



STAFF SENATE

Meeting Minutes

Tuesday, March 8, 2022

2:00 p.m. | WebEx

Attendees: Cristina Calderon, Miguel Olivas, Gladys Perez, Gloria Sifuentes, Amy Rodriguez, Mirian Grandos, Klarissa Tamez, Heather Benavides, Josefina Molina, Melissa Morin, Georgina Zamudio, Ana Manrique, Carmen Aquino, Susan Foster, Madison Guerra, Alejandro Martinez, Krista Quintanilla, Hilda Dennis, Elena M. Martinez, Perla Echeverria, Adriana Rodriguez, Anabelly Sanchez, Mirasol Tabarez, Jessica Tamez, Armandina Ramos, Shama Ali, Ana Gonzalez, Andrea Beattie, Becky Litman, Daniel Berndt, Maria Blasco, Celinda Sarabia, Leti Cruz, Rosie Dickinson, Laura Echandy, Elsa Real, Samuel Flores, Zoila Franco-Hinojosa, Leslie Martinez, Maria Elena Hernandez, Priscilla Martinez, Vanessa Martinez, Laura Medina, Ruben Mendez, Melissa Dominguez, Rene Diaz, Rocio Garcia Gurrola, Taryn Shehab, Roberto Torres Saenz, Luis Vazquez, Zuhey Rocha, Elaine Almanza-Ortega, Ana Granados, Mariana Barberena Asiain, Jose Bernal Brosig, Bernardo Hernandez, Blanca Ramos, Cesar Caballero, Celina Calderon, Freddy Juarez, Margaret Gonzalez, Veronica Juarez, Julio Medina, Laura Elizondo, Maria Julia Pena, Leonela Preciado, Ricardo Ramirez, Julio Reyes, Maria I. Salazar, Daniela Ortiz, Christa Elizondo, Gabriela Chapa, Virginia Lopez, Vanessa Kennion, Monica Moreno, Cynthia Martinez, Jessica Acosta Lopez, Gloria Sanchez, Joselyn Ortegon, Mariana Gonzalez, Daniela Maldonado, Azeneth Vasquez, Norma Rodriguez, Michelle Begwin, David Pina, Alice Arce, Daniela Rodriguez, Jessica Perez, Yelitza Howard

Executive Board: Cihtlalli Perez, Jessica Trevino, Amy Cortina, Alejandra Eligio, Vanessa Almaraz, Ana Vargaz, Patsy Lopez, & Lisa Salazar

- **Welcome:** Staff Senate President Cihtlalli Perez called the meeting to order at 2:02 p.m.
- **Review of February 2022 Staff Senate Meeting Minutes**
 - Motion to approve February Meeting Minutes:
 - Leti Cruz 1st Motion
 - Amy Cortina 2nd Motion
- **Treasurer's Report:** \$3,668.73
- **Speaker / Presentation:** Workstation Ergonomics: How to Set up Your Station Properly–Daniel Berndt, Environmental Health & Safety Coordinator II

- **Office chairs** – The chair is the foundation of our workstation. This is where most time is spent. From the ground up.
- **Height adjustment** – Sit back in your chair, and make sure your feet are flat on the floor. Your knees should be at a 90-degree angle. This would make for a good height adjustment target.
- **Seat height**– There might be a lever to adjust the height, or you can gently turn the chair counterclockwise to go up or down.
- **Seat pan** – This is the part that does the most work by supporting our bodies and taking the weight off our feet.
- **How to adjust the seat pan** – There is at times a lever on the left side of the seat that you can depress that will then allow the seat to move forwards and backward for proper seat dept. There might also be a bar at the front of the seat under the chair that will allow you to make this adjustment as well.
- **Depth adjustment** – You will want a space of two or three fingers between the back of your knee and the front of the chair.
- **Arm rest** - Elbows and arms should be relaxed at a 90-degree angle. You don't want to be stretched out too much and you don't want to stress your shoulders or cause discomfort.
- **How to adjust your armrests** – There is usually a button on the side of the armrest, that allows for easy movement up and down.
- **Backrest of the chair** – The backrest should be used to help with maintaining a relaxed position. There is the option to lock the back of the chair, but you are still able to move the provided mode, you should be able to relax the back of the chair to offer comfort
- **Lumbar** – Based on your personal needs you can adjust the lumbar support. Some chairs offer the adjustment as a slider on either side of the chair or as a bar on the back of the chair.
When it comes to adjustments to the chair, sometimes slight little adjustments can make a difference.
- If there are any questions, feel free to reach out to their office at safety@tamiu.edu

- **Staff Senate News**

- **Book Scholarship Recipient Spring 2022:** Jose Manuel Brosig Bernal, Learning Support Specialist, University College
- **Employee Appreciation Celebration** – Loteria and Breakfast Tacos Events were a big hit. Thank you for joining us!
- **Staff Senate Bowl-A-Thon Announcement** - Please fill out our Bowl-a-thon interest survey so we can have a better idea of how many teams we might have. <https://forms.office.com/r/GJtbbDxxz3>
- **Bright by Text, Patsy Lopez:** Bright by Text is a helpful tool to help parents with parenting. A variety of parenting topics are covered. You can sign up by texting Bright to 274448
- **College of Education Announcement,** COED is continuing its Frontera Series. Next lecture is Wednesday, March 9, 2022, with Dr. David Leebron from Rice University. COED will be offering a \$200

TAMIU scholarship to currently enrolled students and a \$50 gift card for nonstudent participants. Follow the link provided to attend.

