

TAMIU STAFF SENATE



Meeting Agenda Tuesday, March 09, 2021 2:00pm | Webex

Executive Board: Ana Vargas, Cihtlalli Perez, Erika Noyola, Kristina Valenciano, Priscilla Martinez, Patsy Lopez, Gloria Sanchez

Attendees: Adriana Rodriguez, Alejandra Eligio Alejandro, Alice Arce, Amelia Rodriguez, Amy Palacios, Amy Rodriguez, Ana Gonzalez, Anabelly Sanchez, Andrea Beattie, Adriana Hernandez, Anna Garza, Andria Hernandez, Araceli Sandoval, Armandina Ramos, Annie Lara, Becky Litman, Brittany Cedillo, Blanca Ramos, Carmen, Cristina Calderon, Cindy Villarreal, Call-in User 2, Cynthia Martinez, Daniela Maldonado, Edelmiro Santos, Eliza Guzman, Elizabeth Martinez, Elsa Real, Erika Medrano, Gaby Rodriguez, Georgina Zamudio, Gladys Perez, Henry Miller, Hilda Dennis, Jessica Acosta Lopez, Jessica Perez, Jessica Vasquez, Jesus Cuevas, Juan Martinez, Juana Villagran, Julio Medina, Lorissa Cortez, Julie Barrera, Margaret Gonzalez, Maria Blasco, Maria Elena Hernandez, Maria Mancha, Maria Leticia Cruz, Maria Flores-Westerman, Mariana Mendiola, Marta Castro, Mary Trevino, Melinda Elizondo, Merari Teran, Michelle Espinoza, Michelle Flores, Mindy Ayala-Diaz, Martha Laura Medina, O. Maldonado, Raquel Urrutia, Rebecca Delgado, Roberto Torres Saenz, Rocio Garcia, Rosa Luna, Sandra Villanueva, S. Guzman, Stephanie Hernandez, Diana Carolina Valdez, Vanessa Martinez, Vanessa Ramirez, Veronica Juarez, Virginia Lopez

I. Welcome

- Staff Senate President Ana Vargas called the meeting to order at 2:02pm.

II. Review of February meeting minutes

Motion to approve February meeting minutes:

Cihtlalli Perez 1st motion

Virginia Lopez 2nd motion

III. Treasurer's report: \$1,621.02

IV. Speaker/Presentation:

- **Sandra Villanueva - A Learning Moment with the Compliance Office**
 - The speaker provided a brief overview of ADA, Ethics Point, System Policies and Regulations.
 - More information can be found on the TAMIU Compliance webpage:
<https://www.tamiu.edu/compliance/>
 - Failure to self-report could result in disciplinary action.
- **System Regulation 07.05.01 Consensual Relationships:** Maintain an environment that is free from conflicts of interest, favoritism, and abusive authority.
 - **Regulation Section 3 Undergraduate Students:** full-time employees, part-timers who are not undergraduate students, and graduate assistants, are prohibited from having consensual relationships with an undergraduate student. Student workers can have consensual relationships with each other. **A student worker is defined as a part-timer who is also currently enrolled as an undergraduate student.

- A pre-existing relationship with an undergraduate student with a current employee or graduate assistant, could be approved. Exceptions can be granted by the University President in writing through the compliance office.
 - Any violation of Section 3 may result in disciplinary action.
 - **Regulation Section 4 Graduate students and full-time employees:** It is okay to have consensual relationships between full-time employees and Graduate students. Not prohibited unless there is authority or supervision between them.
 - A relationship already in place before the employment or student status can be approved with the authority of the President, alternate arrangements can be made. It is expected for the employee with the authority or supervision over the other person to notify their immediate supervisor to discuss alternate arrangements.
- **ADA workplace Accommodations:** Americans with Disabilities Act prohibits discrimination on the basis of disability. Reasonable accommodations can be provided to qualified employees. Contact ADA Coordinator Sandra Villanueva for assistance and submission of required forms.
 - **Webpage:** <https://www.tamtu.edu/compliance/ADA.shtml>
- **Ethics Point:** Telephone and web based reporting system. Employees can submitted anonymous and non-anonymous reports.
 - **Link:** Located on the bottom of all TAMTU webpages on the tab labeled Risk, Fraud, and Misconduct Hotline
<https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html>
 - We all share a responsibility to promote ethical and safe behavior on campus. If you have factual information about some issue happening on campus, reporting is encouraged.
 - **Report the following:**
 - Misuse of property information and resources
 - Violations of safety and environmental laws
 - Theft
 - Conflicts of interest
 - NCAA violations
 - Inappropriate Conduct
 - Harassment
 - Discrimination
- **Title IX and Your Responsibilities to Report:** Statute under the Education Amendments of 1972. Intended to protect against sex discrimination in education. Sexual harassment is a form of sex discrimination and prohibited under Title IX.
 - All students and employees are responsible for ensuring that our work place and educational environment is free from any form of sex discrimination, sexual harassment or retaliation related to that.
 - If you suspect sex discrimination, sexual harassment, or related retaliation, experience it, observe, or made known of, employee reporting is required. Reporting can be made to Lori Cortez.

