nedzelsky Jr.</i> <u>Co-Chair:</u>  <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>Chair:</u> <i>Aliver Lozano</i> <u>Co-Chair:</u> <i>Lesly Orozco</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 – Jeremy San Miguel presented update on the Caps & Careers Campaign. Thanks to Veterans and Active-Duty Personnel. Reminder to all regarding the share your services, content and/or events please visit “Present During Staff Senate Meeting” page.
- Constitution & Elections Committee – Yesenia Carter presents update upcoming General Elections process.
- Business Process & Staff Support Committee – Omar Nedzelsky presents on 9 new feedback submissions: Revise HOP Work Remote Policy, Traffic Flow on Sugar Road (Edinburg Campus), Revise HOP Policy on Entertainment & Official Functions, Staff Salaries & Inflation, Revise Inter-Valley Mileage Rate, Employee Health Clinic Parking, Annual Leave Balances, and Disposal of Records (Brownsville). All feedback submissions were forwarded to appropriate department(s) or group for further action.

- Staff Success Committee – Aliver Lozano presents update on Cafecito with your Staff Senator event.

**VII. Public Comments & Questions**

*Jose Amieva*, Parliamentarian opened the session to public comments & questions.

NO PUBLIC COMMENTS or QUESTIONS were presented.

**VIII. Adjourn**

- Staff Senate President Veronica Villarreal ask for a motion on the floor to adjourn.
- Staff Senator & VP Rolando Segovia moves to adjourn Staff Senate General Meeting for May 2024.
- Staff Senator Melanie Garza seconds.
- Staff Senate President Veronica Villarreal asks for any debate or discussion.
- Staff Senate President Veronica Villarreal calls for all in favor of adjourn the General Meeting to state AYE in Zoom Chat.
- Staff Senate President Veronica Villarreal asks for all opposing adjourn the General Meeting to state that in Zoom Chat.
- Staff Senate President Veronica Villarreal ask for any abstention from voting to approve to adjourn the General Meeting that in Zoom Chat
- Results vote to adjourn the General Meeting March 2024 have been approved.
- The meeting is adjourned by Parliamentarian Jose Amieva at 10:28am on Thursday, May 23, 2024.

**APPENDIX A – WEB LINKS MENTIONED IN GENERAL MEETING SESSION**

**UTRGV**

<https://utrgv.edu>

**UTRGV STAFF SENATE**

<https://utrgv.edu/staffsenate>

**UTRGV STAFF SENATE FEEDBACK**

[https://utrgv.co1.qualtrics.com/jfe/form/SV\\_9meJmC4SHddG01n](https://utrgv.co1.qualtrics.com/jfe/form/SV_9meJmC4SHddG01n)

**UTRGV HUMAN RESOURCES**

<https://www.utrgv.edu/human-resources/>

**FEEDBACK ON EMPLOYEE APPRECIATION EVENTS:**

<https://forms.office.com/r/fHPH3kNy2x>

**I.T. Computer Replacement Cycle**

<https://utrgv.edu/lcr>

**UTRGV PAYROLL & TAX COMPLIANCE – Time Entry Resources**

<https://www.utrgv.edu/finance-and-fiscal-reporting/departments/payroll-and-tax-compliance/time-entry/resources/index.htm>

**READY UTRGV Website**

<https://www.utrgv.edu/readyutrgv/index.htm>

**UTRGV Staff Senate May 2024 General Meeting video**

[https://www.youtube.com/watch?v=n\\_s7eY4hDos](https://www.youtube.com/watch?v=n_s7eY4hDos)

# The University of Texas Rio Grande Valley™

## Staff Senate

### APPENDIX B – Presentation Material – a. CoPilot and Windows 11 Update – Irma Hermida

#### [Microsoft End of Support for Windows 10 - Upgrade Now to Windows 11!](#)

##### Voluntary Self-Service Update on Software Center

- Download: Windows 11 OS, version 23H2 x64

##### Research and Dedicated Equipment Computers

- Avoid Service Interruptions
- Submit [Service Request](#) to schedule an appointment with a technician with your availability.

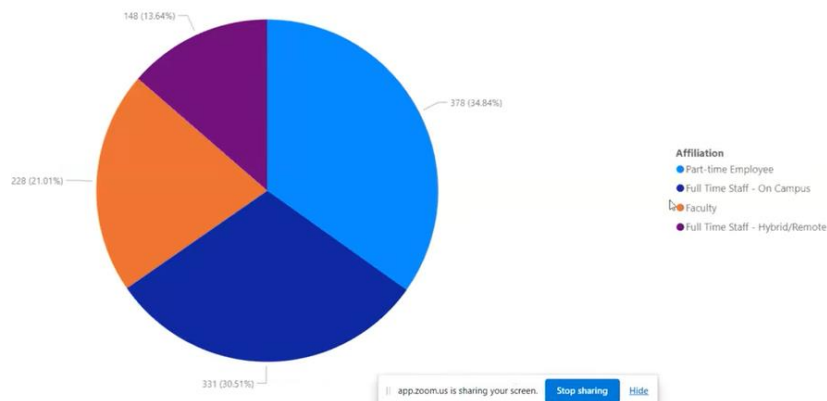
##### Replacing Your Computer

- If your PC is 6+ years old and cannot handle the new Windows 11 OS, [Request a new computer](#) as part of the Computer Life Cycle Replacement Project.



#### Microsoft Power BI

Replaced by Affiliation





## Staff Senate



**Available Now - Limited Inventory**

- Apple M1 chip
- 8-core CPU, 8-core GPU
- 16-core Neural Engine
- 16 GB unified memory
- 512 GB SSD storage
- 24-inch 4.5K Retina display
- Two Thunderbolt/USB 4 ports
- Two USB 3 Ports
- Gigabit Ethernet
- app.zoom.us is sharing your screen. [Stop sharing](#) [Hide](#)
- Magic Keyboard with touch ID



- Apple M2 chip
- 8-core CPU, 10-core GPU
- 16-core Neural Engine
- 16 GB unified memory
- 512 GB SSD storage
- 13-inch Retina display
- Two Thunderbolt/USB 4 ports
- Touch Bar and touch ID
- Backlit Magic Keyboard



# The University of Texas Rio Grande Valley™

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## Staff Senate



## HP E24m G4

FHD Conferencing Monitor  
**Included with the MacBook Pro**

### KEY FEATURES

- 24" IPS Display
- HDMI + DisplayPort (in & out) + USB Type-C
- **Ethernet Port (10/100/1000 Mbps)**
- 65W Power Delivery
- FHD 1920 x 1080 Resolution
- 1000:1 Contrast Ratio
- 300 nits Brightness
- Swivel, Tilt, Pivot
- 5 ms Response Time
- **Webcam + Microphone**
- Low Blue Light Certified
- **Speakers**

### New Computer Delivery on Autopilot Using Microsoft Intune

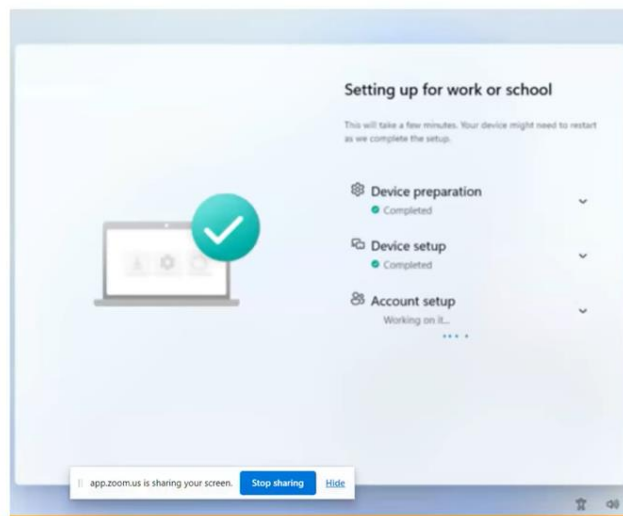
COMING FALL 2024: Autopilot Computer Delivery

- New Computer Purchases will be delivered straight to Employee reducing delivery time between the vendor and employee.

Employee Setup Instructions as Easy as 1-2-3

1. Turn on the computer and connect to wired or wireless network.
2. Enter UTRGV credentials for Account Setup
3. Restart Computer

Note: Computer Replacements now have same account setup





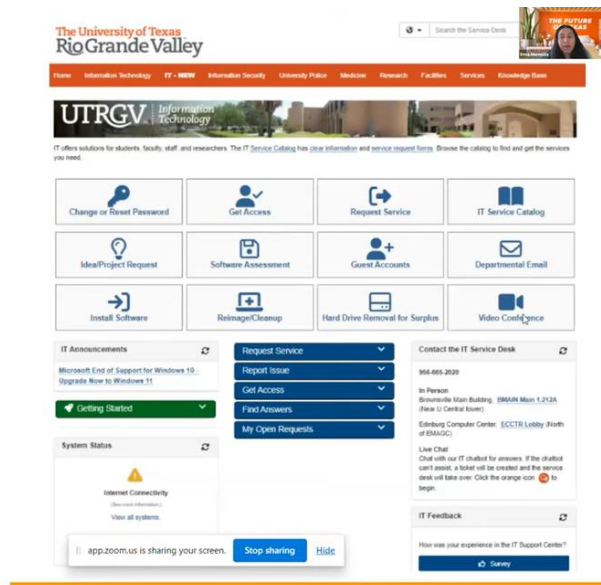
# The University of Texas Rio Grande Valley

## Staff Senate

### IT Support Center Client Portal Update Starting June 3rd

Starting June 3rd

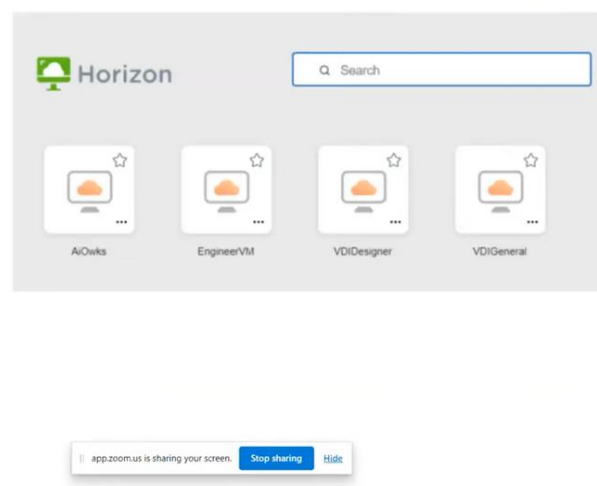
- Big bold buttons for the most popular requests, such as change password, get access, report issue, etc.
- Reduce the number of clicks and make it easier to find and submit requests.
- Bookmarks to pages that users have saved will not change



### Go Live – May 24<sup>th</sup> vLabs Update

Upgraded labs will run on VMWare

- New Interface
- Improved Application Loading
- New icon in myUTRGV Applications



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## Staff Senate

### What is Copilot?

MICROSOFT VERSION  
OF CONVERSATIONAL AI CHATBOT  
USING CHATGPT FROM OPENAI

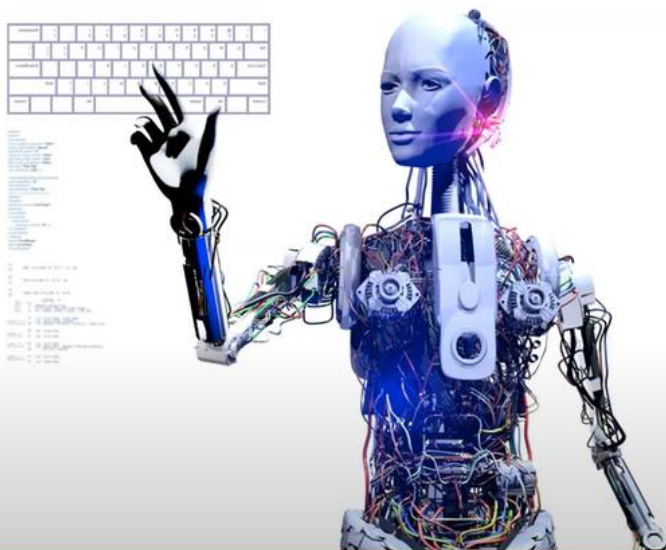
HUMAN-LIKE RESPONSES

SUMMARIZES AND ANALYZES  
SEARCH RESULTS

SYNTHESIZES NEW IDEAS

UTRGV USES A PROTECTED  
VERSION OF CHATGPT FOUND AT  
[HTTP://COPILOT.MICROSOFT.COM](http://copilot.microsoft.com)

ON WINDOWS 11 COMPUTERS,  
LOOK FOR THIS SYMBOL ON  
TASKBAR



### Why use Microsoft Copilot with Commercial Data Protection?

#### Data Protection

Data protection is a top priority for any university.

