



STAFF SENATE

Meeting Minutes
Tuesday, July 11, 2023
2 p.m. via WebEx

Attendees:

****Attendance unavailable due to technical errors in Microsoft Teams.**

Executive Board: Enrique Botello, Kristina Valenciano, Vanessa Almaraz, Patsy Lopez, Jessica Tamez, Daniel Berndt, Lorissa Cortez and Cihtlalli G. Perez

- I. **Welcome:** Staff Senate President Enrique Botello calls meeting to order at 2:01 p.m.
- II. **Review of June 2023 Meeting Minutes**
Approvals:
 - 1st Motion – Vanessa Almaraz
 - 2nd Motion – Cihtlalli Perez
- III. **Treasurer's Report:** \$2,632.00
- IV. **Speaker/Presentation**
 - **Domestic and Foreign Travel – Adrian Dominguez and Jessica Perez, Environmental Health & Safety**
 - Adrian asked us to submit Concur requests before traveling internationally. The System Office website has a list of extreme and high-risk countries for foreign travel. For those regions flagged as extreme risk, an additional questionnaire will be required and must be submitted through Concur along with your travel request, where it will route through the approval process. System Risk Management may not approve travel, however, if it is critical to TAMIU's mission to travel to the listed location, Dr. Arenaz will have the final approval and may allow travel. Please submit foreign travel requests with advanced notice to allow it to route to all approving departments before booking flights and lodging. Please list foreign countries on the Concur request and be as descriptive as possible on the section titled, "Trip Purpose & Benefit."

- Jessica mentioned that for anyone assisting to coordinate Student Travel, (both International and Domestic) it is important that Student Travel forms be submitted with advanced notice. Student Travel refers to travel outside of Laredo city limits or more than 25 miles away from the University, representing the University in any capacity, and when using University funds, including reimbursements after travel has occurred. This is for students traveling under student organizations, or non-student organizations including a class, department, presenting at a conference, internship, or study abroad. The forms need to be submitted with as much advance notice as possible before flights and lodging are booked. Student Travel forms are found on Presence, and it is important to be as descriptive as possible on the reason for travel when submitting the requests.
- **Open Enrollment – Alice Arce, Office of Human Resources**
 - Open Enrollment is available from Monday, July 10th – Monday, July 31st. There won't be a grace period after the sign-up time.
 - Check MyEvive to confirm on you have completed the 2-step Wellness Program and the Incentive status has been updated. If you need to follow up, contact HR and they will provide you with MyEvive phone number so you can speak to them.
 - No increase for the Employee Contribution for the Medical Coverage for Premiums and costs for Full-time employees. The Chancellor has maintained his employee contribution level for the past 7 years, even though plan rates have increased.
 - Mail documents should be postmarked by July 31st for Open Enrollment.
 - On Friday, September 1st, the New Wellness Portal will roll out that has partnered with WebMD1. Next year 2-Step Wellness Program will be from 9/1/2023 – 8/31/2024. System office will be sharing more information soon.
 - \$200 copay for all Emergency Room visits. If admitted to the hospital, you don't have to pay it up front.
 - Please make sure to update your information, if you're claiming your children as a dependent as it needs to get certified by HR.
 - Remember you need to re-enlist for Flexible Spending Accounts. New max amount is \$3,050 for the 2024 Fiscal Year.
 - There's an Open Enrollment Job Aide. Alice and Ashley are also available should one want to schedule an appointment with them for any questions you might have.

- **TAMIU Alumni – Nico Pohlenz, Office of VPIA**
 - On Saturday, August 5th at 9am, the TAMIU's Alumni Assoc. will be having a Kickball Tournament at the Dustdevil Soccer Field. Registration Fee is \$125 for teams including Alumni and/or Students. Registration Fee is \$150 for the Laredo Community Teams. Minimum amount of Team Members is 6, and max is 11. Kickball Tournament sign up link, [TAMIU Alumni Kickball Tournament](#).

V. Staff Senate News

- **Staff Senate Board Nominations**
 - You can submit nominations at: [Staff Senate Board Nominations](#), open from Tuesday, July 11th – Tuesday, July 18th at 11:59pm.
- **Bowl-a-thon Fundraiser Reminder**
 - Bowl-a-thon winners and pictures shared.
- **Dog Days of Summer Photo Contest**
 - 3 categories: Funny/Lazy, Best Outfit, Best Summer Theme. Deadline to sign up is Monday, July 31st.

VI. TAMIU News

- **DustyBuy**
 - DustyBuy Training in begins July. It will replace FAMIS effective September 1st to process R's and L's. Approving Managers will have a separate DustyBuy Training. There isn't a limit to how many people can register per department.
- **StormReady Recognition**
 - TAMIU has officially been recognized as a StormReady Certified University by the National Weather Service as of Monday, July 10, 2023. It is a Nationally recognized program that recognizes businesses, colleges, and universities that take the steps to prepare for severe weather to ensure business continuity.

VII. Open Floor

- Araceli Sandoval from Human Resources advised that the Application for 2023-2024 TAMIU Leadership are open. Deadline to apply is July 31st. [TAMIU Leadership Experience Application](#)
- SBDC is offering Workshops partnered with the IRS on July 18th.

VIII. Door Prize Winners:

- Juana E. Villagran
- Vanessa A. Ramirez
- Javier Dominguez
- Ana M. Vargas
- Cynthia Martinez

IX. Motion to adjourn

Meeting adjourned at 2:58 p.m.

- 1st motion – Daniel Berndt
- 2nd motion – Jessica Perez

Next Meeting: August 8, 2023 via WebEx

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