

TAMIU STAFF SENATE



Staff Senate Meeting Minutes
January 13, 2015 at 10:00 a.m.
Student Center 230

Those in Attendance: Martha Gonzalez, Melissa Dominguez, Sandra Jimenez, Dr. Julio Lujano, Beverly Y Garza, Jonathan Serna, Ariana Aguillon, Julie Barrera, Yelitza Howard, Jessica Palacios, Shelly Hernandez, Hilda Dennis, Alexis Arrambidez, Alejandro Martinez Jr., Rosa A Santos, Amy G Sandoval, Andria Hernandez, Jesus Martinez, Josie Valle, Cynthia Carrillo, Cindy Solano, Daniel Salazar, Fructuoso San Miguel III, and Lorenzo Rodriguez.

Executive Board: Anna Buentello, Celinda Sarabia, Vanessa Almaraz, Fred Juarez, San Juanita Perez, Araceli Sandoval, Roberto Garza III, and Yezmin Salazar.

I. Welcome

Fred Juarez called the meeting to order at 10:05 a.m.

II. Minutes (Review and Approval)

Minutes were reviewed and corrected.

Approval with revisions by Shelly Hernandez and seconded by Celinda Sarabia.

III. Treasurer's Report

Vanessa Almaraz reported a balance of \$5,192.

IV. TAMIU News

▪ **Recreational Sports**

Roberto Garza encouraged attendees to take advantage of multiple fitness classes and equipment available at the Rec Center. He also announced that Fred Juarez will become a fitness instructor.

▪ **TAMIU Staff Senate Book Scholarship Recipient**

Cindy Solano, Data & Information Specialist of the Office of Admissions, was presented and awarded with a \$250 book scholarship.

V. Professional Enrichment & Development (PED)

San Juanita Perez discussed the importance of dressing appropriately. She showed a video that provided attire suggestions and helpful advice.

Dress for Success

YouTube Link: <https://www.youtube.com/watch?v=n0DFwGy8wUg>

VI. Presentation

▪ Dieting 101

Dr. Julio Lujano, Assistant Professor of Canseco School of Nursing, covered the topic of dieting. He provided helpful tips and stressed the importance of healthy eating. He recommended for everyone to visit their doctor before starting any diet.

VII. Open Floor

A. Applications for Mr. & Ms. TAMIU

The SOLE office is accepting applications for the Mr. & Ms. TAMIU. Elections are scheduled for the first week of February.

B. Resolutions Week 2015

January 20 – 23, 2015 at Various Campus Locations (SOLE)

C. Wellness Wednesday Brown Bag Luncheon

1/21/15 at 12 noon, STC 231

D. Consent Week (Feb. 9 -13)

TLC Healthy Relationships

2/12/15 at 12:00, ZSC 101

The first 50 students receive free lunch and drink.

E. Employee Wellness Fair - HealthyU

2/17/15 STC Ballroom

As part of HealthyU Fair, visit Killam Library and checkout resources available.

VIII. Door Prize Winners

Jonathan Serna, Lorenzo Rodriguez, Rosa Santos, Jesus Martinez, Alejandro Martinez Jr., Yelitza Howard, Shelly Hernandez, Josie Valle and Beverly Garza.

IX. Next Meeting

A. Tuesday, February 10th, 2015, at 10:00 a.m., location TBA.

B. PED – Effective Communication

C. Presentation: American Heart Association and TAMIU Health Fair

X. Adjournment

Meeting was adjourned at 11:00 a.m., Lorenzo Rodriguez motioned to adjourn and Shelly Hernandez seconded.

TAMIU STAFF SENATE



Staff Senate Meeting Minutes February 10, 2015 at 10:00 a.m. Student Center 230

Those in Attendance: Selina Lozano, Nohemi Villalobos, Roberto Gonzalez, Julie Barrera, Al Tapia, Martha Laura Medina, Daniel Salazar, Dr. Pat Abrego, Alejandro Martinez, Lucy Maldonado, Sebastian Cerda, Beverly Garza, Vanessa Garcia, Cesar Vasquez, Rosa Santos, Andria Hernandez, Nicole Romanos, Rosabel Ramos, Jesus Martinez, Jessica Palacios, Rocio Garcia, Griz Zimmermann, Lorenzo Rodriguez, Mayra Hernandez, and Gina Gonzalez.

Executive Board: Celinda Sarabia, Vanessa Almaraz, San Juanita Perez, Araceli Sandoval, and Yezmin Salazar.

I. **Welcome**

San Juanita called the meeting to order at 10:05 a.m.

II. **Minutes** (Review and Approval)

Minutes were reviewed and approved by Martha Laura Medina and seconded by Celinda Sarabia.

III. **Treasurer's Report**

Vanessa Almaraz reported a balance of \$4,942.

IV. **TAMIU News Professional Enrichment & Development (PED)**

San Juanita Perez explained the importance of having effective communication and how it helps us understand a person or situation. Effective communication enables us to resolve differences, build trust and respect.

The Office Season 9 Episode 7; Teaching Dwight active listening
<https://www.youtube.com/watch?v=Qg8PIK74KO4>

Communication in the Workplace
<https://www.youtube.com/watch?v=ZQ4D2R-Xzf8>

V. **Presentations**

IT Security Awareness - Nohemi Villalobos, Information Security Analyst, OIT

Nohemi Villalobos provided tips on how to keep information secure. She recommended the use of strong passwords. Also, she discussed how to recognize phishing emails and what to do.

- ✓ Don't leave devices unattended.
- ✓ Password protect your devices. Do not share passwords!
- ✓ Create strong passwords. <https://howsecureismypassword.net/>

ECHO Recording Studio -Al Tapia, Instructional Technology Video Specialist, OIT

Al Tapia emphasized that recording studio is mainly for faculty use. The studio is located in WHTC 125. To reserve, visit elearning.tamtu.edu and click on the recording studio link. Mr. Tapia or an OIT staff member will contact you to confirm availability.

