



STAFF SENATE

Meeting Minutes

Tuesday, October 12, 2021

2:00 p.m. | WebEx

Attendees: Gladys Perez, Leticia Cruz, Kathy Casares, Flora Bocanegra, Rosario Benavides, Armandina Ramos, Rebecca Delgado, Alfredo Siller, Elaine Ortega, Andrea Beattie, Heather Benavides, Maria Blasco, Brittany Cedillo, Susan Foster, Maria G. Gonzalez, Marta Esparza, Claudia Martinez, Amy Palacios, Adriana Rodriguez, Lorena Rodriguez, Azeneth Vazquez, Juana E. Villagran, Jessica Acosta Lopez, Julie Barrera, Daniel Berndt, Samuel Flores, Anna D. Garza, Juliana Medrano, Leonela Preciado, Maria D. Mancha, Jessica Perez, Ricardo Ramirez, Amy E. Rodriguez, Edelmiro Santos Jr. ,Selina Gonzalez, Erestina Vela, Sandra Villanueva, Georgina Zamudio, Ana Gonzalez, Ana P. Clamont, Margaret Gonzalez, Klarissa Tamez, Sofia C. Maldonado, Cynthia Martinez, Mariana Gonzalez, Elena M. Martinez, Priscilla A. Martinez, Melissa A. Morin, Joselyn D. Ortegon, Blanca Ramos, Rene Prado, Anabelly Sanchez, Mariana Barberena Asiain, Maria De La Garza, Carmen Aquino, Athena Cortez, Erika Cantu, Monica Mancha, Maria I. Salazar, Becky Litman, Andria M. Hernandez, Maria Julia Pena, Maria Elena Hernandez, Priscilla Munoz, Reyna Barboza, Mirasol Tabarez, Kristina Valenciano, San Juanita Vela, Zoila Franco Hinojosa, Gloria Sanchez, Rosie A. Dickinson, Ana Salazar, Arianna Perez, Daniela Rodriguez, Stephanie Martinez, Ashley Carey, Alice Arce, Celinda Sarabia, Rene G. Diaz,

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

- I. **Welcome:** Staff Senate President Cihlalli Perez called the meeting to order at 2:01 p.m.
- II. **Review of September 2021 Staff Senate Meeting Minutes**
Motion to approve September 2021 Meeting Minutes:
Juana E. Villagran 1st Motion
Cynthia Martinez 2nd Motion
- III. **Treasurer's report:** \$3,980.94
- IV. **Speaker/ Presentation**
 - **Andrea Ordoñez**, Republic of the Rio Grande Museum – Ghost Walk Tours & Haunted Heritage Exhibit
 - Haunted Heritage Exhibit will offer a free self-guided audio tour. A brochure with a map can be picked up at the Republic of the Rio Grande Museum or the Border Heritage Museum. Donations are accepted.

There are 12 different locations located downtown as far down as the river.

- The Haunted Heritage Exhibit will be located at the Border Heritage Museum.
- Free admissions on Tuesday.
- Wednesday – Saturday admission is \$3, but university students with school ID are free any day of the week.
- Exhibit book is sold at both museums for \$10 plus tax
- Historic Tour is also available
- Republic of Rio Grande Museum
- Corner of Flores and Grant Street, there is a pop-up museum.
- Tuesday – Saturday 9 AM – 4 PM
- Webb County Heritage Foundation
<https://www.facebook.com/webbheritage>

V. Staff Senate News

- Book Scholarship Recipient for Fall Semester – Leonela Preciado- Program Manager of USTEM in the College of Arts and Science.
- Halloween Candy Grams – Staff Senate fundraiser, candy bags can be sent to a TAMIU employee or faculty member. Proceeds support staff employee programs. Candy grams are \$5 each. Delivery will be Friday, October 29, 2021
- **Place orders at Candy Gram:** <https://alumni.tamtu.edu/staffsenate-halloween>
- Holiday Gala will take place Saturday, December 4, 2021. RSVP will be sent out sometime next month.
- Holiday Gala committee volunteers can sign up at
Holiday Gala planning volunteers: <https://bit.ly/3DIUJLG>
The meeting will be held in a couple of weeks.
- Response to Suggestion Box Inquiries may be submitted to the following link.
Suggestion box: <https://www.tamtu.edu/staffsenate/suggestions.shtml>
 - **Employee Relations** – If there are any employee relation issues, you are encouraged to attempt to resolve the matter informally, as described in section 2.3 of the System Regulation Complaint and Appeal process for non-faculty employees. However, at any time, an employee may file a complaint in accordance with section 3 of the regulation. System regulation steps are: Seek resolution through informal discussion with immediate supervisor, department head, or human resources staff. You can file a complaint without first seeking resolution. Complaints can be filed anonymously; however, they are harder to address. If clarification is needed or more information is needed, they won't get both sides of the story. Retaliatory action or any adverse actions against individuals who file a complaint or are involved in the investigative process is strictly prohibited. The complaint form can be found on the human resources website under the tab titled Form.
<https://www.tamtu.edu/adminis/ohr/documents/ComplaintForm.pdf>

System Regulation 32.01.02, Complaint and Appeal Process for Nonfaculty Employees.: <https://policies.tamus.edu/32-01-02.pdf>