- Student educational privacy
- Health records
- Confidential employee information
- Research Data

Copilot with CDP does not utilize your conversations  
to train its underlying language model

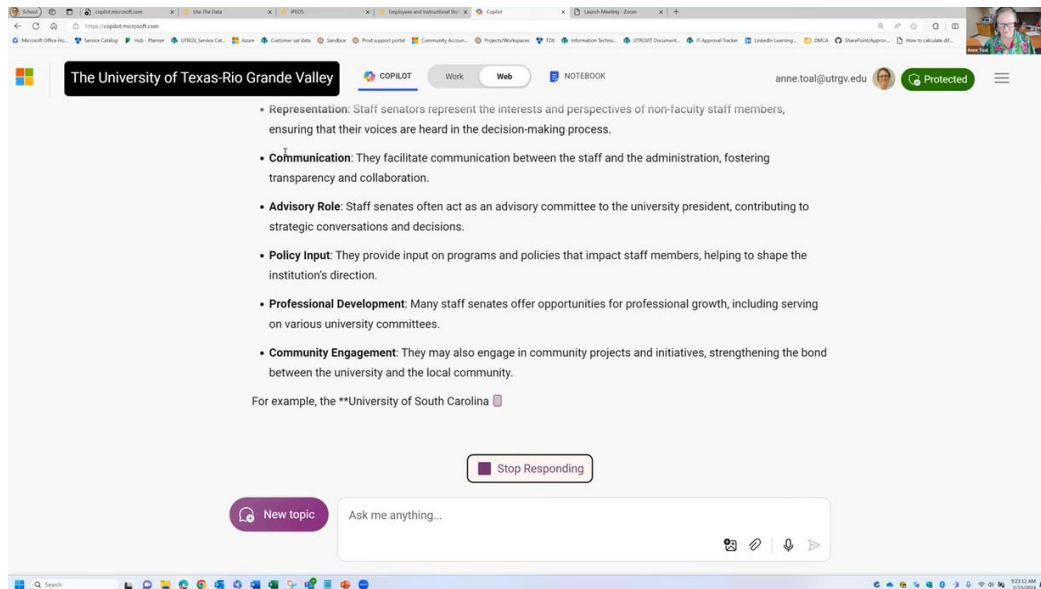
- You must be logged in displaying the green  
Protected shield
- New topic button or 30 minutes inactivity forces  
Copilot to forget what you talked about



# The University of Texas Rio Grande Valley™

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## Staff Senate



The University of Texas-Rio Grande Valley

COPILOT Work Web NOTEBOOK

anne.toal@utrgv.edu Protected

- **Representation:** Staff senators represent the interests and perspectives of non-faculty staff members, ensuring that their voices are heard in the decision-making process.
- **Communication:** They facilitate communication between the staff and the administration, fostering transparency and collaboration.
- **Advisory Role:** Staff senates often act as an advisory committee to the university president, contributing to strategic conversations and decisions.
- **Policy Input:** They provide input on programs and policies that impact staff members, helping to shape the institution's direction.
- **Professional Development:** Many staff senates offer opportunities for professional growth, including serving on various university committees.
- **Community Engagement:** They may also engage in community projects and initiatives, strengthening the bond between the university and the local community.

For example, the \*\*University of South Carolina

Stop Responding

New topic Ask me anything...

# NEW PEOPLESFT FLUID for Exempt, Non-Exempt, & Hourly Timecard

David Guerra, MA, MBA  
Training Coordinator

23 MAY 2024

NEW  
PEOPLESFT FLUID TIMECARD  
was activated for all  
Exempt, Non-Exempt, and Hourly  
Employees on May 6, 2024

May 2024

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1			1	2	3	4
2	5	6	7	8	9	10
3	11	12	13	14	15	16
4	17	18	19	20	21	22
5	23	24	25	26	27	28
6	29	30	31			

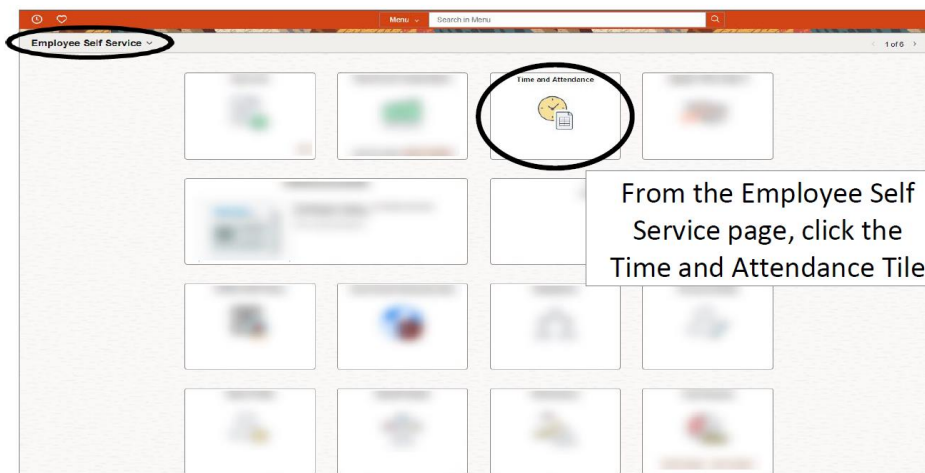
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## Staff Senate

Log In



Applications





# The University of Texas Rio Grande Valley™

## Staff Senate

The screenshot shows a dashboard titled "Time and Attendance" with a grid of nine tiles. A callout box points to the tile labeled "Enter Time" with the subtext "REPORTING - 08/25/2024" and "Approved 0:00".

**NEW**  
**Enter Time**  
tile to open your  
Timesheet

5

The screenshot shows the "Enter Time" form. It includes fields for Employee Information (Name, FTE, Manager, Empl ID, Type, Manager, Empl Rpt, FLSA Status, Manager ID, Empl Class, Earliest Change Date) and a section for "By clicking submit, I certify that the time herein is true and correct to the best of my knowledge and that work time and absence is in accordance with UT Rio Grande Valley policy". A callout box highlights the new look and feel of the EXEMPT Timesheet.

**The NEW look & feel  
of the  
EXEMPT Timesheet**

April 1, 2024 - April 30, 2024  
Scheduled 17E:00 | Reported 0:00 Hours

Save for Later | Submit | Request Absence | Print Timesheet

*Time Reporting Code/Time Details	Row Totals	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun
		0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0

NLT - No Leave Taken - Salary

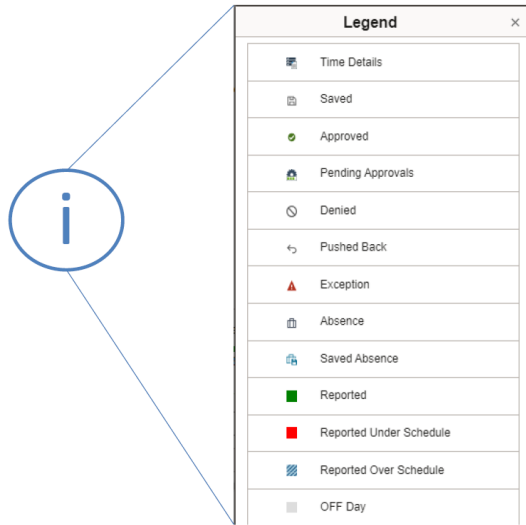
6

## Staff Senate

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# The University of Texas Rio Grande Valley™

## Staff Senate



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**Team Time and Attendance**

**Enter Time**

Employee Information: Name: FTE: 0.475000, Manager: [Name], EmpID: [ID], Type: Hourly, FLSA Status: Nonexempt, Manager ID: [ID], EmpID Class: [ID], Effective Change Date: 04/16/2024

By clicking submit, I certify that the time here is [icon] and correct to the best of my knowledge and to the policy.

Report to Select Employee: [Name]

April 16, 2024 - April 30, 2024

Scheduled: 8.00 | Reported: 16.50hours | Unreported Time: 8.00

**Legend**

- Time Details
- Saved
- Approved
- Pending Approvals
- Denied
- Pushed Back
- Exception
- Absence
- Saved Absence
- Reported
- Reported Under Schedule
- Reported Over Schedule
- OFF Day

**The NEW look & feel of the HOURLY Timesheet**

Day Summary: Tuesday, Wednesday, Thursday

16 Tuesday: Reported 5.50, 8:00:00AM - 2:30:00PM, 00 REG - Regular, Approved

17 Wednesday: Reported 5.50, 8:30:00AM - 3:00:00PM, 00 REG - Regular, Approved

18 Thursday: Reported 5.50, 8:30:00AM - 2:00:00PM, 00 REG - Regular, Approved

Buttons: Save for Later, Submit, Save, Print Timesheet

# The University of Texas Rio Grande Valley™

## Staff Senate

Enter Time

Employee Information

Name: FTE: 1.00000 Manager: View Comp Time Balances  
Emp ID: Type: Salaried Manager: View Absence Balances  
Emp Rcd: FLSA Status: Exempt Manager ID: View Payable Time  
Emp Class: Earliest Change Date: 14/01/2024

By clicking submit, I certify that the time I have entered is true and correct to the best of my knowledge and that each time and absence is in accordance with UTRGV Rio Grande Valley policy.

11/11/2024

Scheduled: 176.00 Reported: 0.00 Hours

Save for Later Submit Request Absence Print Timecard

Time Reporting Code / Time Details

Row Tools	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun
	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8

NLT - No Leave Taken - Salaried

11

Reported Time

John Doe

8:00 AM - 5:00 PM

21 line(s) are pending your approval

Reassigned from Margarita Hile

Summary

Time Period: 02/01/2024 - 02/29/2024

Quantity for Approval: 168.00 Hours

Quantity Submitted/Approved: 0.00 Hours

Quantity Denied: 0.00 Hours

Quantity Scheduled: 168.00 Hours

Quantity Reported: 168.00 Hours

View Legend

Reported Time Details

Pending All

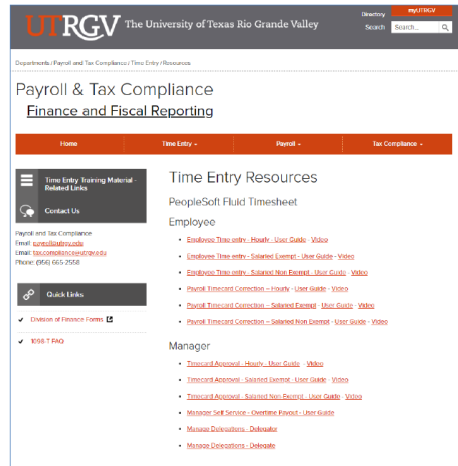
Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input type="checkbox"/>	02/01/2024	REG - Regular	8.00 Hours	8.00 Hours / 8.00 Hours
<input type="checkbox"/>	02/02/2024	REG - Regular	8.00 Hours	8.00 Hours / 8.00 Hours
<input type="checkbox"/>	02/05/2024	REG - Regular	8.00 Hours	8.00 Hours / 8.00 Hours
<input type="checkbox"/>	02/06/2024	REG - Regular	8.00 Hours	8.00 Hours / 8.00 Hours
<input type="checkbox"/>	02/07/2024	REG - Regular	8.00 Hours	8.00 Hours / 8.00 Hours
<input type="checkbox"/>	02/08/2024	REG - Regular	8.00 Hours	8.00 Hours / 8.00 Hours

21 rows

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## Staff Senate

**ALL TRAINING MATERIAL IS CURRENTLY  
LOCATED AT THE PAYROLL & TAX  
COMPLIANCE - TIME ENTRY RESOURCES  
PAGE**

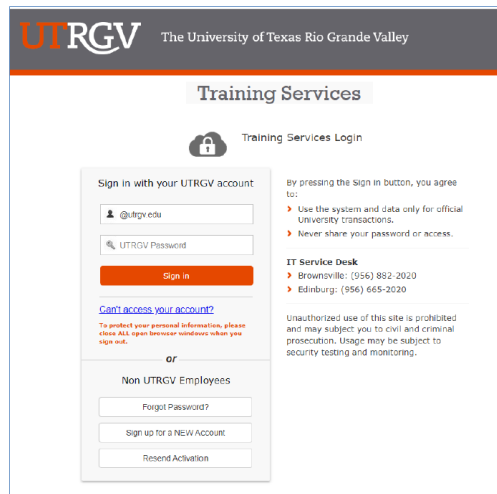


<https://www.utrgv.edu/finance-and-fiscal-reporting/departments/payroll-and-tax-compliance/time-entry/resources/index.htm>

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**VISIT THE UTRGV TRAINING PORTAL  
TO SIGN UP FOR TRAINING SESSIONS  
ON THE NEW PEOPLESOFT FLUID  
TIMEKEEPING PROCESS.**

<http://utrgv.edu/training>



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## Staff Senate

NEW – PeopleSoft Fluid Hourly Wage Timecard Approval Training

NEW – PeopleSoft Fluid Hourly Wage Timecard Training

NEW – PeopleSoft Fluid Salaried Timecard for Approvers Training

NEW – PeopleSoft Fluid Salaried Timecard for Employees Training

LOOK FOR ANY OF THE FOUR SESSIONS AVAILABLE THAT BEST SUITS YOUR UNIQUE TIMEKEEPING SITUATION.