<https://go.tamtu.edu/COEDSeries2>

- **The Big Event Announcement, Priscilla Martinez** – Join the Big Event on Saturday, March 26, 2022, at Las Palmas Nature Trail from 9 am – 2 pm under Bridge One. Participants will be helping to beautify the area by cleaning and painting. All volunteers who attend will receive 40 service hours. The first 200 people will receive a t-shirt and a water bottle. TAMIU will provide bus transportation to and from the event and the City of Laredo will provide lunch.
 - A video is provided on how to submit service hours as a TAMIU employee. <https://www.youtube.com/watch?v=i1qZUIwBNqM>
 - Spring Application for the President's Volunteer Service Award. <https://forms.gle/pvymwSrvqYLhwQvU8>
- **Emergency Assembly Areas, Daniel Berndt** – Assembly areas have been updated on where to report during an evacuation. Follow the link for the map. <https://www.tamtu.edu/adminis/safety/emergency-mgmt/emergency-assembly-areas.shtml>
- **Summer Camp Survey:** Please take a moment to answer the survey as the office of Continuing Education is planning summer camp classes. <https://forms.office.com/r/X1Y3UXEzPD>
- **COVID Update – Mandatory** testing continues in case you received an email for that please complete it by the time required. Vaccines will still be available by the national guard till June 15. There will be a “Be a Champ” drawing for Spring Break the prizes are a paid day off, and H-E-B gift card, and a Starbucks gift card.
 - In February's meeting, a question was asked regarding COVID numbers. As of March 3, 2022, the TAMIU on-site testing results showed a 5.4% positivity rate these are CURATIVE numbers only and can be found in the TAMIU COVID 19 response center. This info is current as of last week.

- **TAMIU News**

- The Student Counseling Office is offering **Adult Mental Health First Aid Training** to the TAMIU community. Sign up for an instructor lead virtual training session and sessions are scheduled from 9 a.m. – 3:30 p.m. March 25 is the next training and there may be available spots, and it is open to all TAMIU Staff, Faculty, and Students
- **American Cancer Society Relay for Life** – The TAMIU Star Club has a team for the American Cancer Society Relay for life, if you would like to donate to the team, or join the team, please contact Vanessa Almaraz at vanessa.almaraz@tamtu.edu. The event will take place on Friday, April 22, 2022, from 6 p.m. – 1 a.m. at the UISD Student

Activity Center. Relay for Life info:

<https://secure.acsevents.org/site/SPageServer/?pagename=relay>

- **Chancellor's Summit on Diversity Equity and Inclusion** – The virtual summit will take place Friday, April 8, 2022. It will examine and explore what TAMUS campuses are doing to fulfill the mission and what should be done to increase diversity equality and inclusion. Representatives from all TAMS schools will participate.
- **TAMIU Enrichment Day (TED)** – Save the date, Friday, May 20, 2022. The HR department would like to hear your ideas for themes. Please fill out the form with your theme suggestion.
<https://forms.office.com/r/NZDBFtNeaF>

- **Open Floor**

- **Cihlalli Perez, University College** – UC would like to invite TAMIU staff members to become judges for the annual community engagement consortium. Students in UNIV classes have been doing community projects in conjunction with their class and this is a chance for any of you to support their hard work and judge their work and give feedback. To be a judge you will need 45 minutes or an hour of your time. The event is on April 11 and 12, 2022. If you would like to join, use the link provided to sign up.
<https://tamiuuc.wufoo.com/forms/z1p1y1x71kayokd/>
- **Norma Rodriguez, TAMIU Small Business Development Center** - March 22, 2022, will be the launch of the TAMIU Small Business Management Program. If anyone is interested in starting a business or learning how to change operations in their business the flagship program will be starting on March 22.
- **Jessica Perez, Environmental Health & Safety** - EHS worked with SGA to pilot two hammocks on campus. They are located on the ZSC Green for you to try. Let SGA know if you enjoy them to perhaps purchase more for placement throughout campus.
- **Michelle Begwin, Office of Career Services** - 2022 All Majors Career Fair Registration Link:
https://tamiu.joinhandshake.com/edu/career_fairs/31305
- **Jessica Trevino, Recruitment** - thank you to those who assisted with Spring Preview Day! There were close to 200 students, parents, and family members attend! Thank you for your cooperation!
- **Kristina Valenciano, HealthyU** – Massage chairs will be on campus Wednesday, March 9, 2022

- **Door Prizes**

- **Cesar Caballero**
- **Julio Medina**
- **Patsy Lopez**

- **Krista Quintanilla**
- **Motion to adjourn**
Meeting adjourned at 2:55 p.m.
 - Vanessa Martinez 1st motion
 - Yelitza Howard 2nd motion