- **SAP Policies & Approvals** – SAP Policies are Standard Administrative Procedures followed on campus. Changes and updates to the SAPS are submitted from HR to the president and vice-president at weekly meetings and are reviewed and approved and sent back for further discussion or declined. Once they are proofed, they are moved to compliance to be finalized, and the final SAP can be found on the human resources website.
- **Position Salary** – There are currently two positions on Workday with the same title but different pay. The response from human resources regarding this question is, every position has different responsibilities, and positions are not in place in pay ranges by title but by responsibility, experience, education competitiveness of the position, and the employment market. If you have any questions about position information, you can contact human resources for additional details
- Questions were received through the Staff Senate suggestion form and were anonymous, so replies are shared during the Staff Senate General Meeting. If anyone has any further questions or comments, you are welcome to fill out a suggestion form or send an email to staff.senate@tamiu.edu
- Sandra Villanueva added information – One of the inquiries regarding the Rules and SAP of the university. The person who asked the question was asking regarding a specific university rule. The response given pertained to human resources and their procedures. Would like it to be known that all rules and SAPS go through the compliance office first. They are processed in the compliance office and can be found under a tab on the compliance office link called TAMIU Rules and SAP'S <https://www.tamiu.edu/compliance/TAMIURulesSAPs.shtml>
- COVID & Be A Champ, Get the Shot Campaign Updates
 - **Covid mandatory Testing** - Testing is still ongoing. Over 900 students, faculty, and staff have been tested with no positive results. If selected for random testing, you have 72 hours to have an on-campus test. You will be receiving an email with further information. Failure to comply you may receive a reprimand, and it may affect your merit. Vaccines are still available on Wednesday until the end of November. You can visit the Student Health website for further information. <https://www.tamiu.edu/health/covid-19-reporting.shtml>
 - **Be A Champ Update** – First prizes have been awarded. An email has been sent out to those who won. There is a deadline to pick up your prize. Student Health Services is sending out emails. Check your junk email box as emails may have gone there. The

Grand prize is \$500. Those who have not signed up are still able to do so by going to go. go.tamtu.edu/employeeestogether

VI. TAMTU News

- **October is Breast Cancer Awareness Month** – Aiming to raise awareness on the impact of Breast Cancer. For more information, visit the National Breast Cancer Foundation at <https://www.nationalbreastcancer.org/> or the American Cancer Association at <https://www.cancer.org/> You're also able to join Dr. Arenaz's Real Men Wear Pink to join this cause. https://secure.acsevents.org/site/STR/RMWP/RMWPCY21SOR?px=57296382&pg=personal&fr_id=101299
- **Make a Difference Day-** Information provided by Priscilla Martinez from the Student Conduct and Community Engagement Office. Make a difference Da will be held Saturday, October 23, 2021, at Las Palmas Trail. Opportunity to help the Laredo community with fellow TAMTU employees and TAMTU students. People will be wearing event shirts or maroon-colored shirts. Las Palmas Trail has recently been made a historical landmark and is a bird sanctuary. Las Palmas trail is located downtown by the river. TAMTU will work in conjunction with Keep Laredo Beautiful, City of Laredo. The Laredo Rotary, Council Member Alyssa Cigarroa and The Rio Grande International Study Center. Also, working with the Laredo Independent School District to provide transportation to the event site. You can sign up to volunteer at <https://forms.gle/dTfTyCuRFrc7b2DW7> For information on recording service hours, you can contact Priscilla Martines at priscillaa.martinez@tamtu.edu or 956-326-2286. This is also an opportunity to apply for the Presidential Volunteer Service Award to be recognized for the volunteer hours that they have done while working at TAMTU. Make a difference Day is for the TAMTU Community.
- **VIVA TAMTU Campaign Update** – There is an increasing amount in TAMTU faculty and staff participation this year and an increase in dollar amount. Every department in TAMTU has donated this year. Of the 13 noncollege departments, Student Success and Institutional Advancement were drawn to receive a \$2500 incentive to appoint to a scholarship or academic program. The college winners of \$5000 were University College and Athletics.
- **A message from Athena Cortez with Institutional Advancement** encouraging those who donated to VIVA TAMTU to go to the office of Institutional Advancement to pick up their gift.
- **Maroon Madness** – Annual unofficial kick-off of the TAMTU Basketball season. The event will take place Thursday, October 28, 2021, from 4:00 PM – 7:30 PM. TAMTU staff members are welcome to host a booth of games and activities for students or join in the fun with their families. The Staff Senate October Highlights Newsletter will provide information on volunteering on Wednesday, October 13, 2021.

- **It's On us Week** – The Office of Equal Opportunity and Diversity will host It's On Us from October 11th – 15th. It's on Us Week is a nationwide movement to raise awareness and fight against sexual assault on college campuses for both men and women. Events will be taking place all week long.
- **Employee Evaluations** – Evaluations are due Friday, October 15, 2021. Employees with past due training will not be eligible for merit. A list of employees with past due training will go out Thursday, October 14, 2021

VII. Open Floor

- **Kristina Valenciano for Healthy U** – The COVID testing hours have been changed. COVID Testing for Wednesday's & Thursday's in STC & KL from 10 AM – 8 PM. Check the junk folder to ensure your mandatory COVID testing request did not end up in that folder. The email sent will be from TAMIU COVID 19 Reporting Committee.
Healthy U will collaborate with TAMIU Garden to hold an event Saturday, October 23, 2021. It will be a pumpkin decorating event open to TAMIU employees and their families.
- Question: Will the Traveling Mammogram Bus be visiting TAMIU?
Kristina is trying to secure the bus for TAMIU, but since it is from out of town and not our region, it is a little more difficult to reserve. The TAMIU health insurance does cover one mammogram.
- If you are selected for the random covid testing, is there a chance you can be chosen again? Yes, you may be chosen more than one time.

VIII. Door Prizes

Donations for the door prize gift baskets are always welcomed. Feel free to contact one of the Staff Senate Officers so they may pick up any donations.

1. Zoila Franco - Hinojosa
2. Claudia Martinez
3. Susan Foster
4. Rosie Dickinson
5. Monica Mancha

IX. Motion to adjourn

Meeting adjourned at 2:48 PM.

- Ana Vargas 1st motion
- Margaret Gonzalez 2nd motion