- More information on Title IX: <https://www.tamtu.edu/compliance/Title%20IX.shtml>
 - **Title IX Coordinator:** Lori Cortez; Director of Equal Opportunity and Diversity/Title IX Coordinator; Killam Library Rm. 159B; (956) 326-2857; titleix@tamtu.edu
 - **Alternate reporting: Report It**
https://cm.maxient.com/reportingform.php?TexasAMIntUniv&layout_id=40
- **Green Dot:** Bystander Intervention Training.
 - Refuse pacificity to safety and actively help someone who needs help.
 - Teach you how to approach situations safely and effectively.
 - Upcoming virtual training: March 12 and 23.
- **System Regulation 31.05.02 External Employment:** Requires employees to obtain annual approval for external employment.
 - Full-time job at University takes precedence over any part-time job elsewhere.
 - To obtain annual approval, an application must be submitted. The form is available under the HR webpage:
<https://www.tamtu.edu/adminis/ohr/documents/externalemploymentappandapproval.pdf>
 - Form expires every August and must be renewed prior to the start of the new fiscal year.
 - Submit completed forms to the HR office located at Killam Library Rm. 158; (956) 326-2365.
- **Employee Assistance Program (EAP):** Work/Life Solutions Program offers employees and household family members, counseling services, crisis intervention, legal and financial consultation, life work assistance.
 - All services are at no cost.
 - Link: <https://www.tamtu.edu/adminis/ohr/documents/eap---guidanceresources.pdf>
 - For questions contact Ashely Carey; Employee Benefits Representative at (956) 326-2362; ashley.carey@tamtu.edu; Killam Library Rm. 157F
- **Q & A with Sandra Villanueva; sandra@tamtu.edu; 326-2856**

Q: For individuals contemplating to seek other sources of income such as a second job or for professionals establishing a private practice in their profession, does the External Employment Application and Approval Form need to be completed prior to or after establishing the other employment?

A: The moment the employment becomes effective that's the time to submit the form. Come August if you are still planning to retain that employment, then the form needs to be renewed.

Q: Other than sexual harassment, what are other types or examples of harassment in the workplace?

A: For reporting matters of discrimination based on race, color, sex, national origin, age, disability, gender identity. Students and employees have the option to file a complaint with Title IX. Complaints about employee relations issues can also be reported. Those areas are looked into by HR office.

Q: We have been told before to report any sort of incident on campus, but also been told to report if it was something off campus such as social media. If we see something happening on social media, we should have to report that as well?

A: Yes. Compliance is available to provide resources and guidance to anyone even if the issue did not happen on campus. Compliance office handles off campus conduct as long as there is a student or employee involved. The Compliance office wants to be made aware in order to determine how to move forward and provide support.

EX: Even if an employee learns from somebody about a sexual abuse, even if it happened a long time ago and

not on campus, then it needs to be reported in order to provide resources. Students still have a code of conduct to adhere to even off campus.

V. Staff Senate News

- Book Scholarship Recipients for Spring 2021
 - Virginia Lopez Small Business Development Center
 - Nancy Ramos Student Counseling and Disability Services
 - Michelle Espinoza Business Office
- Thank you to all who donated to the TAMIU book scholarship.

VI. TAMIU News

- Friday, March 12 & Tuesday, March 23 – Green Dot Virtual Overview Trainings
- Monday, March 22 – Spring 2021 Sub-Term II begins
- Women’s History Month Events
 - Empowered Women Empowering Women Panel Discussion
 - Featuring: Vanessa Perez Council Woman District 7, Dr. Irma Cantu, Mariana Rodriguez SGA President, and Janel De La Torre owner of Shakes and Squats
 - Virtual event taking place Wednesday, March 10, 2021 from 4:30-5:30pm.
 - Event is open to TAMIU community
 - Sign up at trailblazers@tamiu.edu
 - She Who Runs with Wolves by Tiana Fey Soto
 - Virtual event taking place Friday, March 19, 2021 from 11:30-12:30pm.
 - Event is open to the TAMIU community
 - Sign up at trailblazers@tamiu.edu
 - Diner Menu Suggestions
 - TIDE (TAMIU Inclusion Diversity, and Equity) Committee would like to send Diner menu suggestions to Aramark to observe Woman’s History Month in March and Asian Pacific American Heritage Month in May.
 - Send suggestions to Mika Akikuni, co-chair for TIDE committee at makikuni@tamiu.edu; (956) 326-2184; Killam Library Rm. 268.

VII. Open floor

- **COVID-19 On-Campus Testing Updates**
 - Testing taking place Mondays, Tuesdays, and Wednesdays for the month of March.
 - Monday 1:30-4:00pm **No testing on Monday, March 22, 2021
 - Tuesday and Wednesday 9:00-11:30am
- **Q: Is TAMIU doing vaccines anytime soon?**
 - **A:** A vaccination drive will be taking place Saturday March 13, 2021 during the morning and mid-afternoon. There will be an email sent this week about the upcoming vaccine drive and how to sign-up.
- **March 22, 2021 = Start date of sub-term II and tuition deadline.**