We are currently in the process of adding more sessions.

Also, these sessions are now part of the regular training offerings.

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## CONTACTS

Training Coordinator: [david.guerra@utrgv.edu](mailto:david.guerra@utrgv.edu)

Payroll & Timekeeping: [payroll@utrgv.edu](mailto:payroll@utrgv.edu)

Leave Administration: [leave@utrgv.edu](mailto:leave@utrgv.edu)

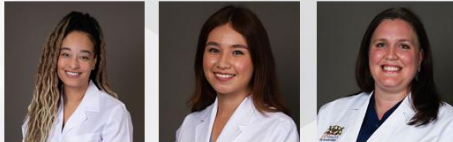
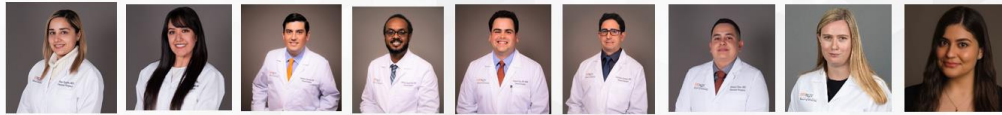
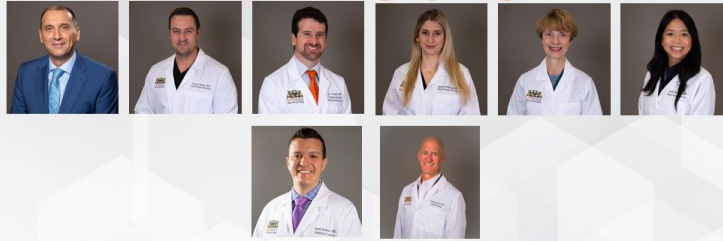
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# The University of Texas Rio Grande Valley™

## Staff Senate

### APPENDIX B – Presentation Material – UT Health – Dr. Edward Kruse

#### UTRGV SOM Surgery Department



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UTRGV | UT Health  
Rio Grande Valley



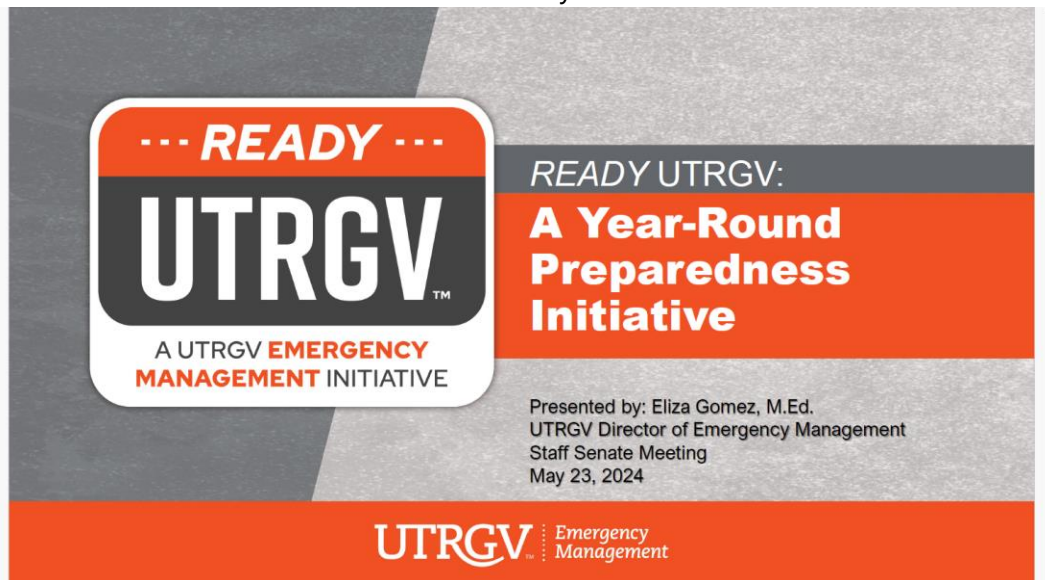
UTRGV | UT Health  
Rio Grande Valley

UTRGV.EDU

# The University of Texas Rio Grande Valley™

## Staff Senate

### APPENDIX B – Presentation Material – Ready UTRGV- Eliza Gomez



--- **READY** ---

**UTRGV™**

A UTRGV **EMERGENCY MANAGEMENT** INITIATIVE

**READY UTRGV:**  
**A Year-Round Preparedness Initiative**

Presented by: Eliza Gomez, M.Ed.  
UTRGV Director of Emergency Management  
Staff Senate Meeting  
May 23, 2024

UTRGV :: Emergency Management

## UTRGV OEM STAFF

### Pablo Mendez, MEP, MCP

- Emergency Management Coordinator

[pablo.mendez@utrgv.edu](mailto:pablo.mendez@utrgv.edu)

### Eliza Gomez, M.Ed.

- Director of Emergency Management

[eliza.gomez@utrgv.edu](mailto:eliza.gomez@utrgv.edu)





# The University of Texas Rio Grande Valley™

## Staff Senate



## ABOUT UTRGV OEM



THE OFFICE OF EMERGENCY MANAGEMENT (OEM)  
SUPPORTS AND PROTECTS UTRGV'S MISSION BY  
MITIGATING AGAINST, PREPARING FOR, RESPONDING TO,  
AND RECOVERING FROM ALL MAJOR  
EMERGENCIES/DISASTERS ACROSS THE UNIVERSITY.

UTRGV Emergency Management



[emergencymanagement@utrgv.edu](mailto:emergencymanagement@utrgv.edu)



## CONCEPT OF *READY* UTRGV



*Ready UTRGV* is all about being prepared, and it is a multi-tiered approach to preparing our university community for any disaster we may face. OEM aims to equip all students, faculty, and staff with essential resources and information for facing disasters. Together, we can help make our university community more resilient.



Preparedness should be a whole-community approach, but preparedness all starts with you!



At times, you might be the "help" until professional help arrives, so learning skills and being familiar with various types of disasters — natural, technological, or human-caused — are the two best things you can do to be most effective.



**SO WHAT?** In short, preparedness saves lives and speeds up recovery during and after a disaster strikes. You can help keep our campus community safe by being prepared.

UTRGV Emergency Management



[emergencymanagement@utrgv.edu](mailto:emergencymanagement@utrgv.edu)

UTRGV.EDU



# The University of Texas Rio Grande Valley™

## Staff Senate



### 4 TIERS OF STRATEGY



Professional Training  
for IMT members



Outreach Events for  
Campus Community



New Website Launch



Partnerships

UTRGV Emergency  
Management



[emergencymanagement@utrgv.edu](mailto:emergencymanagement@utrgv.edu)



### 1. TRAINING

Every semester all UTRGV Incident Management Team members receive vital, professional level training every year. We partner with TEEX to provide professional, industry leading training.

- Some examples: Emergency Management for Institutions of Higher Education;
- Executive Leadership Customized Training;
- THIRA Process.

UTRGV Emergency  
Management



[emergencymanagement@utrgv.edu](mailto:emergencymanagement@utrgv.edu)

# The University of Texas Rio Grande Valley™

## Staff Senate



## 2. OUTREACH

Each semester at three campuses, *Ready UTRGV* outreach events offer community members a chance to connect with local preparedness partners, learn about their roles, and gain valuable information on how to be better prepared.



Illustration by Unknown Author is licensed under CC-BY-NC

**UTRGV** Emergency Management



[emergencymanagement@utrgv.edu](mailto:emergencymanagement@utrgv.edu)



## 3. WEBSITE LAUNCH

The Ready UTRGV website is your destination for all things preparedness, including detailed procedures, helpful resources, volunteer opportunities, and activities scheduled throughout the year. This easy-to-navigate site will contain the most essential information about emergency preparedness and one you can refer to as needed.



**UTRGV** Emergency Management



[emergencymanagement@utrgv.edu](mailto:emergencymanagement@utrgv.edu)

**UTRGV.EDU**

# The University of Texas Rio Grande Valley™

## Staff Senate



### 4. PARTNERSHIPS

The OEM is working closely with departments and divisions across the institution to strengthen departmental plans, create continuity plans, and enhance the working knowledge of employees about the importance of having well-crafted plans and procedures in place, both during normal business operations and during disasters alike.

Additionally, Ready UTRGV is an initiative to bring organizations across the Valley together focused on preparedness, response, and recovery activities in the face of any disaster in the local area.



**UTRGV** Emergency Management

  
emergencymanagement@utrgv.edu

### TIMELINE OF DEVELOPMENT





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## Staff Senate



## EXPERIENCE--TRAINING

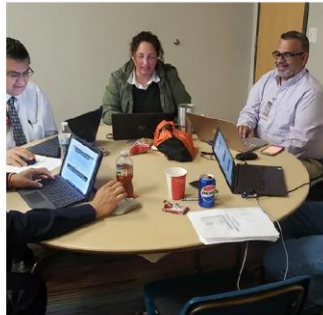
Since September 2023, 3 sessions of training for IMT and Executive Leadership:

- Emergency Management for Higher Ed (September 2023);
- Emergency Management for Higher Ed—Executive Session (January 2024);
- THIRA Process (April 2024).

UTRGV Emergency Management



[emergencymanagement@utrgv.edu](mailto:emergencymanagement@utrgv.edu)



## EXPERIENCE--TRAINING

UTRGV.EDU

# The University of Texas Rio Grande Valley™

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### EXPERIENCE--OUTREACH

Since September 2023, 5 Outreach events at Edinburg, Harlingen, and Brownsville campuses:

- Engaged with students, faculty and staff.
- Chance to get to know local community responders.
- Internal UTRGV response areas also represented.

UTRGV Emergency Management



[emergencymanagement@utrgv.edu](mailto:emergencymanagement@utrgv.edu)

### EXPERIENCE--OUTREACH





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## Staff Senate

### EXPERIENCE--OUTREACH



### EXPERIENCE—WEBSITE LAUNCH

- Created a one-stop site for all things preparedness.
- Easy to navigate and clean, uncluttered, modern look.
- For preparedness at home or on campus.
- Added other helpful, related campus departments and programs.

**UTRGV** | Emergency  
Management



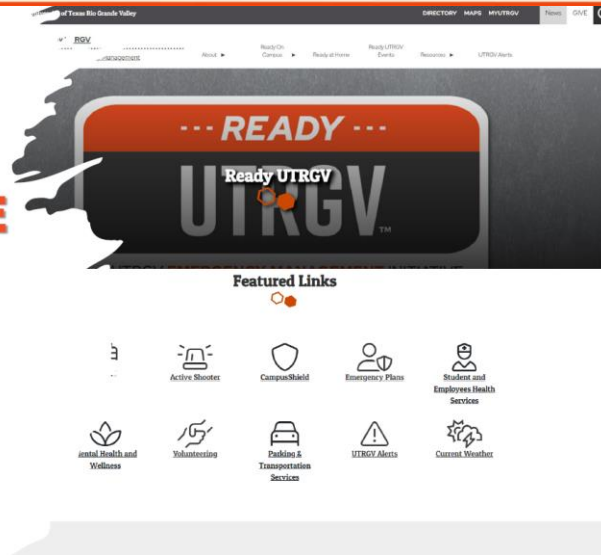
[emergencymanagement@utrgv.edu](mailto:emergencymanagement@utrgv.edu)

**UTRGV.EDU**

# The University of Texas Rio Grande Valley™

## Staff Senate

### EXPERIENCE —WEBSITE LAUNCH



### EXPERIENCE-- PARTNERSHIPS

Aggressively focusing on strategic internal partnerships—within the past year projects with UTHHealthRGV, UTRGV IT, UTRGV Information Security, University Police, and Athletics.

External volunteering opportunities for employees and staff through the UTRGV Engagement Zone.

Partner with TDEM to bring regional nonprofit agencies together in a regional working group.

