

General Meeting Minutes

Thursday, February 16, 2023 | 8:30-10:30 A.M. | Hybrid Meeting – North Paseo (NPB) 1.412/Zoom

8:30 a.m. Meeting Called to Order

- Guests: Carlos Martinez, Veronica Salazar, Melissa Vito, Madi Gonzales, Casey Sisco, Corrina
- Attendees: Lisa Alonzo, Melissa Blanton, Anna Boyer-Chadwick, Stef Casper, Sara Cliffe, Clarisa De La Fuente, Victoria Downing, Jake Erney, Jaime Fernandez, Matthew Fey Amy Fritz, Brandy Garcia, Wanda Guntz, Damaris Ibarra, Nnenna Ikwuagwu, Olamiposi Kolajo, Demetrius Johnson, Destiny Jones, Xavier Loreda, Sharon Martinez, Justin Marmolejo, Ty Middleton, Dominick Morales, Sapna Naik, Olinda Ongay, Cindy Orth, Amanda Perez Veronica Salazar, Xavier Santos, Jenny Stokes, Sara Tate, Norma Van Winkle, Jessica Vela, Drew Vincent, Matt Keneson
- Excused: Angel Espinoza, Julie Fisher, Robert Ripley
- Unexcused: Yasmín Codina, Jeffrey Miller

8:34 a.m. Texas Legislative Update and UTSA action plan – Carlos Martinez, Chief of Staff, Office of the President

- The Texas Legislature meets once every 2 years for 140 days, from January through May. Since UTSA is a state entity, everything that happens at the Capitol affects us. Dr. Eighmy was testifying in early February and will be testifying next week about budget.
- On the budget side, we're optimistic, because of the state's economy and budget surpluses. We pay attention to budget issues as they work in tandem with policy issues. We'll start hearing about bills that have been and will be filled. About 10K bills are introduced and 30% go through. There have been about 3,800 bills that have already been filed, including budgets.
- We've heard about some of the controversial ones, including about tenure and DEI. UTSA is watching those close. UTSA will pay particular attention to DEI issues as there are bills being filed that are rigid and inconsistent with what we value and do at UTSA.
- Although the legislature only meets for 140 days every two years, UTSA works on these issues year round. Strategy is to work closely throughout the year and to intensify those efforts during the legislative session.
- The ones filed in the coming days will be relatively harsh but when going through the process, UTSA has the opportunity to influence the outcome through sharing effects on higher education.
- There's an impulse to react and be shocked; don't think UTSA is not working on it. We don't want to energize an issue unnecessarily. Don't take the bait and energize the issue. One thing UTSA has noticed about messaging from the House side. Remember the bill has to pass the House and Senate.
- What can we do? Follow what's going on. We'll give updates. When you become an employee at UTSA, you don't surrender your rights to free speech. There are rules about how you do that. You can't use university resources (i.e., email, time) to support or oppose

legislative measures or candidates. You can't represent UTSA. Only the president and board can speak for UTSA.

- Questions
 - Who is Jason?
 - AVP of Government Relations, Jason ___; his expertise is on politics of the Capitol and legislative process. UTSA supplements that expertise with the substantive expertise of others on campus.
 - DEI legislation:
<https://capitol.texas.gov/tlodocs/88R/billtext/html/HB01006I.htm> (HB 1006 specifically)
 - Is there a website where we can go for information to share with our constituents?
 - <https://capitol.texas.gov/> - Use this tool to sign up for alerts to follow particular bills and issues.
 - UTSA works closely with Bexar County.
 - Rest assured conversations are happening, even if press releases are not being released. We'll start seeing an increase in activity in early-to-mid March.
 - Budget bills are already going through the process. There will be a lot of energy from UTSA's side and on the legislative side.
 - All of us work with students, and students are passionate about the issues that affect them and their institution. With this be shared with SGA or other student outlets? Being able to provide them information is important.
 - They work closely with the Dean of Students. Next week is UTSA Day at the Capitol, and students will be going. They're also engaged with SGA along with University Leadership Council.
 - Role of the ULC – you can find membership on website – shared governance – have been meeting and communicating with them.
 - Are there mechanisms for UTSA staff members to share how legislation and conversations are affecting us?
 - University Leadership Council is the mechanism – representatives should be bringing information. They can come back at the next meeting. Committees cannot vote on bills until the middle of March; right now they are just organizing.

