



STAFF SENATE

Meeting Minutes
Tuesday, February 7, 2023
2 p.m. via WebEx

Attendees:

Aleen Gutierrez	Eva Sanchez	Merari Teran
Alejandra Covarrubias	Franz Gordillo	Michelle Begwin
Alejandra Saucedo	Georgina Zamudio	Michelle Espinoza
Amber Martinez	Gladys Perez	Miguel Olivas
Ana Gonzalez	Gloria P Hernandez	Miriam Gallegos
Anna Elizalde	Grezia Barrera	Monica Palacios Robledo
Anna Garza	Guillermo Gonzalez, Jr.	Nancy Ramos
Aquiles Barrera	Ivana Zamora	Nirupama Akella
Araceli Sandoval	Ivette Soto	Norma Arenal
Armandina	Jessica Acosta Lopez	Norma Rodriguez
Ashley Carey	Jessica Tamez	Ofelia Maldonado
Athena V. Cortez	Jhoanna Angeles	Patsy Lopez
Azeneth Vazquez	Jose Cardenas Jr.	Rebeca Litman
Belinda De Leon	Josefina Molina	Rebecca Delgado
Bernardo Hernandez	Juan Martinez, Jr.	Rene G. Diaz
Blanca Ramos	Julio Martinez	Rocio M. Garcia Gurrola
Brittany Cedillo	Julio Medina	Rosabel Ramos
Cesar Ramirez	Kathy Casares	Rosie Dickinson
Christa Elizondo	Krista Quintanilla	Ruben Mendez
Christine Rojas	Kristina Valenciano	San Juanita Vela
Cihtlalli Perez	Karla Leal	Sandy Lugo
Claudia C. Beltran	Leonela Preciado	Scheiby Gonzalez Fisher
Claudia Martinez	Linda Gribble	Selina Gonzalez
Cordelia Perez	Lori Rodriguez	Shama Ali
Cristina Calderon	Lorissa Cortez	Sonia Dominguez
Cristina Flores-Westerman	Lyanne Hinojosa	Sophia Gutierrez
Cynthia Martinez	Maria Arce	Tano Trevino
Damaris Rivera	Maria Blasco	Taryn Shehab
Damaris Rivera	Maria De La Garza	Tracie Vogel
Daniel Berndt	Maria Mancha	Vanessa Almaraz
Daniela M. Ortiz	Maria Salazar	Vanessa Martinez
Daniela Maldonado	Mariana Barberena Asiain	Virginia Lopez
Denisse Garza	Mariana Rodriguez	Yanira Olivares
Elaine Almanza-Ortega	Marissa Arce	Yelitza Howard

Elizabeth Martinez
Elsa Cisneros
Enrique Botello

Martha Medina
Mary Foster
Melissa Soulas

Zoila Franco Hinojosa
Zuhey Rocha

Executive Board: Enrique Botello, Kristina Valenciano, Vanessa Almaraz, Patsy Lopez, Jessica Tamez, Daniel Berndt, Cihlalli G. Perez

- I. **Welcome:** Staff Senate President Enrique Botello calls meeting to order at 2:01 p.m.
- II. **Review of January 2023 Meeting Minutes**
Ana Vargas sent an email with changes to be made to minutes.
Approvals:
 - 1st Motion – Daniel Berndt
 - 2nd Motion – Cihlali Perez
- III. **Treasurer’s Report:** \$2,532
- IV. **Speaker/Presentation**
 - **TAMIU Compliance – Monica Robledo, Director**
 - What is ADA? Law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.
 - Workplace accommodation – Any modification or adjustment to a work environment that enables a qualified person with a disability to apply for or perform a job. It should not be viewed as “special treatment” and is dealt on a case by case individual basis.
 - TAMIU ADA Coordinators

Office of Compliance or Human Resources
Killam Library Building, Rm 159
(956) 326-2855

Monica Robledo	Lorissa M. Cortez
Director of Compliance	Director of Title IX and Civil Rights
Monicap.robledo@tamiu.edu	Lorissam.cortez@tamiu.edu
(956) 326-2856 KLM 159C	(956) 326-2857 KLM 159B

- TAMIU ADA Coordinator Responsibilities – Assis the HR Department in leading and managing the campus ADA program for staff and faculty by reviewing with the employee the request process and determine if an Authorization for Limited Release of Medical Information is necessary.
 - [Employee Form](#) and [Medical Provider Form](#) are needed to begin the process for the ADA Workplace Accommodation.