**UTRGV** | Emergency Management



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# The University of Texas Rio Grande Valley™

## Staff Senate

### EXPERIENCE-- PARTNERSHIPS



Ready UTRGV

Ready UTRGV is all about being prepared. Spearheaded by the University of Texas Rio Grande Valley's Office of Emergency Management, a coordinated approach to preparing our university community for any disaster we may face. The OCEM aims to equip all students, faculty, resources and information for facing disasters. Together, we can help make our university community more resilient.

Preparedness should be a whole community approach, but preparedness all starts with you.

At times you might be faced with being the help until professional help arrives, whether at home or on campus. Learning skills and being preparedness at home, natural, technological or human-caused, are the best things you can do to be the best help you can. WHAT? In short, preparedness saves lives and speeds up recovery efforts and after a disaster strikes, you can help keep our campus prepared.

INITIATIVE	DATE/TIME	ACTIONS
Product Recovery/ Service Bus Station and more on the Rio Grande Valley	is ongoing	<a href="#">view content</a> <a href="#">info</a>
Senior Day program and more on the Rio Grande Valley	is ongoing	<a href="#">view content</a> <a href="#">info</a>
UTRGV Food Pantry - Brownsville UTRGV Food Pantry	is ongoing	<a href="#">view content</a> <a href="#">info</a>
Chaper Information and Referral Specialist Volunteer University-wide on the Rio Grande Valley	is ongoing	<a href="#">view content</a> <a href="#">info</a>
Mental Health Community Field Program and more on the Rio Grande Valley	is ongoing	<a href="#">view content</a> <a href="#">info</a>
Disaster Warehouse Volunteer and more on the Rio Grande Valley	is ongoing	<a href="#">view content</a> <a href="#">info</a>
Help Mother Volunteers and more on the Rio Grande Valley	is ongoing	<a href="#">view content</a> <a href="#">info</a>



## Got Questions?

UTRGV Office of Emergency  
Management

Email:

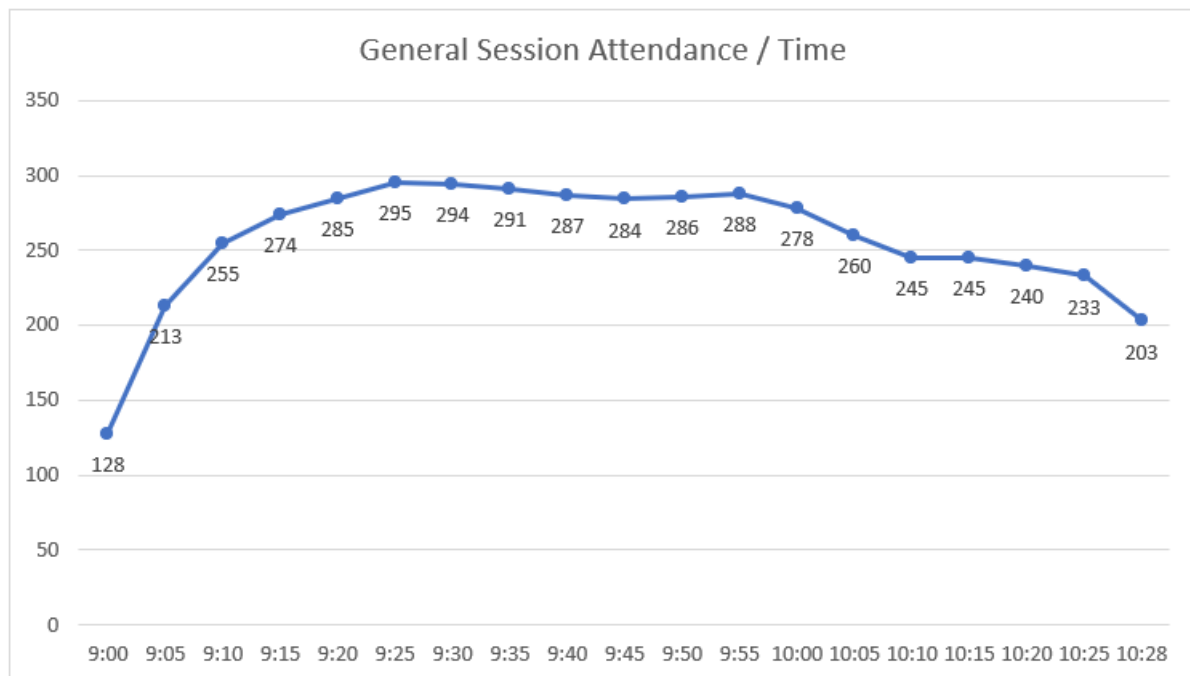
[emergencymanagement@utrgv.edu](mailto:emergencymanagement@utrgv.edu)

UTRGV™ Emergency  
Management

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## APPENDIX C – ATTENDANCE CHART

This chart is a snapshot of attendees via ZOOM at the time of the day mentioned at the bottom of chart.



Zoom Attendance on Thursday, May 23, 2024 from 9:00 AM to 10:28 AM

**APPENDIX D – CHAT LOG** (this chat log begins approximately 12 minutes after the start of the video recording which can be found on YOUTUBE.com at [https://www.youtube.com/watch?v=n\\_s7eY4hDos](https://www.youtube.com/watch?v=n_s7eY4hDos))

12:56 good morning everyone I call this meeting to order at 9:03 a.m. we will proceed with roll call with Mr secretary

13:03 David [Music] all right good morning everyone and

13:09 thank you for joining us I will now begin roll call staff Senators please indicate your attendance by stating I in

13:14 the zoom chat or out loud in the call here we go Oliver Lozano Claudia Garcia Christina

13:23 Delon Christina Rodriguez Dina Gera Dina Lopez

13:30 Mira Torres Hae Miranda Jake Gonzalez

13:35 James Martinez Janette Garcia Jeremy s Miguel Jose am

13:42 Eva Caleb wo Crystal Chapel Leslie Orosco Mariel

13:49 Mata Myra Garcia Melanie Garza Alexis

13:56 sooa Monica Granado Omar nelski

14:03 um Rolando Segovia Timothy odms Travis

14:09 mine van slusser Veronica viel Ginia

14:16 Carter Madame President roll call is complete Senators present established

14:22 Quorum thank you good morning everyone I was reading the chats as we're doing the roll call and I too feel like or in



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## Staff Senate

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14:30 Bridgerton happy Thursday we're going to it's wonderful to to have 213 and

14:36 Counting um all here kind of looking up for the next updates so we're going to

14:42 get started with our new business is there a motion on the floor to table the meeting minutes for May uh for April

14:49 2024 I move to table the minutes the meeting minutes for the month of April

14:55 is there a second I second all those in favor please State ey in

15:01 the zoom chat any

15:06 oppose any extensions the meeting minutes for April

15:14 have been tabled okay we have our first guest speaker today Miss

15:20 Irma that's correct good morning good morning everyone good morning everyone

15:25 uh step Senate um thank you for this uh for giving us this opportunity to you

15:31 know invite you to explore some of the new technologies are available here at

15:36 utrgv and with us I have um an tol um I

15:42 don't know if the demo guard gods are going to be here with us today uh but

15:47 before we start uh with our demo of co-pilot if we get to um I'd like to

15:54 introduce a couple of announcements before um uh before we start because there's a lot of things that are

16:00 happening this Summer that are already happening right now and uh we want to prepare you for those so uh let me start

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## Staff Senate

16:07 sharing my screen here oh it doesn't uh it

16:13 says I don't have screen sharing you should have screen sharing

16:19 abilities now yay all right let me

16:29 all right well the first thing is um Windows 11 uh Windows 10 is not going to

16:35 be supported at the end of next year maybe in October and that's a Microsoft

16:41 thing so we are did did trying to move everyone over to

16:47 Windows 11 uh we made an announcement that it's now available on software Center so that you can do it yourself

16:54 right now we want to just jump in um and explore Windows 11 um and just download it onto your your

17:02 your utrb workstation um and then in the future

17:08 when you know the people who haven't moved over we're going to move them over um also we understand that some of these

17:14 computers that you're working on may not be able to run Windows 11 so if you go

17:20 to software Center and you don't see the Windows update uh don't don't be sad you might

17:27 be eligible for a brand new computer so um we are transitioning over uh to

17:35 Windows 11 and your computer needs to run it so unless you really really need to stay in Windows 10 um I would start

17:43 looking into is my computer six years or older and um or it cannot handle the

17:51 windows e 11 update so we do have a project um and I believe I have Hector

17:57 bet is here um in case you have any any questions about this but um there is an application where you need to submit uh

18:04 a request for a new computer and it usually it's uh depending on the inventory we have on hand it's a very

18:10 quick turnaround so you'll have a brand new computer within you know a week or a couple days uh right now what we do have

18:18 is a brand new stock or uh we have stock in um Apple Computers so we have about

18:25 300 of those in case you're interested in getting a Mac a computer you can move

18:31 you can do a switch too if you were on Windows and you want a Mac now you can do that so um just wanted to make make

18:37 sure that you knew that um

18:42 oh there we go so um right now we have had um these

18:50 are the groups that have been replaced uh have already replaced a computer so

18:55

we want to give you those stats we've had over a thousand Compu comp is already replaced so you know hurry up

19:02 and get yours see um these this is what they look like

19:09 they're orange uh these are the iMac and these are the laptops the MacBooks we

19:15 have about uh I believe it's 200 of these and a 100 of the

19:20 others and if you get the laptop you get an extra Monitor and you can put this at

19:25 home or you can take it to the office wherever you want to just connect your computer to it so these are beautiful

19:32 machines um we are you know before when you purchased a computer we used to have

19:39 a little quick stop at you at at our help desk and they would you know prepare it for you well now that's going

19:45 away so now you're going to if you purchase a computer through the IHOP um tech center then that computer

19:54 is going to be delivered straight to you and that's happening in in the fall um

20:01 but if you get a replacement um computer you're going to be able to just set it up on your own um

20:07 that's what the new process is we don't it's already comes preset up from the vendor so we don't you know we're going

20:14 to be eliminating that delivery time uh to you you're going to get you're get it going to get it faster and it you can

20:21 set it up wherever you are maybe you're on travel and you can set it up from a hotel or a coffee shop wherever you are

20:28 all you have to do is connect it unwrap it you know connect it enter your credentials and then restart your

20:35 computer it's just it's that easy um our new client portal will be um

20:43 will be going live on June 3 this is how we will be on um uh you know the new the

20:50 new portal is a huge improvement from what we currently have so now you're

20:56 able to find what you need faster this has been uh a project that anol has

21:02 been leading and has gotten a focus group to help her you know where do we want to drive this uh for the rest of

21:08 the campus and it's it's a huge Improvement it's got big bold buttons so you can get whatever you need faster you

21:16 don't have to we reduce the amount of clicks there used to be times where you have to click click click click and

21:21 click until you got what you needed and now we've reduced that as well and the bookmarks some of you I know that my

21:28 might have something saved on your on your favorites um well those will not

21:33 change so they won't be broken you can still get to those uh regardless so um

21:40 let's see and uh our new virtual Labs um for those of you who work with students

21:46 and or or run computer labs in your buildings or aware of them we are improving the um environment uh before

21:55 the everybody would just bog down some of these V the the computer the virtual

22:00 labs and now we've segregated some of these and split them off to where the designer students like the Adobe

22:07 applications are under the designer or the engineering applications are under the engineering and this is so that we



22:13 can improve performance and they run a little faster and of course anything related to Office 365 or any

22:20 productivity tools are under the general so if you happen to uh use the virtual

22:25 Labs or if you know students that need it uh in your programs um this is an option these are all Enterprise licensed

22:32 applications so they don't have to spend um the money on that and the next step

22:38 of course is I'd like to um invite an to talk a little bit more about co-pilot

22:44 and hopefully the demo gods are with us

22:52 today may I share my screen yes okay

22:59 I've got priv oh not

23:08 yet bar can I have the screen sharing

23:15 please can you check if you already have it I think I got it

23:21 now okay let's go to the

23:28 powerp point you can't have a meeting without

23:34 power okay um what is propilot have you all heard

23:41 of chat G or

23:47 AI oh my gosh I hope you can everybody still see

23:53 my screen I just got a no I I think it's barely

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## Staff Senate

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23:59 loading oh okay

24:40 and did we lose you okay can you hear me now yes good I

24:49 think I finally got this figure out um I am uh well I want to talk to you all

24:55 today about Microsoft co-pilot which is an artificial intelligence uh search

25:01 replacement uh search engine that uh Microsoft provides and that is available

25:08 to everybody at the University at no cost um if you've heard of chat GPT or

25:16 any kind of artificial intelligence thing this is based on chat GPT however

25:21 it's improved on chat GP it's actually better than what the public version of

25:27 chat GP offic and I'm going to talk to you about specific things in a minute uh