8:57 a.m. Classroom Updates Presentation – Veronica Salazar, Vice President of Business Affairs, and Dr. Melissa Vito, Vice Provost of Academic Innovation

- Facilities & Real Estate, Construction and Planning (RECaP) Presentation – Veronica Salazar
 - Facilities Preventative Maintenance focuses on the things before they break and to best extend the lives of systems, like roofs and air conditioning systems
 - Air Quality has become especially important with Covid and flu season. UTSA adheres to the CDC recommendations for air exchange.
 - How to request service:

- Facilities iService Desk (preferred method)
- Phone call 210-458-4262 (urgent and emergency situations)
- Email: FacilitiesServiceCenter@utsa.edu (to check on a status of a work request, change an existing request, or to ask for information)
- Deferred Maintenance
 - They prioritize maintenance based on the risk of failure, and they have to report this information to the UT System. They require an investment of \$92.5M for all of this work.
- Funding requested from the legislature of \$155M from Tuition Revenue Bonds (TRB).
- UTSA has launched a new study of the facilities.

Classroom Upgrades

Summary

Total Number of Classrooms Renovated: 67
Over 40% of classrooms renovated in last two years

Total Cost: \$31,731,568

- Pilot: \$3,147,265
- Phase I: \$6,284,303
- Phase II: \$22,300,000

Total Classrooms:

- Pilot: 11 classrooms (including 5 OLEs)
- Phase I: 17 classrooms
- Phase II: 39 classrooms

- Also did a study about classrooms to identify needs and ranking and prioritizing the classrooms.
- Innovative Learning Environments – Melissa Vito & Casey Sisco
 - Deep analysis of classrooms gave a starting point for looking at all aspects of the classroom. They looked at it specifically from a teaching and learning perspective.
 - In looking at the classrooms, wanted to maximize the opportunities and identify a baseline – faculty should be able to teach students who are in different areas, bringing in speakers, accommodate shifting modality of how students are learning and faculty are teaching. Wanted to have basic experiences similar to allow for predictability for faculty. Faculty also wanted to be able to move furniture and allow for active learning. Important we think about universal design principles, which underpinned. Need to be flexible as modalities have shifted.
 - Core Classrooms – had the least opportunities to make significant improvements.
 - Connected Classrooms – had multiple ways of teaching and adaptable to different modalities.
 - Active-Connected Classrooms – allowed for movement
 - Zoom Unified Classrooms – high-end experiences for faculty and students where faculty can use the types of tech they want.
 - UTSA is aiming to be a national model for classroom experiences. They've been applying lessons and learning along the way; had to mitigate supply chain issues,

which has changed some of the timing; created RowdyFlex, a training program built around helping faculty to see what's in classrooms, test things out, and are prepared for and maximize the use of technology in classrooms; collaborated with Registrar's Office for processes for fall and next spring; they'll continue to do assessment and training.

- Academic Innovation and Business Affairs teams have been recognized. They're linking the physical experience with the teaching and learning experience.
- Visit the Academic Innovation Center - <https://provost.utsa.edu/academicinnovation/>
- Questions and Comments
 - Strategic Enrollment – this is a great addition to welcoming students to campus and showcasing academic spaces for tours and UTSA Day (this Saturday).

9:32 a.m. Motion to vote on Staff Senate Minutes 1/19/2022

- Minutes: [2023-01-19 Staff Senate General Meeting Minutes.pdf](#)
- Motion: Melissa; Seconded: DJ
- 8 Yes in person, 14 online, 0 abstentions

9:34 a.m. People Excellence and Staff Senate Working Group on Modality and Educational Benefits

- Members: Amy Fritz, Anna Boyer-Chadwick, Sapna Naik, Stef Casper, Xavier Santos
- Notes are in University Service Representatives channel > [People Excellence and Staff Senate Working Group](#) folder
- Modality
- Educational benefits
- Introduced the idea of an ad-hoc non-voting member from People Excellence that we'll discuss further and introduce for the next Staff Senate session

9:39 a.m. University Service Updates

- **Enriching Campus Wellbeing Steering Committee** – Victoria Downing
 - Meetings coming up are on March 10 and May 10.
- **Faculty Senate** – Justin Marmolejo
 - Last month's meeting included the presentation from Veroncia Salazar and Dr. Melissa Vito. The faculty were concerned about Monterey Building
 - Next faculty senate meeting is this afternoon.
- **Hispanic Thriving Initiative** – Amanda Perez
 - Student pathways to retention and South Texas work force.
 - Staff members are not really discussed within this conversation, so may be an ongoing conversation about role of staff.
- **HOP Committee** – Jaime Fernandez