- Provide confirmation of receipt of the workplace accommodation request.
 - Review the 2 completed forms and determine if the individual qualifies based on a set of guidelines that were explained.
 - Notify the employee in writing of the determination and follow up as needed and appropriate.
- Employee Responsibilities –
 - Review current position job description and determine the essential functions of the job which they cannot do or can do only with difficulty.
 - Complete the ADA Workplace Accommodation Request – Employee Form to include information about your disability, diagnosis and the requested accommodation.
 - Submit the completed Employee Form to the ADA Coordinators.
 - Meet with the ADA Coordinators to discuss the request process and determine if an [Authorization for Limited Release of Medical Information](#) form is necessary.
 - Attach the current position description to the [ADA Workplace Accommodation Request - Medical Provider Form](#), have the medical provider complete the form **fully**, and ensure the form is submitted to the ADA Coordinators.
- Questions – Taryn asked if the Office of Compliance only serves staff and if students get referred to another office. Monica stated that the Office of Compliance only does service Faculty and Staff. Student accommodations go through Student Disability Services.
- **Office of Student Success – Scheiby Gonzalez-Fischer Interim Assoc. Vice President**
 - Email has been sent to TAMIU Community advising them Discover TAMIU will be held on Saturday, April 1st from 11 am – 3 pm and inviting Departments to consider conducting an activity.
 - Usually more than 100 activities during Discover TAMIU. We would like to make sure the community feels comfortable coming to TAMIU.
 - If interested in submitting an activity for Discover TAMIU, contact Scheiby at sfisher@tamiu.edu or (956) 326-2720.
 - If unable to host an activity, help in promoting Discover TAMIU with family and friends.
 - Discover TAMIU LINK: https://www.tamiu.edu/discover_tamiu/
 - The Discover TAMIU website does have a
 - Please add programs that you would like featured if they're scheduled to happen during the same time as Discover TAMIU.

V. Staff Senate News

- **Valentine's Day Fundraiser**
 - Faculty and Staff can still order Roses for \$5/ea. for friends, co-workers, and significant others until Friday, February 10th. They will be delivered on Tuesday, February 14th.
- **Discover TAMIU Fundraiser**
 - Staff Senate will be selling water bottles at Discover TAMIU for \$1 each.

VI. TAMIU News

- **Consent Week**
 - Consent Week Feb. 6 – Feb. 10
 - Wednesday, February 8 – Bystander Intervention Training and What Were You Wearing Exhibit.
 - Thursday, February 9 – Consent is Sweet! Cand-grams
 - Friday, February 10 – Share the Love! Event
- **Important Dates**
 - Catapult – Monday, February 13th & Tuesday, February 14, 2023
 - Spirit Week – Mon., Feb. 13th – Saturday, Feb. 18th
- **Environmental Health & Safety**
 - Workshops: Workstation Ergonomics
Fire Extinguisher Use
CPR Awareness
AED Awareness
NWS Skywarn Spotter Training – Tue., Apr. 18th
Register online for these courses. [TAMIU EHS Workshop Registration](#)
- **VITA 2023**
 - They will be offered to the community from Saturday, Feb. 4th – Tue., Apr. 18th at WHTC Room 126.
Monday – Friday: 10am – 1pm
Monday – Thursday: 5:30pm – 8pm
Saturdays: 9am – 3pm
- **Coffee with a Cop**
 - Will happen every 1st Tuesday of the month.
 - It was requested that the dogs be brought back.

VII. Open Floor

- Susan Foster would like to remind everyone that the Annual Mandatory Camps/Programs for Minors Training will be Wed., February 15th. Two sessions: 9am and 2:30pm. Please email ce@tamiu.edu to make your reservation. Only 1 slot available in each session.

- Tracie Vogel mentioned various events for Spirit Week:
 - Tailgate – Thursday, February 9th before the game begins.
 - Night at the Game – Thursday, February 16th sponsored by TAMIU Alumni Relations. There is a Baby Crawl, where the winning baby will win a car seat and a \$500 scholarship to study at TAMIU. A Turkey Leg Toss is scheduled during the Men’s Half time and winner will win \$50 Visa Gift Card. The Women’s Basketball Team will also be signing autographs after the game. There are Baseball and Softball Double hitters on February 17th and 18th, and a Baseball game on February 19th.
- Melissa Soulas from OIT E-Learning wanted to inform everyone that they’re facilitating a workshop on Artificial Intelligence (A.I) on Tue, Feb. 14th at 11:30am. This is a lunch and learn meeting. Information will be shared on A.I. tools.
- Mariana Rodriguez mentioned the Baby Crawl and the Turkey Leg Toss at the “Night at the Game”. <https://alumni.tamtu.edu/spiritweek>
- Kristina Valenciano invited everyone to attend the HealthyU Annual Wellness Fair at the Student Center Ballroom from 10am – 2pm on Wednesday, February 15th. For questions, email HealthyU at healthyu@tamtu.edu
- Norma Rodriguez wanted to showcase the Small Business Management Program. First class start on February 28th that consists of 10 different topics for anyone looking to start a business or on how to improve the management of their current business. SBDC also offers “No Cost” courses. <https://www.tamtu.edu/sbdc/>
- Yelitza Howard announced the Career Fair happening on Wednesday, February 22nd. There will be over 270 organizations that will be hiring. [HSI Career Collaborative Career Fair](#)

VIII. Door Prize Winners:

- Yanira Olivares
- Daniel Berndt
- Maria Mancha
- Daniela Maldonado

IX. Motion to adjourn

Meeting adjourned at 2:55 p.m.

- 1st motion – Daniel Berndt
- 2nd motion – Martha L. Medina

Next Meeting: March 7, 2023 via WebEx