25:33 basically if you do a search with co-pilot um you will get a humanik

25:41 response instead of U like with Google if you search like let's say you search on the term staff Senate you'll get back

25:47 a list of websites that have to do a lot with staff sen um co-pilot will give you an

25:56 analysis a summary of a short paragraph saying some of the major points and it'll give you links to click on things

26:03 so that you do go get to go to those websit you still want to read the the primary source

26:09 yourself you can also do things with it that you you can't do with other search

26:14 engine uh you can upload files and ask it to uh synthesize to summarize analyze

26:22 uh this is really helpful if uh let's say boss comes to you and says um take a

26:29 look at this paper and give me a a a concise summary of it this this thing

26:34 will do that for you and it's it's really U if I have time I'm going to show you it actually doing that it's

26:41 really amazing of how quickly it can take enormous amounts of information and

26:46 boil them down into um summary points sometimes it sympathizes new

26:52 ideas which is kind of scary and that's where we get into this idea of being an intelligent it can come up with new

26:59 ideas um now under all these uh artificial intelligence programs there

27:07 is one major problem for a university or

27:12 for any Enterprise that deals with confidential information and that's that

27:17 everything that you type into it everything that you say to it can go into feeding the large language model

27:26 that is Underneath It All and that's most of the time that's

27:32 perfectly okay but what if you happen to type something that's confidential like an employee uh piece of confidential

27:39 employee information or maybe if you're in the medical school uh a health

27:44 records or maybe if you're in student services maybe something that's protected by the the student U the furpa

27:53 ACT uh you don't want that stuff to be going into feeding the large language

27:58 model that informs co-pilot so with our version of

28:03 co-pilot which is available when you log in using your uh UC RGB account uh it

28:10 will not do that not only that but it will forget everything that you talk to

28:15 it about if you hit a button a new topic button or if you uh wait 30 minutes with

28:22 no activity it will forget everything that you talked to about so if you did buy some uh chance accidentally put some

28:31 some confidential information like let's say I was a professor and I uploaded a

28:36 grade sheet into co-pilot um with in 30

28:41 minutes of inactivity it would forget that so it's a little bit of protection for the University now it's not perfect

28:50 and you know I'm I can see the you know there's it's not 100% but for those and

28:58 for the like for that 30 minutes yeah you are doing something that you probably shouldn't do but the fact is

29:03 that there's a safety net there and it's more than that we have with any other program with any other uh artificial

29:10 intelligence so for your purposes it is U it is a thing that uh



29:19 to use the co-pilot with commercial data protection rather than um anything else

29:25 like chat gpt or maybe Flex or any of the numerous other artificial

29:31 intelligences that are out there now now Microsoft refers to this as commercial

29:36 data protection and again just the things that I talked to you about research data  
confidential employee

29:43 information health record student educational privacy these are all things that we're  
concerned with every day and

29:48 you can give the university a little more protection if you're going to be using an artificial  
intelligence uh to

29:56 uh to help keep that stuff out of the large learning models large language

30:02 learning models um I'll show you now I'm going to take it out to copilot and show you  
um

30:11 this is what you get when you go to Copilot. microsoft.com now I'm using the edge

30:18 browser and I'm signed in under my utrgv account now this is very important you

30:24 see the protected Shield over here that means that I am dealing with commercial

30:30 data protection right now so everything that I do is going to be um I can either

30:37 make it Forget by hitting the new topic button I can make it forget immediately or if I'm  
inactive for 30 minutes It'll

30:45 forget it anyway so I thought you know just as a

30:50 demonstration I'd ask about something that we're all familiar with and I'll say tell and you'll notice the way that

30:57 I talk to is much more conversational than than with Google tell

31:02 me what you know about University staff

31:10 Senate let's see what it comes up with this is oh look and I missell something I wonder if it's going to be too thrown

31:17 off by that no it's thinking

31:23 thinking um while it's thinking I guess so here

31:29 it goes make this a little bit larger for

31:39 you now this isn't even particularly talking about utrgv this is just based

31:44 on all the searching that it's done across the whole internet on the topic

31:50 of University staffs in it but you see the way it organizes the

31:55 information gives you nice bullet points it's

32:00 uh you know it's really remarkable this is completely different from from a

32:06 regular search engine and you notice here I have a links that I can click on

32:11 where I can go to some of the sources that they use for their data there's the

32:16 University of Cincinnati there's University of South

32:21 Carolina you see nicely formatted um well organized

32:28 it's like it's the next level in in search over here uh on the co-pilot

32:35 interface I want to point out that there is this button here called notebook which will open you up to larger

32:42 questions um I'll show you you can type a lot more information here and it will

32:48 give you more information there okay um let's see what going I'd like to show

32:57 you what happen if I upload a [Music]

33:03 document propilot and then I ask to analyze this is kind of thing that you

33:09 know researchers may do this more but it's still an interesting

33:15 exercise so I'm going to uh I have a paper here on climate Justice that was

33:21 written by North Eastern University and it's uploading

33:28 now I'm going to ask it please

33:34 summarize

33:46 the now this may take a little longer because it's reading the document in and it's it's seeing it it may be seeing it

33:54 for the first time so I guess while we wait for that to complete I can throw it

34:00 open for questions right now if anyone has any

34:20 questions there it is that's not there it is there's the there's the

34:27 summary coming in and you see uh and I don't want to

34:33 suggest that anyone would ever do this in in place of doing the thing you were

34:38 asked to do by your by your boss of course not but this might give you a good start on things might give you a a

34:46 foot up to um have a basis for for analyzing things sometimes you know you

34:53 just you need to use every tool you have to deal with all the

34:58 all the conflicting demands you have on but but there is a and this as it turns

35:04 out is a really good summary of this document now I've been talking about all

35:10 the positive stuff that it it can do and I want to talk about a little bit of the negative stuff because there's a thing

35:18 called hallucination that sometimes these artificial intelligence is do and

35:24 basically Hallucination is a nice word for it but it sometimes it can just SP

35:29 out stuff that is totally wrong and so it is that's why anything you do with an

35:35 artificial intelligence you need to be very careful to read the results before

35:41 passing them on to anyone else because if I take this information here look

35:46 really good but I haven't really gone over it um if I pass this along to my

35:53 boss is now really it's I can't say okay well that's just what co-pilot said it's

35:58 not no you've taken you've taken responsibility for it so you need to keep that in mind um sometimes it spits



36:07 out stuff that's just totally wrong and um you need to make sure that whatever

36:13 you quote from an artificial intelligence that you're ready to stand behind it that you can support

36:18 it so um you know sometimes it's easy to fall into a trap of well it just looks

36:24 so darn good um just to take it well that's never good enough you really need

36:31 to verify yourself so um I am reaching a point now where I can

36:39 stop question going to anything new that anyone wants we just want to reiterate that

36:47 this is the I know there's a lot of AI tools out there and there's still a lot that are in development and new ones are

36:54 popping up uh every every day but this this is the only one that has been

37:00 bedded and approved by the ciso office for us to use and that is because we do

37:07 have an agreement with Microsoft that we don't U that they don't take our data

37:12 and train their L their llms their large language models and uh in order for

37:19 before you type anything uh just want to mention that you know look out for that big block the University of Texas uh

37:27 text on on the left side and the protected that's that those two are the

37:35 the giveaways that you are in a protective space and that you are free to upload and uh work with

37:42 this and speaking of protected I'm going to Now erase or make it for good

37:48 everything that I've been talking to about by clicking on this new topic button so now I'm starting from the

37:54 blank slate it's like as if I haven't said anything to it yet and if I go back

37:59 and we did test it incidentally we did in uh testing in February of this year

38:05 and we deliberately uh uploaded information we had some fake data that

38:11 we made up know fake student data fake grade list things like that we uploaded

38:16 it yes we were able to ask questions about the grade list and then we hit the new topic button and we tried asking the

38:23 same questions again a few seconds later it couldn't tell us anything so we we

38:28 did test this and we did observe that it is actually forgetting stuff it's not

38:33 able to go back and pull it out of the past so this is why this is such an

38:39 important thing for you to if you're going to use an artificial intelligence and I suspect that you probably will

38:45 find ways to to use this you know helping improve your writing help

38:51 helping uh maybe take a take a paragraph of email that you're writing and you

38:56 don't think that uh it's your best writing you can paste it in here and ask it please improve this

39:03 and it sometimes will come back with a lot nicer piece of of composition than

39:09 maybe you did on your first staff so sometimes using it as an editor who's

39:14 looking over your shoulder helping you out with your writing that's a you know probably a um a use that will see a lot

39:23 of popular especially with this staff and we have a question yes um if what's

39:30 the difference between the conversation Styles the options the chat gtp4 fast and gtp4 precise are you ready to get

39:38 into a little inside baseball because we're going to go there um one of the

39:44 things that makes co-pilot better than chat GP Microsoft invested a huge amount

39:50 of money back into open AI the maker of chat GP um several years ago and

39:58 as part of the deal they made chat GPT they made open AI swallow some um

40:04 swallow some terms of agreement that probably they shouldn't have done but

40:10 they did do it and one of the things that they made the open AI swallow was that they couldn't um talk about things

40:20 responses that were after September of 2021 and

40:26 so but Microsoft doesn't have to adhere to that the stuff that's over here in

40:31 the creative and when you have G4 turbo turned on it's right up to the minute

40:36 when you put a question in it'll give you an answer that's based on up to the minute data but if you go here or here

40:45 you going to go back into the world of open Ai and their contract limited um

40:51 search results so if you ask a question here in balance or in precise you may

40:57 see a co-pilot answers saying well this is based on U the latest data as of 2021

41:06 this may have changed since then you'll see that kind of thing appear a lot and so yes it is a different writing style

41:14 it's uh going to be more straight laced more professional and this is very much

41:19 so and as long as you're not um adversely affected by the September of

41:26 202 one time limitation then by all means but just be advised that this one

41:33 here is the one that is fully um freed of those limitations and it will it will

41:39 be right up to the minute with it most up to date

41:47 data thank you that's all we have um thank you again for your

41:54 time good question yeah um if you ask the same question an

42:03 hour later will you get the exact same result no you will not you will not and you know in some

42:11 ways an artificial intelligence kind of like a black box and even the the best data scientists don't really know how

42:19 some of the responses are arrived that and so I can't really say why but it in

42:26 some ways it does resemble an organism that's growing and learning and you know

42:31 I don't want to sound too weird but it does and um I know right now at a

42:38 conference in France there is a a company uh called anthropic I believe

42:45 that's releasing um a piece of a service where they say that they're going to

42:50 make the Black Box more transparent so that they can look inside and see why

42:55 the AIS are arriving at the answers that they're arriving at because frankly you know

43:02 there's a lot of head scratching right now people are saying well how did it do that which is kind of weird that we've

43:08 invented this big thing and yeah it seems to be you know functioning in a

43:14 way that we don't fully understand so hopefully this new service that an has

43:19 will provide some additional insight and help us to make that more available

43:28 [Music] you thank you I'd like to welcome uh invite you to join our Tech ambassadors

43:36 group and teams so you can learn the latest and greatest information you get Early Access sometimes we look for

43:41 testers there um and uh to invite you to our next tech talk Tuesday our chief

43:48 information security officer is going to be our next guest in June so um look out

43:54 for those those invitations any last minute questions for edar or

44:05 n all righty well thank you both for coming in and providing some updates

44:12 hopefully that'll help us get more organized and start using more comfortable with a co-pilot I myself

44:18 have already started using it awesome um up next we have David

44:25 geta and good morning everyone good morning I'm David Guerra not only am I staff Senator I am the training

44:31 coordinator so what I've been asked to do today is to talk about the new people soft fluid time cards and let me share



44:39 screen and let's see if I get this right because usually I do it my way but I don't share the other way so let's see

44:44 what's going on here F5 right F5 and of course you know it

44:51 blocks that out let me share screen and I think that's it all righty you see

44:59 it yes excellent all right so again so the new people soft fluid time card was

45:05 activated for all exempt non-exempt and hourly employees on May 6 so you didn't

45:11 see it when you submitted your time card back at the beginning of the month but now it's there and of course to get there you still have to log in

45:17 PeopleSoft and from there you'll go to the time and attendance tile that's still there now what's happened is prior

45:23 the PeopleSoft classic time card it would automatically load and on the

45:29 left side there was a vertical stack of menu of menu items well now it's all tiles and we have a new tile called

45:35 enter time so again this applies to everyone exempt non-exempt and hourly so you click on that tile and there's a new

45:42 look and feel to the exempt time card well all the time cards have a new look and field real quickly in the upper left

45:49 hand corner you have your information your time your time card approver or manager the individual that approves