VI. TAMIU News

▪ **Consent Week (San Juanita Perez)**

February 9-13, 2015

Consent week schedule was distributed. For more information contact the Office of Student Affairs at 956.326.2948

▪ **Discover TAMIU (Gina Gonzalez)**

March 21, 2015 from 11:00 am – 4:00 pm, TAMIU Campus-wide event

Discover TAMIU is a University-wide Open House offering students of all ages, their families, and community members the opportunity to experience Texas A&M International University. For more information contact the Office of Student Success or visit <http://www.tamtu.edu/discovertamtu/index.shtml>

▪ **Health Fair (Jessica Palacios)**

February 17, 2015 from 9:00 am – 1:00 pm, Student Center Ballroom

Jessica Palacios encourage attendees to spread the word and take part of Health Fair.

▪ **Spring Book Scholarship (San Juanita Perez)**

Deadline to submit application is March 18, 2015.

VII. Open Floor

A. **Annual Physical Inventory**

Sebastian Cerda announced everyone that annual inventory begins in March.

B. **Special Announcements - Staying Connected**

Dr. Patricia Abrego expressed concern of the lack of communication when it comes to special announcements (births, deaths, etc.). She suggested the possibility of reviving the messages sent by the office of PRMIS with these type of announcements.

C. **Annual Employee Evaluations**

Cesar Vasquez announced that annual employee evaluations notices were sent February 1st, 2015 and are due April 1st, 2015.

D. **Retirement Vendor – TIAA CREF, Student Center 233**

February 10, 2015 12:00 pm – 4:00 pm February 11, 2015 8:00 am – 4:00 pm
February 12, 2015 8:00 am – 4:00 pm

E. **Volunteer Income Tax Assistance program (VITA)**

The program offers free tax help to people who generally make \$55,000 or less, persons with disabilities, and the elderly who need assistance in preparing their own tax returns. For more information contact the office of Student Conduct and Community Engagement at 956. 326-2286 or visit at Student Center Suite 226.

F. **American Cancer Society Relay for Life**

April 24, 2015

TAMIU has a team signed up. Please contact Martha Laura Medina at 956.326-2817.

TAMIU STAFF SENATE



VIII. Door Prize Winners

Rosabel Ramos, Nohemi Villalobos, Martha Laura Medina, Patricia Abrego, and Griz Zimmermann.

IX. Next Meeting

- A. Tuesday, March 17, 2015, at 10:00 a.m., location TBA.
- B. PED – Importance of Goodnight Sleep
- C. Presentation: Office of the VP for Institutional Advancement
(Rosanne Palacios, VP for Institutional Advancement)

X. Adjournment

Meeting was adjourned at 11:39 a.m., Al Tapia motioned to adjourn and Nicole Romanos seconded.

TAMIU STAFF SENATE



Staff Senate Meeting Minutes
March 17, 2015 at 10:00 a.m.
Student Center 231

Those in Attendance: Fructuoso San Miguel, Selina Lozano, Josefina Molina, Rosa Santos, Gloria Sanchez, Alexis Arrambidez, Daniel Salazar, Sylvia Praesel, Martha Johannes, Lucy Maldonado, Jorge Aviles, Sandra Jimenez, Kimberly Martin Del Campo, Yelitza Howard, Cesar Vasquez, Alejandro Martinez, Cihlalli Perez, Jesse Gonzalez, Lorenzo Rodriguez, Beverly Garza, Vanessa Garcia, Jonathan Serna, Victoria Davenport, Sylvia Quinn

Executive Board: Fred Juarez, Vanessa Almaraz, Anna Buentello, San Juanita Perez, Robert Garza, and Yezmin Salazar.

I. Welcome

San Juanita called the meeting to order at 10:05 a.m.

II. Minutes (Review and Approval)

Minutes were reviewed and approved by Alex Martinez and seconded by Yelitza Howard.

III. Treasurer's Report

Vanessa Almaraz reported a balance of \$4,932.

IV. Presentation (Office of the VP for Institutional Advancement)

Rosanne Palacios, VP for Institutional Advancement, discussed the different ways her office reaches out to students, faculty, staff and community for donations. The Great TAMIU Stampede of Giving is an annual employee contribution campaign. Ms. Palacios encouraged everyone to participate and provided contribution authorization forms to those interested.

V. TAMIU News

▪ **HealthyU Update (Sandy Jimenez, HR)**

The health fair was held on February 17, 2015. The event was a success.

Forms to participate in the Community Service Challenge and Desk to 5K Challenge were available. For more details, contact the office of Human Resources.

▪ **TAMIU Kids Summer Camps (Kimberly Martin del Campo)**

The office of Continuing Education is accepting registrations via phone, in person or online.

Some courses have limited capacity. For discount promo codes, contact the director of corresponding camp directly. For more information contact the Office of Continuing Education at 956.326.3068, or visit website www.tamiu.edu/college4kids.

VI. TAMIU News Professional Enrichment & Development (PED)

San Juanita Perez explained the importance of having a good night sleep. Video by Dr. Oz talks about sleep and its vital importance to our health. 5% of people can get less than 6 hours of sleep a day without major effects. Most of us need at least 7 and a half hours of sleep to allow our immune system to function properly.

Lack of Sleep

<https://www.youtube.com/watch?v=3MOvTHnwHN8>

Dr. Oz - sleep fatigue and the benefits of proper sleep and rest

https://www.youtube.com/watch?v=ELeeSF_HCxw

VII. Open Floor

A. TAMIU Official Class Ring Ordering

3/19/15 at ZSC 101 from 9 am – 7 pm

B. TAMIU Title V (Sophomore Success) Motivational Speaker

David Edward Garcia, motivational speaker, 4/20/15 at 1:00 pm, SC Theater

C. TAMIU Leadership Experience

Announcement, application and additional information to be posted on Uconnect.

D. Wellness Wednesday

3/18/15 at 12:00 pm, STC231

E. The BIG Event 2015

3/28/15 South Texas Food Bank Facility at 8:00 am

Contact Sylvia Hinojosa for details 956.326.2286.

VIII. Door Prize Winners

Victoria Davenport, Beverly Garza, Josie Molina, Sylvia Praesel, Lorenzo Rodriguez, Jorge Aviles, Vanessa Garcia, Gloria Sanchez, Chief San Miguel, Alex Martinez, Rosa Santos, and Cihlalli Perez.

IX. Next Meeting

A. Tuesday, April 14, 2015, at 10:00 a.m., location TBA.

B. PED – Time Management/Prioritizing

C. Presentation: City Bag Ordinance

Tricia Cortez, Executive Director for Rio Grande International Study Center

X. Adjournment

Meeting was adjourned at 11:18 a.m., Josie Molina motioned to adjourn and Sylvia Praesel seconded.

TAMIU STAFF SENATE



Staff Senate Meeting Minutes April 14, 2015 at 10:00 a.m. KWRC 128

Those in Attendance: Aide Flores, Amy Sandoval, Josefina Molina, Ariana Aguillon, Yelitza Howard, Kimberly Thomas, Martha Johannes, Cihlalli Perez, Julie Barrera, Gloria Sanchez, Daniel Salazar, Martha Laura Medina, Alexis Arrambidez, Sylvia Barrera, Michael Gonzalez, Nicole Romanos, Laura Guerrero, Jesus Martinez, Beverly Garza, Sylvia Praesel, Victoria Davenport, and Lorenzo Rodriguez

Executive Board: Fred Juarez, Vanessa Almaraz, Anna Buentello, Araceli Sandoval, Robert Garza, and Yezmin Salazar.

I. **Welcome**

Fred Juarez called the meeting to order at 10:08 a.m.

II. **Minutes** (Review and Approval)

Minutes were reviewed and approved by Yelitza Howard and seconded by Laura Guerrero.

III. **Treasurer's Report**

Vanessa Almaraz reported a balance of \$4,932.

IV. **TAMIU News**

▪ **Mariachi Nuevo Tecalitlán**

April 15, 2015, Civic Center at 7:00 p.m.

Concert tickets will be available to the general public for \$25 and \$35.

▪ **TAMIU Enrichment Day (TED)**

Thursday, May 28th from 9:00 am – 5:00 pm

Dr. Keck will be sending email with more details and registration information.

▪ **Summer Work Schedule**

Begins Thursday, May 28, 2015 through Wednesday, August 5, 2015

Monday – Thursday 8:00 am – 6:00 pm (1 hour lunch)

Friday 8:00 am – 12:00 noon

▪ **Relay for Life**

Laura Medina is Team Captain. Donations are to support Cancer Society.

Goal is to raise \$1,000.

V. **TAMIU News Professional Enrichment & Development (PED)**

Fred Juarez explained the importance of having time management skills to increase productivity. A short video from Brian Tracy was showed to those in attendance. The tips include: prepare in advance, schedule your time effectively, start early, organizational skills, and increase your productivity.

6 Time Management Tips to Increase Productivity

<https://www.youtube.com/watch?v=3KafgR2WEgY>

VI. Presentation – City Bag Ordinance

Tricia Cortez, Executive Director for Rio Grande International Study Center, discussed the importance of City Bag Ordinance. The ordinance takes effect on April 30th, 2015. The ordinance is designed to protect the environment. For more information, contact Ms. Cortez at 956.718.1063.

VII. Open Floor

A. TAMIU Title V (Sophomore Success) Motivational Speaker

David Edward Garcia, motivational speaker, 4/20/15 at 1:00 pm, SC Theater

B. Rec Sports Summer Camps

Visit website for a list of summer camps available. <http://www.tamiau.edu/recsports/>

C. Planetarium Shows

Shows are available every weekend.

Visit website for complete list. <http://www.tamiau.edu/planetarium/>

Planetarium 10th Anniversary

Saturday, April 25, 2015 12 noon – 6 pm \$3.00

D. Blackboard Boot Training Camps

Blackboard is the University's Learning Management System, LMS. Angel system is being replaced with Blackboard by Fall 2015. Faculty are highly encouraged to register to available sessions starting in May 2015. <https://elearning.tamiau.edu/default.asp>

E. Staff Senate Raffle

The Charitable Raffle Enabling Act (Texas Attorney General) enables “qualified organizations” with a 501(c)3 IRS status to hold up to two raffles per calendar year. TAMIU is not considered a 501(c)3. The Alumni Association is the only qualified organization that supports TAMIU under IRS 501(c) (3) exemption. Due to this Act, the staff senate is not able to conduct its annual fundraising raffle.

VIII. Door Prize Winners

Lorenzo Rodriguez, Daniel Salazar, Ariana Aguillon, Victoria Davenport, Laura Medina, Cihlalli Perez, Kimberly Thomas, Alexis Arrambidez, Yelitza Howard, Josie Molina and Martha Johannes.

IX. Next Meeting

A. Tuesday, May 12th at 10:00 a.m., location TBA.

B. PED – Effective Communication

C. Presentation: Aspirations and Goals of the 2016-2020 Strategic Plan by Juan Garcia, University Registrar

X. Adjournment

Meeting was adjourned at 11:17 a.m., Laura Medina motioned to adjourn and Jose Molina seconded.

TAMIU STAFF SENATE



Staff Senate Meeting Minutes May 12, 2015 at 10:00 a.m. SC 231

Those in Attendance: Thomas Smith, Nicole M. Romanos, Amy Sandoval, Rosa Santos, Albert Chavez, Alejandro Martinez, Julie Barrera, Kimberly Thomas, Melissa Dominguez, Alexis Arrambidez, Juan G. Garcia, Martha Laura Medina, Miguel Trevino, Sylvia L. Barrera, Lorenzo Rodriguez, Laura Guerrero, and Lucy Maldonado.

Executive Board: Robert Garza, San Juanita Perez, Anna Buentello, Celinda Sarabia, and Vanessa Almaraz.

I. **Welcome**

Roberto Garza called the meeting to order at 10:05 a.m.

II. **Minutes (Review and Approval)**

Minutes were reviewed and approved by Martha Laura Medina and seconded by Alejandro Martinez.