45:55 that and couple of links that'll show you your comp time balances your absence balances and payable time such as uh

46:03 once your time card's been submitted you can actually go in there and see all the dates that have been submitted and

46:08 approved and right now if you go in you should see under payable time Memorial

46:13 Day hey that's Monday three day three-day weekend not bad alrighty so below that on the leth hand side again

46:19 you're going to see your name and an avatar in your position that's over here if you see my mouse there we are and

46:26 down below that again now that's as far down as it goes for time cards yeah you're going to see your no leave take a

46:32 line again this is for exempt individuals no leave taken and that's the only thing before we would have to

46:38 scroll down we'd have additional information below no all of that's been moved up now we have the submit button

46:43 it's a black little button with the right letters that say submit if you're ready to submit hit that button again

46:49 that's the new look and feel for the exempt time sheet for the non-exempt time sheet kind of looks the same with

46:55 something a little different again leth hand side upper leftand corner we have your employee information your

47:01 supervisor's uh name and and employee ID number and of course the view comp time

47:07 absence balances and payable time that comp time uh that's going to show you if you have any straight comp time if you

47:13 have any overtime and of course any holidays that are Bank down below let's go down to the

47:19 bottom here again everything else is pretty much the same but down at the bottom you see your day and dates again

47:24 are horizontal and for non-exempt individual your eight hours are still preloaded they're all there but now we

47:31 have this little horizontal green bar and a gray bar for Saturday and Sunday

47:36 and if you submit your time card you're going to see additional icons underneath the 8

47:41 of 8 well if we see those icons over here on the far left hand side there to the end of the red arrow we have a little

47:48 circle blue circle with a lowercase letter I well we click on that and we get this Legend and the legend

47:55 corresponds to the little icons you may see underneath every day the green bar the red bar or part of a green bar in

48:02 red and again those are all there so again you can use that as a reference tool you can click on that X it'll get

48:07 rid of that popup this is what it looks like for the hourly time sheet with the Legend um with the legend table there is

48:14 showing again now for the hourly time sheets there they are again now it looks a little different because in the first

48:21 iteration of our time sheets the time reporting code was at the far left of the screen now it's in the center of the

48:27 screen so you still enter your time your time in your time out and if you take a break or you go for lunch come back

48:33 again time in time out uh for the hourly time sheet under every day and date

48:38 there is that once it gets approved your time card is approved and again for the non-exempt once your time card is approved you're going to see well for

48:44 everybody you're going to see a little green circle with the check mark That's the approved that's how you know if your time card's been approved right if it's

48:52 not yet been approved you're going to either have a pending approval which is little sprocket and a task that's

48:57 loading or a little three and a half inch diset that's what that little is if you remember the three and a half inch diset you know what I'm talking about

49:04 AKA America online all righty so let's continue the request absence can now be

49:11 done from the time sheet as well yeah so you can actually click on that request absence and follow the process too SI

49:19 sick time vacation time jury duty you never know right it's happening so again

49:24 you can enter that right from the screen I mean don't get me wrong there still is back in the tiles when we first enter the employee um uh time and attendance

49:31 tile sorry about that when you enter there there is a manage absence there's a cancel absence there's view requests

49:37 so those are still there they're just no longer a left side menu it is a top screen it's top Tiles at the top all

49:44 right so the request absence again now can be added there now for time card approval it also has a new look and feel

49:53 one of the things for those of you that approve time cards you can approve but there is no push back you cannot push

49:59 that that that time card back so now you'll need to coordinate with the individual or in your case you can

50:06 modify though that individual's time card again we covered that in the training so we'll go a little more detail into that um so that's kind of

50:14 that and again new look and feel to that so it's everything kind of Remains the Same it's just kind of moved around a

50:20 little bit a little cleaner more real estate used in the screen so all training material is currently load

50:26 located at the payroll and tax compliance website let me copy that and

50:31 paste it here into the chat window there it is there's that link so I do ask you to bookmark that link please bookmark it

50:38 because you know what happens right if you don't bookmark it that's the moment you're going to need it and here you're going to find all the

50:45 training material for the employees for the managers how to approve how to how to uh do the uh doc you sign document if

50:51 the time card is already gone past 90 days and you need to modify something and if you you see the last at the end

50:57 of the links there's video we have video for every subject here so we have that as well and of course whoops went a



51:05 little too far we do invite you to visit the training portal to sign up for upcoming sessions and there's the link

51:12 to the training portal if you don't have it and that's where you're going to find all of the upcoming sessions right now I

51:17 have 13 sessions pending but uh we have we're adding more so don't don't worry

51:22 Don't Panic uh here's what you're looking for they're all titled with new space Dash and then peopleof and space

51:29 again so if you're looking up in the upper uh right hand corner under the search bar just type in or you can just

51:35 type in people saw fluid and it's going to return all four options that are available for you to sign up for right

51:40 so again those are available and of course we are in the process of adding more sessions more training sessions and

51:47 uh it's going to be all of these are going to become part of the regular training offerings that we have so again don't hesitate to uh to visit and uh

51:56 join us and and ask questions a great opportunity for Q&A and folks if uh I

52:02 don't know the answer I know the people who do some of them are here with us today but payroll questions that's

52:08 payroll at utrgv.edu leave Administration that's leave at utrgv.edu and again if I don't you ask me and I

52:15 don't know it then you know what I'll send you right over to the people who do know it and they will get with you AI

52:21 righty so that pretty much concludes this uh very brief overview of the new

52:26 people saw fluid time card questions anyone

52:33 comments oops what I do let

52:51 me you all righty I don't think there's any questions in the chat we're going to

52:56 go head and welcome our next presenter so we have Dr Edward Cru I I hope I'm

53:04 pronouncing that correctly yeah it's Cruz but I spell it wrong I go by Jim I go by middle name

53:11 and stuff so let me see so thank you he I'm appreciate you guys having me so I'm

53:17 Jim Cruz I'm a social oncologist here with utrgv and I was asked to kind of give an overview of the department I'm

53:23 going to see if this thing will let me share

53:29 hopefully this hold up my internet was a little choppy before there we go yes

53:34 yay all right you got it okay so this is this is

53:40 our department um we have what eight nine eight uh full-time faculty uh that

53:46 you see at the top here um we're led by the gentleman in blue and I use the term

53:52 gentleman Loosely I I tease him a lot uh Dan elbow um he is our chair I had the

53:57 privilege to work with him he is my chair when we worked together in Georgia and stuff so he has been here in the

54:03 valley for about three years and basically started almost from scratch a

54:09 department of surgery and since then he has hired uh everyone you see behind him and stuff um what we've got the next uh

54:16 group finishing out the top row uh Daniel Bolton Alandra candel uh Dr

54:23 dalhus McCracken and Gwyn they are our core faculty for what we call Acute Care

54:30 Surgery we think of general surgery uh they're all based that entire front row is based out of Harlingen and stuff um

54:37 they aside from Dr albo they do the general surgery they do trauma uh a

54:43 whole variety of things they're expanding their their repertoire they're expanding into robotic surgery complex

54:50 wound care complex hernia uh uh type offerings so uh the next one down if you

54:59 look here is uh Henry Reinhardt he has been um in the valley for for quite a

55:04 few years formly at DHR he has moved around a couple times but he is probably our longest he is our longest serving

55:12 surgery faculty uh he is the only endocrine trained uh surgeon in the

55:17 whole valley or whole region really and stuff so he concentrates on thyroid parathyroid adrenal surgery and then

55:24 there's me at the end so uh Dan Al and I are Surgical Oncology um again we're the

55:29 only surgical oncologist in the valley so we we do complex liver pancreas

55:34 stomach colon cancer small bowel cancer breast cancer is that so everyone

55:40 outside of me again is centered out of Harlandin I'm in the Upper Valley so I have a clinic up here on Jackson Road um

55:47 and a clinic down in Harlandin as well on and I work closely with them so we

55:53 work out of I got I think five different hospitals um Harlingen and then

55:58 actually five to six hospitals all together that we cover up here and stuff um one of the biggest new developments

56:04 aside from our all relatively new faculty with Dr Gwen all the way on the

56:11 right who joined us last fall is we're trying to add additional faculty trying to recruit for an additional breast

56:18 surgeon and a vascular surgeon as well um we're looking at expanding further

56:23 into the Upper Valley since we're kind of concentrated in the mid Valley and hopefully in Brownsville before too long as well I said we have a we have a lot

56:31 of experience in trauma surgery and there are no accredited trauma programs

56:37 down in the Brownsville area in the Lower Valley so we're working with a couple Partners down there to see if we can gauge some interest and get some

56:43 additional trauma care for them what you see across the bottom row is our our

56:48 group of residents so we have two residents per year the uh residency has been in in place for three years now now

56:56 we've done very well ranking our our you our top 10 of our list that that we've

57:01 uh that we've interviewed we interview about 80 per year and we inherited some

57:07 from a from an old DHR program as well uh the emphasis there is trying to

57:13 recruit people into our residency that want to stay and practice in the valley because this is a real underserved area

57:19 and stuff then the core of our if this will let me switch whoops back up is uh

57:25 we we have or PAs and nurse practitioners and stuff uh we have

57:30 Michelle Cynthia and Tiffany who we would be dead without and

57:36 things uh one of the biggest developments some of you that are in the Upper Valley may have seen on the 495

57:43 Commerce section is the new cancer and Surgery Center that's being built uh this is a new rendition you see on the

57:50 right of of what's being built so it's GNA it's kind of two separate components there's an outpatient surgery center

57:56 which has a couple procedure rooms and four operating rooms for outpatient operations and then the cancer center is

58:03 cancer Orthopedics will be sent it out of there along with rehab so we've got a multi-disciplinary cancer team I think

58:09 you guys heard recently from Dr cobos he'll be involved radiation oncology and the and the Surgical Oncology we've got

58:16 a whole host of people that are going to be working there to try to provide multidisciplinary Coordinated Care to

58:22 people in the valley and there's nothing like this that that's going on they actually just dropped a little uh



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58:28 flyover of the construction that's going on I'm going to try to play I haven't even played this yet oh it's going to go

58:53 we so that's the little F over it's going to be available on social media and stuff uh got to tour it I mean it's

59:00 going to be an incredible facility and stuff and they'll have a grand opening I encourage people to to come out for that

59:05 uh other developments and stuff again so we've got the residency there that's centered in Harlingen they have um some

59:13 clinical work up here next year we're going to be opening a second residency well we hope to expand that residency

59:19 for one but then for two uh second residencies starting at R Grand Regional up here with two additional residen per

59:26 year that should be coming online in just over a year we're trying to recruit

59:31 uh again the two other surgeons that I mentioned we're looking for a breast and a vascular which are you know dire need

59:37 in the valley then we're in talks with some of the local surgeons about becoming full-time academic F faculty as

59:43 well and that's what I have I'm open any questions if anyone has questions

59:48 comments stories opinions humorous anecdotes

59:56 nothing off color

1:00:14 please go with any questions I don't think so is

1:00:22 there yes is there anything in the conversation about uh star

1:00:29 County and meeting our needs out here this time not not for the surgical

1:00:35 aspect at this point I mean once we get the cancer center up and going one of the key things is going to be like

1:00:41 community outreach and education programs and stuff will'll be a little more equipped for that so for cancer

1:00:49 prevention screening programs to to reach out to these these underserved areas that we have of which SAR County

1:00:56 obviously be

1:01:02 one everyone's quiet may have

1:01:10 snoozed all right well thank you for your time I appreciate it thank you so much for coming I really appreciated the

1:01:17 the updates and keep us updated and we can always get you back appr you thanks

1:01:23 again thank you yes uh Crystal yes um um our clinical

1:01:30 service line administrator wanted me to share that we're gonna actually extend our hours starting July 1st at the

1:01:37 Jackson Clinic um if if the hours are going to be extended from 5:00 to 9:00

1:01:42 pm on Tuesdays and Thursdays in case anybody wants to wants to know b or is a

1:01:53 patient all right thanks I worked there and I didn't even know that oh yeah you're going to be there

1:02:00 all right thank you oh the address 3804

1:02:06 South Jackson just not too far from that new Surgery Center

1:02:11 so Dr Cruz if I may ask a question this is Rosemary

1:02:17 kithcart um with the new Surgery Center and maybe this is already been asked and answered uh for example I am personally

1:02:24 a breast cancer survivor are and and I do go to MD Anderson would there

1:02:29 be I guess basically the same type of services offered here or if I were to have to get any type of treatment at MD

1:02:37 Anderson would it be available for me to get here versus having to run up there

1:02:43 yeah yeah but we're better so so um so we are not officially

1:02:50 Partners so MD Anderson is a consultant as far as development setting up programs process