III. **Treasurer's Report**

Vanessa Almaraz reported a balance of \$4,932.00.

IV. **TAMIU News**

▪ **Late Night Breakfast**

Tuesday, May 12th at 8:30 p.m. at KLM Colonnade

Aimed at students in preparation for finals. Will continue until midnight or until food runs out.

Please inform students of event with flyers presented in meeting.

▪ **Commencement Ceremonies**

Friday, May 22nd (10 am, 2 pm, and 6 pm)

Captain Smith explained that because the commencement is during working hours, there will be heavy traffic throughout the day and parking might be an issue. It is suggested that faculty/staff either take an early lunch or please bring lunch or stay on campus. Heavy traffic is forecasted around the 10 a.m. ceremony since there will be more graduates at this ceremony. There will be 13 officers on hand to assist in all traffic areas on campus including 2 officers from the Laredo Police Department. Traffic areas around the loop to be cautious about are; Del Mar/Loop, Jacaman/Loop and University Blvd./Loop. Parking will be available all over campus including Reserved and Housing. Please plan accordingly for this day.

▪ **TED (TAMIU Enrichment Day)**

Thursday, May 28th at 9a.m. till 5p.m. in the Ballroom

Melissa Dominguez stated that there are only 3 days left to register for TED and that this is only available for full-time employees. She also suggested to register through UConnect because this will take you straight to the link.

She also provided a reminder for everyone to take their Wellness Exam by June 30th or BlueCross BlueShield will charge an extra \$30.00 dollars every month on the medical insurance.

The TAMIU Leadership deadline is Friday, May 29th. It is encouraged to participate.

V. Professional Enrichment & Development (PED)

▪ Topic: Effective Communication

San Juanita Perez explained the Power of Mentoring. As staff we should always be aware of the mentoring that we give students. A short video by Lori Hunt and was shown to those in attendance. The video explained how her university life began as a college student and how university employees helped and mentored her into the right path of success.

<https://www.youtube.com/watch?v=Atme26C0I5E>

VI. Presentation

▪ Aspirations & Goals of the 2016-2020 Strategic Plan by Juan G. Garcia, University Registrar.

Juan G. Garcia, University Registrar, discussed the new 5 year plan for the university. This goal is to redesign the importance of the new aspirations dedicated to the university, especially playing a part in the 50th anniversary that will take place in 2020 and the 25th anniversary at the campus location. The committee for this new plan is asking all faculty and staff if they have any recommendations and goals that they would like to see implemented into this strategic plan. There are 6 goals in place as of now.

1. Transformative International Experience
2. Advancing Research Excellence
3. Visionary Academic Programs
4. Empowered Student Success
5. Global and Local Social Catalyst
6. Excellence in Advancement and Stewardship

Feedback will be accepted until the end of the month.

VII. Open Floor

A. March For Dimes

Martha Laura Medina asked if anyone wanted to join the TAMIU team that will participate on Saturday, May 16th at 8 a.m.

B. HealthyU

San Juanita Perez discussed the Desk to 5k walk that was held on Saturday, May 9th. She also informed members that allot of student workers took advantage of this opportunity and participated in the event, it was overall a success.

C. RecSports Camp

Roberto Garza informed members of the upcoming summer camps provided by RecSports. Programs to provide motivation and activities to ages 5-13.

1st session will begin June 8th and will accept children at 7:15 a.m. and daily session will end at 12pm. For employees that have children in session, a worker will walk child to office for employee. For TAMIU affiliate discount (student, employee, alumni, and faculty) \$30.00 dollars off. 1st session (June 8th) code: REC130

VIII. Door Prize Winners

Lorenzo Rodriguez, Nicole M. Romanos, Lucy Maldonado, Alejandro Martinez, Alexis Arrambidez, Melissa Dominguez, Kimberly Thomas, Miguel Trevino, Laura Guerrero, Captain Thomas Smith.

IX. Next Meeting

- Tuesday, June 9th at 10 a.m., location TBA
- PED: Melanoma Early Detection Presentation by College of Nursing and Health Sciences
- Presentation: Self-Motivation

X. Adjournment

Meeting was adjourned at 11:08 a.m., Miguel Trevino motioned to adjourn and Celinda Sarabia seconded.

TAMIU STAFF SENATE



Staff Senate Meeting Minutes June 9, 2015 at 10:00 a.m. KWRC 128

Those in Attendance: Melissa Dominguez, Nicole Romanos, Susie Serna, Martha Laura Medina, Lucy Maldonado, Ruby Rodriguez, Hilda Dennis, Sylvia Quinn, Beverly Garza, Alexis Arrambidez, Gloria Sanchez, Daniel Salazar, Rosabel Ramos, Shelly Hernandez, Vanessa Garcia, Sylvia Barrera, Ariana Aguillon, and Julie Barrera.

Executive Board: Araceli Sandoval, San Juanita Perez, Anna Buentello, Celinda Sarabia, Fred Juarez, Robert Garza, and Yezmin Salazar.

I. Welcome

Fred Juarez called the meeting to order at 10:07 a.m.

II. Minutes (Review and Approval)

Minutes were reviewed and approved by Celinda Sarabia and seconded by Laura Medina.

III. Treasurer's Report

Vanessa Almaraz reported a balance of \$4,932.

IV. TAMIU News

▪ Dusty Camp Orientation Dates

Freshman Orientation: June 11th, June 25th, July 16th, July 30th and August 10th.

Transfer Orientation: July 10th, July 24th, and August 14th.

▪ Annual Physical/Wellness Exam

Deadline to complete Physical/Wellness Exam is June 30, 2015.

V. Professional Enrichment & Development (PED)

▪ Topic: Preventing Burnout

San Juanita Perez explained that burnout occurs when you feel overwhelmed and unable to meet constant demands. Burnout is a state of emotional, mental and physical exhaustion caused by excessive and prolonged stressed.

Burnout - Causes, symptoms and treatment

<https://www.youtube.com/watch?v=aVk02DiUUPo>

Stress At office/work Collection Funny

<https://www.youtube.com/watch?v=kgqep0h1tuo>

VI. Presentation

- Coach Sylvia Barrera and Robert Garza reviewed the current summer rec sports schedule. The Rec Sports facility will be expanded in the near future. A weight room, cardio room and 2 fitness rooms are some of the additions. Also, all trainers offer modified version of the exercises for beginners. Coach Barrera encouraged everyone to take advantage of HRT, and 2 week rec sports pass.

VII. Open Floor

A. Wellness Wednesday - Student Center 233 at 10:00 a.m. on June 10, 2015

Alexis Arrambidez will present the topic of spirituality.

B. Staff Senate Donation

The staff senate donated a Sony Smart TV and 2 tablets to HR to raffle during TED.

C. College of Nursing and Health Sciences Book Scholarship

The staff senate donated \$100 to the College of Nursing and Health Sciences.

The amount was divided into two \$50.00 book scholarships awarded to students during Nurse's Week.

D. Staff Senate Raffle

Fred Juarez reminded participants that, unfortunately, the senate has not been able to do the annual raffle due to the Charitable Raffle Enabling Act, IRS 501(c) (3) exemption. This was discussed during the staff senate meeting held in April 10th, 2015.

VIII. Door Prize Winners

San Juanita Perez, Alexis Arrambidez, Daniel Salazar, Araceli Sandoval, Rosabel Ramos, Melissa Dominguez, Ruby Rodriguez, and Ariana Aguillon.

IX. Next Meeting

- Tuesday, July 14, 2015 at 10 a.m., location TBA
- PED: Put Your Cell Phone Down
- Presentation: Life Hacks – First Aid by Dr. Julio Lujano, Assistant Professor of Canseco School of Nursing.

X. Adjournment

Meeting was adjourned at 11:12 a.m., Daniel Salazar motioned to adjourn and Nicole Romanos seconded.

TAMIU STAFF SENATE



Staff Senate Meeting Minutes

July 14, 2015 at 10:00 a.m.

KWRC 128

Those in Attendance: Nicole Romanos, Nalleli Lopez, Connie Lara, Alejandro Martinez, Alexis Arrambidez, Dr. Julio Lujano, Jazmin Gibeaut, Yelitza Howard, Sylvia Barrera, Laura Guerrero, Hilda Dennis, Lorenzo Rodriguez, Sarah Herrera.

Executive Board: Vanessa Almaraz, San Juanita Perez, Anna Buentello, Celinda Sarabia, and Robert Garza.

I. Welcome

Roberto Garza called the meeting to order at 10:02 a.m.

II. Minutes (Review and Approval)

Minutes were reviewed and approved by Nicole Romanos and Laura Guerrero.

III. Treasurer's Report

Vanessa Almaraz reported a balance of \$4,485.00

IV. TAMIU News

- Safe Zone Workshop for Fall 2015 (San Juanita Perez)
San Juanita Perez explained the future trainings that will be available for the upcoming Fall semester for staff, faculty and students. Each training will be 2 hours long and will either be guided by Miguel Trevino or San Juanita Perez. It is best to register as soon as possible due to the limited number of participants (12) in each session. After each completed session, each staff will receive a Safe Zone certified pin and sticker for office door. Students will receive a T-shirt.

V. Presentation Enrichment & Development (PED)

Topic: Put the Cell Phone Down ☺

San Juanita explained how cell phones can be the new addiction to our lives and we lose personal communication. Communication is the key to a better working life and personal life.

Cell Phone Crashing at the Airport

<https://www.youtube.com/watch?v=YA1J-raGinQ>

The impact of mobile phones on us!

<https://www.youtube.com/watch?v=SKXhnnzLNH4>

VI. Presentation

Dr. Julio Lujano from The College of Nursing and Health Services presented on several home remedies and products you can take when health issues arise. He provided a PowerPoint presentation which is available through email. Life hack examples include; Using a Lint Roller to remove ticks, Coffee to assist asthma, Drinking Mountain Dew for a migraine, Greek yogurt to assist in a sunburn, etc.

VII. Open Floor

- A. Araceli Sandoval – Informed employees of the Annual Enrollment presentation on July 22, 2015 at 9am and another at 2pm. TAMIU Works will have new trainings beginning in September. The summer schedule will end on August 5, 2015. The last hire day for the fiscal year will be on August 6, 2015.

TAMIU STAFF SENATE



- B. Yelitza Howard – Balfour will be available during the Graduation Fair on July 23rd if any employee is an alumni and will like to purchase a TAMIU ring, 30% discount for full-time employees. Located in ZSC from 2pm-7pm.
- C. Anna Buentello – Reminder of Staff Senate officer voting from July 15th – July 22nd. You can vote through Survey Monkey.
- D. Lorenzo Rodriguez – Informed employees of being aware when taking pictures outside of Killam Library. Because of the ticks it is best to stay away from all the grass when taking pictures in from of the library and please inform locals of this use as well.

VIII. Door Prize Winners

Nicole Romanos, Alejandro Martinez, Sarah Herrera, Jazmin Gibeaut, Sylvia Barrera, Connie Lara, Laura Guerrero, Alexis Arrambidez, Anna Buentello, Hilda Dennis, Lorenzo Rodriguez, Celinda Sarabia, Yelitza Howard, San Juanita Perez, and Vanessa Almaraz

IX. Next Meeting

- Tuesday, August 11, 2015 at 10:00am Location, TBA
- Staff Senate Officers Election Results and Swearing the New Officers
- Suggestions for FY 2016 Staff Senate

X. Adjournment

Meeting was adjourned at 11:25 am, Celinda Sarabia motioned and Lorenzo Rodriguez seconded.

TAMIU STAFF SENATE



Staff Senate Meeting Minutes
Wednesday, August 12, 2015 at 10:30 a.m.
KWRC 128

Those in Attendance: Mayra Hernandez, Yelitza Howard, Ruby Rodriguez, Lucy Maldonado, Alexis Arrambidez, Kimberly Thomas, Patsy Lopez, Lorenzo Rodriguez, Victoria Davenport, Julie Barrera, Sylvia Praesel, Laura Guerrero, Claudia Herrera, and Sylvia Barrera.