1:02:56 there is some talk I know on the medical oncology side um about sharing protocols

1:03:03 so people can potentially be enrolled in new protocols for new drugs and things

1:03:09 you know God forbid that happen um but being treat here because that's it's such a difficult thing that we know

1:03:14 there's a significant amount of leak of people here in the valley that go to MD Anderson if they have the means and

1:03:22 ability but like I said we're trying to provide that exact same care here wonderful well that's excellent that's

1:03:29 that's really exciting news because it is it is very um it's very expensive you

1:03:36 know and and and of course Very time consuming but you know awesome well I

1:03:42 look forward to that and and hopefully that'll hopefully we just see you socially don't hang out with us right

1:03:48 okay thank [Laughter] you thank you do we have um thank you so much for

1:03:56 the presentation and up next we do have Miss Eliza Gomez hi everybody good morning um I'm G

1:04:04 to go ahead and share my screen

1:04:29 okay well I'm here to talk about my name is Eliza Gomez and I'm with the office of emergency management here at utrgv

1:04:36 and I'm the director of Emergency Management and continuity planning and talking about our ready utrgv initiative

1:04:43 it's something that we launched uh in the fall and we now have had two events

1:04:50 and two series of trainings and talk a little bit about our staff we are a mly

1:04:56 crew of two uh serving all of our campuses throughout the valley and um my partner

1:05:04 in crime is Pablo Mendes he's our Emergency Management coordinator and myself and a little bit about utrgv

1:05:13 office of emergency management we support and protect the University's Mission by mitigating against preparing

1:05:19 for responding to and recovering from all major emergencies and disasters across the university that's a mouthful

1:05:25 um so we have a large Mission a large footprint and this is just a little bit

1:05:31 about the concept of ready utrgv uh it's something that I dreamed

1:05:36 of uh several years ago before I even joined uh utrgv and it's something that

1:05:43 is very P something that's very near and dear to my heart preparedness is something I'm from South Florida I've

1:05:49 lived through some horrific hurricanes uh first and foremost was Hurricane

1:05:55 Andrew and that's where I got the bug um a long long time ago in Homestead

1:06:01 Florida and uh ever since uh preparedness and

1:06:06 response and Recovery have been pretty much part of my life so uh ready utrgv

1:06:11 is all about being prepared and it's a multi-tiered approach to Preparing our community for any disaster we may face

1:06:17 whether it's at home or on campus and together we can make our university

1:06:23 community more resilient and preparedness should always be a community approach but it all starts

1:06:28 with you and the main focus is that you might be the help until professional

1:06:35 help arrives so learning skills and becoming familiar with different types of disasters whether they're natural

1:06:42 technological or human cause those are the best things you can do to be most effective and preparedness saves lives



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1:06:49 and speeds up the recovery process during and after disaster strikes and it helps make our campus safe by being

1:06:58 prepared um we have different tiers of strategy we have our professional Level

1:07:03 Training for members of our University's Incident Management team those are our subject matter experts that work across

1:07:09 different departments you know our office is just a um an office of two obviously we can't do everything so we

1:07:15 need the subject matter experts from parking and transportation from school of medicine from uh student Resident

1:07:24 Life from University recreation from facilities environmental health and

1:07:29 safety Athletics everybody it takes a village it truly does um another

1:07:35 strategy tier is Outreach events for our Campus Community and I'll talk about those in a minute uh we have a brand new

1:07:41 website launch and then our strategic Partnerships and so every semester this

1:07:48 is something I'm extremely passionate about is adding and building capacity for members of our Incident Management

1:07:54 team because these people are not full-time emergency managers this is not their day job so building their skill

1:08:01 set and helping them feel more comfortable and and building that level of

1:08:06 confidence is State is is strategically important so we partner with uh tis and

1:08:13 also with TM to offer trainings and so we offer professional Level Training and

1:08:18 some of the examples um last fall we offered one for emergency management for institution of higher education and then

1:08:25 we provided that same level of training but uh this still down in a shorter Workshop version for our executive

1:08:31 leadership group and then um just this spring in April we had one on the thyra

1:08:37 process which is threats and Hazards and uh risk assessment so how to do that

1:08:43 risk assessment for your individual department for your organization um identify what hazards

1:08:50 you face and then the different strategies of how you can mitigate those reduce

1:08:56 those or prevent them Al together and then if you can't what are you going to do about it how do you recover and get

1:09:02 back on your feet and resume your regular business operations that's part of the continuity

1:09:08 process so the Outreach every semester um at the three campuses at um Harlingen

1:09:14 Brownsville and Edinburg we offer these Outreach events for um our local

1:09:22 Community Partners to come and and visit and to engage with our students our faculty and our staff uh so they can

1:09:29 learn more about preparedness learn about um the programs and services that are offered throughout the community and

1:09:35 how to gain valuable information on how to become better

1:09:41 prepared and then our website launch is uh the ready utrgv website is the

1:09:47 destination for all things preparedness like I said whether it's on campus or at home and for um detailed procedures

1:09:54 resource volunteer opportunities um events and training opportunities and it's a very easy to

1:10:01 navigate very clean website and um easy easy to find what you're looking

1:10:08 for and our office OEM is working very closely with departments very uh in

1:10:15 depth on a much deeper scale than we ever have before across the institution to strengthen their plans create

1:10:21 continuity plans and enhance the working knowledge of employees employees about the importance of having a well-crafted

1:10:27 plan and procedures in place both during your regular normal business hours and during disasters alike so another thing

1:10:34 that we're working on is work we're partnering with Texas Department of Emergency Management to bring nonprofit

1:10:41 and faith-based and volunteer organizations across the valley together focused on preparedness response and

1:10:47 Recovery activities um we to date we don't have a regional group across all

1:10:52 the four counties and that's something really important because disasters don't know jurisdictional boundaries they

1:10:59 don't know county lines they don't know uh city lines so it really is something

1:11:06 for us to be able to come together on a regional level to work across those boundaries and see how we can strengthen

1:11:12 each other and come together and really respond and that we're all working in

1:11:17 the same direction um this is just the timeline

1:11:22 of the development of the ready utrgv initiative uh we started back last year

1:11:28 and we were working with um tis to secure them as a trainer and then

1:11:34 September we had our inaugural event and we had our um Incident Management team

1:11:39 training and we had about 40 people attend that was a huge group and our Outreach events at Edinburg and

1:11:45 Brownsville and then um we started working on our website back in October

1:11:50 and it was completed in the end of March beginning of April and and uh so we

1:11:56 launched the April in web uh we we launched the website in April pardon me and then we had our April events uh both

1:12:03 training and the Outreach events and they were incredibly successful and then

1:12:09 uh today dat we're working with um TM to continue to plan for that regional

1:12:15 meeting of those nonprofit and faith-based and volunteer organizations and we're working with um a lot of the

1:12:21 internal departments on some very exciting projects um um talk a little bit about the

1:12:27 experience so we've had uh since September of last year we've had three sessions of the incident management team

1:12:34 and executive team trainings um and I mentioned those

1:12:40 earlier and these are some of the pictures of some of uh the different the

1:12:45 trainings that we've had a lot of interaction went out and for outreach we've had five Outreach events and we've

1:12:54 at the one in April was just outstanding I think part of it had to do with the fact that we were giving away free deal

1:13:00 bags and we advertised that for the first 100 people um we gave away

1:13:05 actually more than 600 duffel bags in the in the April session which blew any

1:13:11 expectation out of the water and we're hoping that we can continue to build upon that um the duffel bags were for

1:13:18 people to build their own go kits their own hurricane preparedness kits for their uh whether it's for their office

1:13:25 or for their car or for their home um we engaged with lots of students faculty

1:13:31 and staff we had a lot of great conversations with faculty members about providing Outreach and uh sessions for

1:13:37 their respective classes or departments or groups and that's something that OEM

1:13:43 does throughout the year we're happy to do that just reach out to us um it was a

1:13:48 great chance to get to know Community responders and then a lot of our internal departments were also

1:13:53 represented our Environmental health and safety our campus police department our marketing Communications team

1:14:01 um our uh ovap was representative and you know so that they provide in



1:14:07 critical Services throughout our Campus Community every day and just to provide more awareness for the um our community

1:14:15 members to be able to understand what they do and how they're here to help is really

1:14:21 important and some of the pictures from our Outreach we had great turnout um the picture of the weso fire department

1:14:29 vehicle is the ambus and I want to talk about that just for a second that is something that's part of Emergency

1:14:35 Management task force 11 now there are 15 Emergency Management task force throughout the state of Texas and it

1:14:41 it's a mobile medical unit that gets deployed and of all the 15 throughout the state of Texas um if there's a need

1:14:49 you know if there's a mass casualty event and um there's not enough ambulances to

1:14:55 go around or they need to set up like an actual mobile unit on site at a disaster area um these units are deployed with

1:15:03 specialized staff to to handle that their teams of Staff um this one's house in weso for the the Lower Rio Grand

1:15:10 Valley and this one in particular is the most utilized of in the entire State

1:15:18 they've sered the most missions they are uh put into service more frequently than

1:15:24 anybody else so we were really honored to have them here and they gave tours of you know

1:15:29 going on board and seeing what the capacities are and that was at our harling in

1:15:36 campus and I just have a quick video that I wanted to

1:15:42 play we're here for our ready utrgv Brownsville Event and we've got all of our Community

1:15:49 Partners and our response partners

1:15:55 camer County Sheriffs National Weather Service environmental health and

1:16:03 safety C County Public Health we've got Bale Valley Association

1:16:09 for Independent Living thanks for being here

1:16:15 guys we've got ke [Music] down and we've got Brownsville Emergency

1:16:23 Management so we're excited to have a great

1:16:28 day so just you know we had a really great turnout um both at Brownsville and

1:16:34 at Harlingen it surprised me Harlingen actually had a bigger turnout than our Brownsville campus uh we had about 175

1:16:42 people so that was that was huge it totally surprised me so um for our

1:16:49 website launch we again we decided a a

1:16:54 One-Stop shop for all things preparedness it's very easy to navigate and clean and an uncluttered modern look

1:17:01 um and this is just little preview of some of the things on the on the

1:17:08 website uh we have a link dedicated to active shooter we've got our campus Shields we've got volunteering

1:17:15 opportunities uh mental health and wellness uh utrgv alerts and it talks about how to uh if you're not receiving

1:17:22 the alerts how you make sure that you get them and how you can sign up for them and even for visitors to our campus

1:17:29 uh or contractors for our campus how they can sign up for them um and training and events and our current

1:17:36 weather we have a weather app called Perry weather and we're able to uh provide Snippets widget tools of all of

1:17:43 our campuses so we've got everything from Rio Grand City all the way over to South Padre Island Port Isabel and

1:17:50 everything in between it's got the current weather with the precipitation and the wind and everything in there so

1:17:56 um there are just additional tools that we wanted to push out to help make the Campus Community more

1:18:02 informed and for Partnerships The Experience we've just been aggressively focusing on

1:18:09 these Partnerships some of the projects that were involved with UT Health RGV we did the risk assessments for all 23 of

1:18:15 their clinical sites um and we're helping them to develop their continuity plans into bringing the craze trainings

1:18:22 uh specifically and security walk throughs through all of the clinical sites um it and information security

1:18:31 we're doing some big stuff with them and uh the Departments that accept credit card payments so we're really excited to

1:18:38 be working with that um University Police and Athletics for the the development of the the football season

1:18:44 coming up in 2025 and then we are also partnering

1:18:51 closely with utrgv engagement Zone to the these agencies these organizations

1:18:57 that advertise their volunteering opportunities we wanted to put a lens on

1:19:02 ones that are preparedness focused that are disaster focused emergency Focus so

1:19:07 we have a portal in engagement Zone specifically for those types of

1:19:13 volunteering opportunities and we're advertising those opport opportunities and we're working as we develop those

1:19:18 relationships with those organizations externally having them continue to put

1:19:23 those needs that that they identify in so that we can have members of our utrgv

1:19:29 community engage and volunteer and support those efforts externally in the community and then also I mentioned the

1:19:36 the regional uh group that we're trying to work together um and to put on we were supposed to have it this month um

1:19:43 unfortunately some stuff happened up in Houston the the big storms that we've had so uh some of the people we're

1:19:49 working with with tdam were deployed up there for response and Recovery operations so that's been tabled but

1:19:55 we're hoping to get that on sometime this summer and this is the Partnerships a

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1:20:02 little bit about the engagement Zone um we've got some of the uh needs

1:20:07 identified like the senior box program the utrgv food pantry in Brownsville

1:20:13 disaster information and referral specialist volunteers for uh for 211 the