Executive Board: Fred Juarez, San Juanita Perez, Anna Buentello, Araceli Sandoval, and Robert Garza, Yezmin Salazar.

I. Welcome

Fred Juarez called the meeting to order at 10:38 a.m.

II. Minutes (Review and Approval)

Minutes were reviewed and approved by Laura Guerrero and Yelitza Howard.

III. Treasurer's Report

The account has a balance of \$4,485.00

IV. Presentation Enrichment & Development (PED)

Topic: Team work and compromise

San Juanita explained the importance of teamwork and collaboration. This is imperative to work effectively with others to achieve a common goal.

Big Bang Theory - <https://www.youtube.com/watch?v=c5SDv1I9DCo>

V. Installation of New Staff Senate Officers

- President – Robert Garza (Recreational Sports)
- President Elect – San Juanita Perez (Student Affairs)
- VP for Support Staff – Yezmin D. Salazar (Office of Information Technology)
- VP for Administrative Staff – Lucia I. Maldonado (University College)
- Secretary – Elizabeth A. Torres (Student Success)
- Treasurer – Patsy Lopez (College of Education)
- Parliamentarian – Mayra G. Hernandez (Student Conduct & Community Engagement)

VI. Open Floor

A. Merit

A 2.5% merit pool available contingent upon enrollment semester credit hours.

B. EPA Processing

EPAs for full time staff can be generated starting on 8/17/15 and wage/work study on 8/24/15.

C. LeaveTraq Balance

Employees were reminded to submit leave requests for FY 2015 as soon as possible.

D. Naturally Slim & HealthyU Pass

Araceli Sandoval reminded staff of the new program and to take advantage of HealthyU Pass to Rec Center.

E. Annual Employee Evaluations (PA7)

Annual employee evaluations training sessions are planned for the fall semester. The new system, PA7 (PeopleAdmin 7) will be used to conduct annual employee evaluations. More info from HR as it becomes available.

F. Student Orientation

The last student transfer orientation will take place on 8/14/15.

G. Summer Graduation

Commencement ceremony will take place on 8/14/15.

VII. Door Prize Winners

Sylvia Praesel, Lucy Maldonado, Julie Barrera, Kimberly Thomas, Araceli Sandoval, and Claudia Herrera

VIII. Next Meeting

- Tuesday, September 8th, 2015 at 10:00 a.m., location TBA

IX. Adjournment

Meeting was adjourned at 11:11 am, Sylvia Praesel motioned and Victoria Davenport seconded.

TAMIU STAFF SENATE



Staff Senate Meeting Minutes
September 16, 2014, 10:00 am
Student Center 231

Those in Attendance: Jesus Martinez, Yelitza Howard, Alexis Arrambidez, Anna Buentello, Michael Gonzalez, Hilda Dennis, Josefina Molina, Priscilla Pena, Alejandro Martinez, Martha Esparza, Patsy Lopez, Julio Tovar, Becky Litman, Maria Elena Hernandez, Lorenzo Rodriguez, Sylvia Barrera, Sylvia Quinn, Teresa Renn, Phylis Zimmermann, Daniel Salazar, and Mary Treviño.

Executive Board: Roberto Martinez, Vanessa Almaraz, Fred Juarez, San Juanita Perez, Celinda Sarabia, Araceli Sandoval, Roberto Garza and Yezmin Salazar.

I. Welcome

Fred Juarez called the meeting to order at 10:06 a.m.

II. Minutes (Review and Approval)

Minutes were reviewed. Approved by Josie Molina and seconded by Alex Martinez.

III. Treasurer's Report

Vanessa Almaraz reported a balance of \$4,770.48.

IV. TAMIU News

San Juanita Perez announced the following events and encouraged everyone to attend.

- Deer Oaks Employee Assistance Program (EAP) Information sessions will be held on September 19, 2014, ZSC 101.
- Safe Zone Workshop, October 14, 2014 2:00 p.m. – 4:00 p.m. Limited seats available. Contact Teresa Renn, SOLE - Outreach & Retention Specialist, for details and to register.
- Friday Socials, September 19, 2014, ZSC 2nd Floor.

V. Professional Enrichment & Development (PED)

PED was created by staff senate officers. In this section, we will cover topics that may help us improve and promote a better work environment. San Juanita Perez presented two videos comparing good and bad customer service.

[Seinfeld – The Car Reservation](#)

[Apple's 5 Steps of Service](#)

VI. Presentations

- A. *The Great TAMIU Stampede of Giving* presented by Roberto Martinez.
- B. *SECC - State Employee Charitable Campaign* presented by Mary Treviño.
- C. *Autmus Fest* presented by Yelitza Howard.

VII. Sign-up Sheets

Staff senate officers distributed sign-up sheets.

- a) Staff Senate Shirt Order
- b) Holiday Party Volunteers
- c) Autmus Fest Volunteers

VIII. Open Floor

- A. Rec Center extended hours (6:30 am – 11:00 pm, visit webpage for complete schedule.
- B. Atomic Learning (online technology training videos for students, faculty and staff) Daniel Salazar, OIT, distributed bookmark.
- C. SACS - Mary Trevino reminded everyone to keep websites current as part of SACS accreditation.
- D. Friday Socials – staff asked to clarify who can attend this event. Fred Juarez will verify.

IX. Door Prize Winners

Teresa Renn, Patsy Lopez, Araceli Sandoval, Martha Esparza and Robert Martinez.

X. Next Meeting

- A. Tuesday, October 14, 2014 at 10:00 a.m., location TBA.
- B. PED – Phone Etiquette
- C. Presentations:
 - *Domestic Violence* – Webb County DA's Office-Domestic Violence Unit
 - *Breast Cancer Awareness* – TAMIU Director of Student Health Services

XI. Adjournment

Meeting was adjourned at 10:58 a.m. Yelitza Howard motioned to adjourn and Sylvia Barrera seconded.


TECHNOLOGY
TRAINING
● TUTORIALS



To access Atomic Learning visit
Uconnect in the **Work Tools**
● **ab** under **Online Tools**.

Texas A&M International University

eLearning

powered by 





“Life Can Be Hectic. Let The EAP Help You Find Your Balance.”



Deer Oaks: Employee Assistance Program

Overview of Orientation

September 19, 2014

Time:

9:00am

10:15am

12:00pm

2:00pm

3:15pm

Location:

ZSC 101

Your EAP is an employee assistance benefit program offered to you, at no cost, by your employer. Deer Oaks EAP offers:

- Counseling Services
- Free Online Will Preparation
- Identity Monitoring
- Reimbursed Cab rides
- Child/Eldercare services

Your employer realizes that it may be difficult to balance personal and work issues. That is why we're here to be a resource you can trust.

AUTMUS Fest

AUTMUS VOLUNTEER FORM

Saturday, October 4, 2014

First _____ Middle _____ Last _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Cell Phone _____

Special Skills _____

E-Mail _____

Are there factors that would prevent you from performing designated tasks? (i.e. sun exposure, standing, sitting, lifting, etc) YES _____ NO _____

Previous AutMus Volunteer Experience (If yes, what was your assignment) : _____

Are you volunteering as a part of a group or organization? : _____

Are you a: TAMIU Student _____ Alumnus (class year) _____ High School Student _____
Friend _____ TAMIU Employee _____

Are you under 18 years of age? (Y/N) _____ Are you over the age of 21? (Y/N) _____

How many time slots would you like to work? _____ Availability (please check all available time slots):

4:30 p.m. – 8:30 p.m. _____ 8:00 p.m. – 12:00 a.m. _____

Volunteer needs to report at least 10 minutes before scheduled shift to Volunteer Coordinator Booth at AutMus. Shift assignments will be filled on a first come first serve basis.

I, the undersigned, expressly agree and understand that I assume full liability for any injury, accident, or irregularity with respect to my person or my property occasioned by any cause whatsoever arising out of or in connection with my activities while participating as a volunteer during the AutMus Fest at the TAMIU Campus. For the same consideration and without conflict with the foregoing, I hereby release and discharge the TAMIU Alumni Association and TAMIU its officers, employees, agents, and their heirs, successors and assigns both in their official and individual capacities, jointly and severally, from any actions, causes of action, claims, demands, damages, cost and expense on account of or in any way growing out of any and all loss of personal property or injury as the result of any accident or irregularity while volunteering my services. The undersigned further promises to bind himself/herself and all heirs, administrators and executors to indemnify and forever hold harmless TAMIU Alumni Association and TAMIU, its officers and employees, against loss, damage or expense from any and all claims, demands, actions or causes of action that may at anytime be made or bought against any and all of said parties because of any accident or occurrence while on the grounds of the TAMIU Alumni Association for the aforementioned activity.

Volunteer's Signature _____ Date: _____

Please complete this form and deliver to Office for Alumni Relations KL-261 or fax to 956-326-2174, or e-mail to alumni@tamiu.edu prior to Monday, September 26, 2014.

Your Time Is Greatly Appreciated!

TAMIU STAFF SENATE



Staff Senate Meeting Minutes
October 14, 2014, 10:00 am
Student Center 231

Those in Attendance: Nicole Romanos, Rosa Santos, Amy Sandoval, Kimberly Thomas, Albert Chavez, Fructuoso San Miguel, Jessica Palacios, Martha L Medina, Josie Molina, Michael Gonzalez, Sergio Perez, Sandra Jimenez, Jose Moreno, Becky Litman, Patsy Lopez, Alejandro Martinez, Lorenzo Rodriguez, Josie Valle, Gerald Alston, Susie Serna, Lorena Acosta, Martha Johannes, Cihtlalli Perez, Laura Guerrero, Hilda Dennis, Vanessa Garcia, and Araceli Hernandez.

Executive Board: Roberto Martinez, Vanessa Almaraz, Fred Juarez, San Juanita Perez, Roberto Garza and Yezmin Salazar.

I. Welcome

Fred Juarez called the meeting to order at 10:06 a.m.

II. Minutes (Review and Approval)

Minutes were reviewed. Approved by Alex Martinez and seconded by Michael Gonzalez.

III. Treasurer's Report

Vanessa Almaraz reported a balance of \$4,697.

IV. TAMIU News

- Book Scholarship application deadline November 14, 2014; Recipients will be announced during December's staff senate meeting 12/2/14.
- Sergio Perez, Student Philanthropy Coordinator at Institutional Advancement, primary goal is to involve student life in University philanthropy and serve as a liaison for students and student services staff in educating students on the importance of private support.

V. Professional Enrichment & Development (PED)

San Juanita Perez presented two short videos on customer service and phone etiquette skills.

[5 Telephone Etiquette Tips](#)

VI. Presentation

- A. Domestic Violence Awareness Presentation, Webb & Zapata County DA's Office presented by Jessica Villanueva and Ricardo Guerra.

VII. Sign-up Sheets

Staff senate officers distributed sign-up sheets.

- a) Staff Senate Shirt Order
- b) Holiday Party Volunteers

VIII. Open Floor

- A. TRS Presentation, 10/15/14, 9:00 am – 1:00 pm , ZSC 101
- B. Graduation Fair, 10/23/14, 12:00 noon – 7:00 pm, ZSC 101
- C. Fred Juarez confirmed that Social Friday's is only for faculty and administrators.

IX. Door Prize Winners

Laura Guerrero, Alex Martinez, Susie Serna, Chief San Miguel, and Vanessa Garcia.

X. Next Meeting

- A. Tuesday, November 11, 2014 at 10:00 a.m., location TBA.
- B. PED – Management Skills
- C. Presenter: Dr. Ray Keck, President

XI. Adjournment

Meeting was adjourned at 11:00 a.m. Laura Medina motioned to adjourn and Laura Guerrero seconded.