1:20:19 community council of the Rio Grand Valley um store Warehouse volunteers for

1:20:25 Salvation Army and soup kitchen volunteers you know so those opportunities that we're trying to

1:20:31 promote and advertise and get people from utrgv more engaged and more

1:20:37 aware and that's all I have so if you have any questions I'd be happy to answer them at this

1:20:50 time and our website is utrgv

1:20:56 edu ready utrgv so there's going to be a lot more

1:21:03 you're going to see this frequently throughout the year um we're going to have we're working to get a lot more

1:21:08 trainings for our special events uh commencement committees for our Police Department for members of Athletics and

1:21:15 Facilities environmental health and safety bringing more trainings down so it will be more of a training Hub um

1:21:22 because the need is very great and so we have these Partnerships these relationships and so we want to make

1:21:27 sure that we take advantage of



1:21:32 them there H is one question on the chat where can we find more information for

1:21:38 volunteering opportunities so if you go to the ready utrgv page and go to uh at

1:21:45 the very bottom you scroll down you'll see the ready UV logo and you scroll down and there's a volunteering link you

1:21:52 click on that and you'd be able to see the needs uh that are currently advertised right now that are currently

1:22:01 active and it's through the portal of the engagement zone so you can go to the engagement Zone by itself but we have a

1:22:06 direct link for for us through our ready utrgv site that's a great

1:22:13 question any other questions for Eliza hi Eliza this is Rolando hi hi I

1:22:21 just have a quick question um do you would the website or would there be any information to uh um how

1:22:30 to save function uh with this heat yes up yes for the heat exhaustion and and

1:22:38 and the heat tips of how to stay safe and so on under the ready utrgv site uh

1:22:45 ready on campus if you you click on the ready on campus link that will I mean Tab and it

1:22:53 will take you to their there's a variety of different things there's weather related and you can click on weather related and there's one for heat as well

1:23:00 as like inclement weather like for hurricanes the tornadoes uh hail a variety of different things the winter

1:23:06 storms as well awesome thank you so much sure

1:23:12 thank you we have another question it says in the event section on the website does

1:23:18 not show any upcoming events can you long range forecast yes we're actually getting

1:23:25 ready we're planning right now because we just finished our our spring event so we're in the planning stages right now

1:23:30 and as soon as we get those booked um we're finalizing dates this week and next week with te so we're going to have

1:23:37 some training opportunities that we're going to have on there and anything else um for the community meeting that we have we'll have that advertised on there

1:23:43 as well and it'll be uh put on the utrgv calendar and it'll be and'll follow

1:23:48 through and be posted on our website so please check back frequently because we're always is updating that

1:23:56 information thank you another question is there a measure for air quality on um

1:24:02 your website not on my website uh you might want to reach out to uh environmental

1:24:08 health and safety and risk management they they uh work with that and and they'd be able to answer that um we do

1:24:16 have um we do partner with them so we do have a link to their website on our website under uh

1:24:23 resources there's a resources tab on our website and you can find them there or you can just go to

1:24:32 ehsm directly thank you any other questions

1:24:37 for Miss Eliza thank you so very much for joining

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## Staff Senate

1:24:45 us today I really thank you for this wonderful opportunity we're we're I'm really grateful all right thank you um the

1:24:52 next part of our agenda is committee reports I will hand it over to the communications committee chair Mr Jeremy

1:25:00 s thank you madam president it is so wonderful to be in this space with you all happy Thursday so first and foremost

1:25:07 thank you to all of those who participated in our caping careers graduation photo campaign it went

1:25:14 wonderfully honestly congratulations to everyone even if you didn't submit a a post to who graduated within the 2023

1:25:22 2024 school year is it is a well concerted and well-earned effort on

1:25:28 everyone's behalf between managing you know full-time work and going to school and classes because I'm living that life

1:25:34 right now and sometimes I don't know how I'm going to make it across but just congratulations again for all those who

1:25:39 graduated if you would like to see the photos that were posted you can go to our Instagram and Facebook I put the

1:25:46 links in our chat and then moving on uh next on a more uh commemorative note we

1:25:54 wanted to give an early thank you and commemoration to all staff and their family members who are serving or have

1:26:00 served in the armed forces thank you for safeguarding the people of the Rio granny Valley in the United States um

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1:26:07 now as a special announcement we would really like to thank those uh and ask if you have personally served or currently

1:26:15 serving in the military if you'd like to maybe put your branch type it out on the chat so we can formally thank you as a

1:26:21 group um and as a reminder we do have a schedule SCH institutional holiday on Monday so we we hope that you all get to

1:26:28 uh commemorate with your family members who have served our serving in the uh military and we're starting to get some

1:26:35 responses in the chat so thank you to everyone and uh please make sure to uh

1:26:41 comment on those who are putting in their branch and lastly if you are interested

1:26:46 in presenting your program services or events with around 300 of your favorite

1:26:52 peers we will be launching a present during the staff Senate general meeting page on our website requests will be

1:26:59 reviewed by the eboard for future staff meetings uh when the page gets completed we will make sure to disseminate its

1:27:05 launch so we would love the chance to hear from you all and have you you know

1:27:10 share this wonderful space with the rest of the group and thank you that is it for my updates M

1:27:18 president thank you up next we have Miss yenia Carter for the Constitution and

1:27:23 elections committee hello good morning everyone um just a quick followup just to let

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## Staff Senate

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1:27:30 everyone know that we already you know updated and finished finalized the Constitution we are now working on the

1:27:37 elections we have a meeting right after this meeting we're going to start getting all those surveys ready to have

1:27:42 them sent out to each department so if you all get those emails please uh you know respond to them just serve out just

1:27:49 fill out the survey that way you know we can get your elections in and we can get starting to vote you know the sooner we

1:27:55 get all those uh responses the sooner we get to uh submit them for voting um if

1:28:01 you all have any questions in regards to that in regards to you know becoming a staff Senator uh reach out to any of us

1:28:07 on the chat through email anywhere um we're here to I I would like anybody or

1:28:13 I have learned a lot joining the staff Senate um if you all are interested please please reach out uh we the

1:28:20 more members the better so um again my name's yenia if you all need anything please feel free to reach out I am going

1:28:26 to pass it over to the business process and staff support Mr Omar nelski thank

1:28:33 you all for your time thank you yena good morning everyone um for our committee report

1:28:39 I'll be reading off what I have in front of me um we have not one not two but nine new feedback submissions so I want



1:28:46 to make sure that I get everything here and share it with you guys uh for our first feedback submission uh it is to

1:28:53 revise hot policy for working remotely uh we received a request for

1:28:58 consideration from HR on the feasibility in extending the wording for the hot policy to include temporary remote work

1:29:07 requests um the submitter shares a concern of wanting some flexibility from the policy for special case situations

1:29:15 uh the one that was shared in the feedback was when Child Care is limited when school districts are closed during

1:29:20 a holiday or District staff development day is present um and then wanting that flexibility so

1:29:27 we'll forward the concern to the staff Senate executive board for possible discussion and action and then we'll go

1:29:33 from there the next submission uh traffic flow on sugar Road the submitter shares

1:29:39 the concern of problems with traffic flow on sugar Road at both cun Street and Van week street during class period

1:29:46 changes and at the end of the day at 5: p.m. this increases the com the incidence of traffic delays it is

1:29:53 difficult ult for employees to flow onto sugar Road from these smaller roads our committee will go ahead and reach out to

1:29:59 parking and transportation and University Police to share the concern the next

1:30:06 feedback is to revise the hot policy entertainment and official functions a

1:30:13 request was submitted to discuss suggestions to add and clarify the use of funds that meet the definition of

1:30:20 business meetings that do not fall under the definition of entertainment this will improve the use

1:30:26 of funds from awarded sponsored projects and help clarify the use of funds for

1:30:32 business meetings across the institution so the committee will go ahead and forward that concern to the

1:30:37 staff Senate executive board for possible discussion and action the next feedback submission is

1:30:44 regarding staff salaries and inflation uh this time around we did receive two

1:30:50 submissions similar uh regarding staff salaries and ation so we are going to

1:30:55 merge both of those submissions and the response will be uh this one for both of

1:31:00 these so the submitters share the concern of salary increases needed to

1:31:05 adjust with the cost of living Rising um in the previous staff Senate general meeting Dr Bailey made an

1:31:12 announcement that there are plans for salary adjustments and more information will be released as it becomes available

1:31:18 and then to add to that um the comment shared in February 2024 by Christina Chavis is overall the fall in the fall

1:31:27 2023 U be conducted Merit and salary range adjustments salary ranges are

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1:31:32 reviewed on average every three years so that was the feedback that was given by Dr Bailey and uh by Christina

1:31:42 Chavez the next submission is was for inter Valley

1:31:47 mileage the submitter shared a concern on the need to increase the interner valley mileage rate which is currently

1:31:52 at 23 cents per mile to reflect the cost of living Rising currently the IRS

1:31:59 standard mileage rate is 67 cents per mile um so we'll go ahead and forward that concern to the staff Senate

1:32:05 executive board for possible discussion and action there the next submission was uh for the

1:32:12 employee health clinic parking the submitter shared the concern about the need for parking spaces for faculty and

1:32:18 staff clinic visits with the newly merged student and employee health clinic currently there are no or

1:32:24 currently they are marked uh spots for parking for students visiting the clinic

1:32:30 but the parking signs do not mention anything about staff or employees so the committee will go ahead and send an

1:32:35 email out to parking and transportation and student and employee health clinic and ask on the feasibility to modify or

1:32:42 replace those parking signs and maybe add some additional parking spaces to reflect employee staff parking for

1:32:49 convenient access to that clinic the following submission is regarding

1:32:56 leave balances the submitter shares a concern of not being adequately notified on vacation leave balances that will be

1:33:03 transferred to sick leave at the end of the fiscal year um we will send an email to hrle and ask if a resource or guide

1:33:11 can be created to teach and show employees how to access their leave

1:33:16 balances um and then ask on the possibility of receiving an automated

1:33:22 email from PeopleSoft on projected vacation balances at risk of transferring a sick leave at the end of

1:33:28 the fiscal year this awareness early on would be appreciated so that the staff can use her leave accordingly and timely

1:33:34 before it transfers over to sick leave at the end of the fiscal year and lastly the disposal of Records

1:33:41 in Brownsville the submission um shares a concern on the lack of confidential

1:33:48 document shredding and bend disposal on the Brownsville campus uh so we'll reach out to legal Affairs and share the

1:33:55 concern and ask if there are any plans in place or if there's a feasibility to add these types of capabilities and

1:34:01 resources on the bronzo campus so that the documents can be destroyed properly or retained

1:34:07 properly and that's pretty much it uh thank you guys for the attention and please feel free to reach out to us with

1:34:13 any questions or concerns that you have next we'll go ahead and pass it on to Mr

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## Staff Senate

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1:34:18 aliver loano

1:34:24 uh thank you so much for that uh as far as our committee for staff success uh we have been meeting up uh as far as maybe

1:34:30 having an idea and I know some of my colleagues brought up a little survey for us to kind of meet virtually um I

1:34:37 know that the name they kind of call it uh it was like C with the Senate staff Senate so something similar we kind of

1:34:43 want to do is just kind of engage and connect with staff uh around campus via

1:34:49 online uh maybe either be once a month for the month of June and once in July just so we can be connected you have any

1:34:56 questions you know who your staff Senate are uh if this does go through uh you will know who your staff Senator is and

1:35:02 who's going be involved in those meetings to see they're part of your division so that should be coming up

1:35:07 very soon and if it does go through and gets approved then we'll be sharing some flyers more information when they'll be

1:35:13 happening and when's the time uh what time is more convenient for us to to meet online it'll be small sessions

1:35:19 within 10 15 minutes up to 20 minutes so that way we can kind of just connect real quick for any questions and um good

1:35:26 job for uh the other committees for I know Omar has been dealing a little more



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## Staff Senate

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1:35:32 feedbacks so continue being giving feedbacks because that's what staff s is all about right you know hearing you out

1:35:37 and seeing how we could get some solutions for the entire utrgv uh staff

1:35:42 whatever campus we're from and that'll be it for my report thank you Oliver I will now move

1:35:50 to open the floor for public comments and questions

1:36:21 if there aren't any public comments or questions we will now move to make a motion to

1:36:28 adjourn I move to adjourn the staff Senate General me for the month of May is there a second I

1:36:36 second is there any debate or discussion debate or

1:36:42 discussion debate or discussion all those in favor please State I in the zoom

1:36:49 chat all opposed any abstentions

1:36:58 okay with that we adjourn at 10:28 a.m. thank you guys thank you have a wonderful Thursday guys thank

1:37:05 you thank you