TAMIU STAFF SENATE



Staff Senate Meeting Minutes
November 11, 2014, 10:00 am
Student Center 231

Those in Attendance: Jesse Gonzalez, Becky Litman, Patsy Lopez, Martha Esparza, Alejandro Martinez, Beverly Garza, Kaleena Hernandez, Vanessa Garcia, Michael Gonzalez, Jose Moreno, Juliana Medrano, Andria Hernandez, Rosa Santos, Amy Sandoval, Priscilla Peña, Anna Buentello, Alexis Arrambidez, Ruby Rodriguez, Lucy Maldonado, Daniel Salazar, Albert Chavez, and Griz Zimmermann.

Executive Board: Roberto Martinez, Celinda Sarabia, Vanessa Almaraz, Fred Juarez, San Juanita Perez, Araceli Sandoval, Roberto Garza and Yezmin Salazar.

I. Welcome

Fred Juarez called the meeting to order at 10:05 a.m.

II. Minutes (Review and Approval)

Minutes were reviewed. Approved by Michael Gonzalez and seconded by Alex Martinez.

III. Treasurer's Report

Vanessa Almaraz reported a balance of \$4,697.

IV. Installation of Parliamentarian (Roberto Martinez)

Robert Martinez swore in Ana Buentello as the Parliamentarian.

V. TAMIU News

- Book Scholarship application deadline November 14, 2014; Recipients will be announced during December's staff senate meeting 12/2/14.
- Bede Leyendecker, Department Chair of Department of Fine & Performing Arts, announced the upcoming events.

VI. Professional Enrichment & Development (PED)

San Juanita Perez presented and discussed "Eight Great Tips for Effective Leadership." YouTube Link: <https://www.youtube.com/watch?v=9h3Jo4rhRv4>

VII. Presentation

- A. Diabetes Awareness Presentation by College of School of Nursing & Health Sciences senior students. Students distributed a diabetes risk test handout to those present.

VIII. Open Floor

A. Athletics

Griz Zimmermann distributed the Women's Basketball Schedule poster and encouraged everyone to attend.

B. *Light Pole Banners*

Jesse Gonzalez announced light pole banner policy. Event Services will coordinate the hanging of posters with physical plant. An email will be sent to TAMIU community announcing details of this new policy.

C. *Sensitivity Awareness (Movie Day)* - Disability Services 11/13/14, 1:00 – 4:00 p.m.

D. *Parking Permits (Spring & Summer 2015)*

Permit available for sale starting December 15, 2014 for spring and summer 2015.

IX. *Door Prize Winners*

Griz Zimmermann, Alex Martinez, Becky Litman, Amy Sandoval and Pricilla P

X. *Next Meeting*

- A. Tuesday, December 2, at 10:00 a.m., location TBA.
- B. PED – Managing Holiday Stress
- C. Presenter: Smart Budgeting

XI. *Adjournment*

Meeting was adjourned at 11:01 a.m. Michael Gonzalez motioned to adjourn and Alex Martinez seconded.

TAMIU STAFF SENATE



Staff Senate Meeting Minutes
December 2, 2014 2:30 p.m.
Student Center 225

Those in Attendance: Susie Serna, Rosa Santos, Ruby Rodriguez, Lucy Maldonado, Alexis Arrambidez, Sergio Perez, Yelitza Howard, Hilda Dennis, Beverly Garza, Martha Esparza, Lorenzo Rodriguez, Daniel Salazar, Sylvia Barrera, Susan Foster, Michael Gonzalez, Steve Harmon, Ana Clamont, Vanessa, Garcia, and Rocio Garcia

Executive Board: Anna Buentello, Celinda Sarabia, Vanessa Almaraz, Fred Juarez, San Juanita Perez, Araceli Sandoval, Roberto Garza and Yezmin Salazar.

I. Welcome

Fred Juarez called the meeting to order at 2:36 p.m.

II. Minutes (Review and Approval)

Minutes were reviewed. Approved by Celinda Sarabia and seconded by San Juanita Perez.

III. Treasurer's Report

Vanessa Almaraz reported a balance of \$5,197.

IV. Presentation: Holiday Safety Tips

Chief San Miguel presented and provided holiday safety tips. A handout was given those present highlighting key points.

V. Professional Enrichment & Development (PED)

San Juanita Perez showed a short clip and discussed how to manage holiday stress.

YouTube Link: <https://www.youtube.com/watch?v=Znc4dU8nqpc>

VI. TAMIU News

Mr. Steve Harmon, Director of PRMIS, presented on the new University's branding. Ms. Ana Clamont stressed the importance of submitting art work requests. They will guide you in selecting designs and colors. For guidelines and detailed information, visit

<http://www.tamtu.edu/newsinfo/>

For Athletics logos and branding, contact Adam Geigerman and Michael Blake at Athletics Department.

VII. Open Floor

A. Holiday Gala Volunteer Sign-up sheets

Sign-up sheets were available to decorate and take down.

B. Athletics

Men's Basketball vs. Kingsville 12/3/14 at 7 p.m.

C. SCT Ladies Restroom Concern

Ms. Foster reported lack of cleaning in the ladies restroom located in the Student Center. Fred Juarez asked her to send him an email reporting issue.

D. Reading day/Late Night Breakfast

On 12/11/14, late night breakfast was available for students.
Location: KLM Colonnade from 9:00 p.m. to midnight.

E. Wellness Wednesday

12/10/14 @ 2:00 p.m., SCT 231

F. On Campus Housing-Student Workers

In an effort to make it easier for student workers who live on campus to remain employed thru the remainder of December and have on campus housing, Ms. Liza Valdez, Student Employment Program Specialist, will distribute an email with detailed instructions on how to request housing extension.

VIII. Door Prize Winners

Vanessa Garcia, Hilda Dennis, Sylvia Barrera, Susan Foster, Lorenzo Rodriguez, Michael Gonzalez and Ruby Rodriguez.

IX. Next Meeting

- A. Tuesday, January 13, 2015, at 10:00 a.m., location TBA.
- B. PED – Professional Attire
- C. Presenter: Nutrition

X. Adjournment

Meeting was adjourned at 3:34 p.m., Lorenzo Rodriguez motioned to adjourn and Yelitza Howard seconded.