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- 2.02 Faculty Appointments – on February 8, Jaime voted to abstain.
- **Inclusive Excellence Advisory Board** – Damaris Ibarra
 - Current topic in Texas legislature is DEI, which is close to IE. Dr. Anderson is taking the lead on hearing from the affinity groups (e.g., Black Faculty and Staff Association, Pride FSA, Chinese Faculty Association). These conversations and working groups are happening.
 - Black History Month – <https://www.utsa.edu/blackhistorymonth/>
- **Operational Review Committee** – Amy Fritz
 - No updates
- **Out of State Work Modality** – Amy Fritz
 - No updates
- **Parking & Traffic Committee** – Estefania Casper, Wanda Guntz, Clarisa De La Fuente
 - No updates
- **Sustainability Council** – Jake Erney
- **Public Safety Advisory Committee** – Wanda Guntz
 - No updates
 - Question – High increase of vandalism to cars at downtown and main campus. What is the plan to resolve this and to elevate the level of concern? Wanda will share this question.
 - UTSA PD’s response provided on 2/20/23:
“We have extensive video coverage in most parking lots on our campus. We are reviewing camera footage to identify suspects in the case and following up on leads. In the meantime, we have increased our visibility in the parking lots to include something as simple as our security guards driving around with their overhead lights on, bike patrols etc. Our teams have increased their presence and continue to monitor unusual activity in the lots. We of course encourage anyone to contact us if they see suspicious activity in a parking lot.”
- **University Leadership Council** – Damaris Ibarra
 - Last time we met, we talked about how to collect information, such as through a survey. In Damaris’s meeting with ULC and Lisa Jasinski, who is taking the lead on data collection of this information, they created a survey for us to complete, which is not from Staff Senate but from the Strategic Refresh Committee. They wanted to create something consistent across areas rather than each area having their own.
 - **Strategic Plan Refresh Survey:**
https://utsa.az1.qualtrics.com/jfe/form/SV_0CXxdLZRY4kDELI?jfe=new
 - **Please complete the survey by February 24.**
 - As you are selecting the area, know that Staff Senate is not on there; identify your work area, division. Damaris asked for them to compile feedback from staff across all areas, which will facilitate listening session. Plan is to schedule the listening session during our next general meeting, in which Damaris will function as a moderator.
 - Active Threat Training as part of ULC. They shared what UTSA PD, SA PD, Bexar County PD would do in the case of a campus shooting. Communications will be sent through phones, text messages, and social media. If you manage social media,

repost through those. If anyone is interested, UTSA PD can provide safety planning for our offices.

- **University Scholarships Committee** – Damaris Ibarra
 - They extended the general scholarship application to February 19. If you work with students, deliver that information to them.

9:50 a.m. Committee Updates

- **Communications** – Drew Vincent
 - Working through website updates with Business Affairs. Also asking people about what they want the website to look like.
 - Contact Communications if you have something you want on the website and/or social media or complete the form through Teams.
- **Community Outreach & Events** – Jessica Vela
 - Great Staff Appreciation – Tuesday, May 16, 11:30am-1:30pm (before graduation but after classes end), in the HEB SU Ballrooms.
 - Getting quotes from new vendors for promotional items.
 - Will also work on putting communication requests.
 - Will need support and volunteers from Senate!
- **Elections** – Cindy Orth
 - Committee will be meeting next week about developing a timeline for May-June nominations and June-July elections as well as gathering data and assessing employees at all different campuses and how many individuals are at each location.
- **Finance** – Stef Casper
 - No updates
- **Health & Wellness** – Anna Boyer-Chadwick
 - Save the date for March 25, 2023 for Rowdy Games
 - **Volunteer at Rowdy Games on Saturday, March 25, from 7:30 am-1:00 pm. Sign up at <https://www.signupgenius.com/go/10C0F4DAAA92AA6FCC25-volunteer>**
 - Set up and clean up and volunteers in the middle
 - We don't need more than 2-3 people at the sporting events for scorekeeping
 - How many total volunteers are needed? It's unlimited! Please come!
 - If you'd like to participate in Rowdy Games, you can, but also don't volunteer to scorekeep a sport (you can still volunteer for set up or take down!)
 - Full registration is going live next week – working with Vero and Communications team. All of that info will be delivered to Staff Senate so we can share.
 - Medals are going to the three sign ups but people can have subs on their teams. Committee may discuss rules for this. There will also be waivers.
- **QIC** – Sapna Naik
 - [QIC Progress](#)
 - Performance Evaluation training will be on Thursday, March 23 at 2-4pm, Hybrid
 - Weather – [Weather.docx](#)
 - A&P Comp Time – Jaime Fernandez – No updates

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- **Staff Appreciation & Scholarships** – Sharon Martinez
 - <https://www.utsa.edu/staffsenate/Appreciation.html>
 - Team winner and individual winners have been chosen for February.
 - We need more nominations because the committee has run out!
 - University Excellence Awards
 - Tomorrow, Friday, February 17 is the deadline for submissions!
 - PE is redacting nomination forms. The committee will be sharing more information with reviewers.
 - Award Ceremony is tentatively scheduled for April 25.
 - Thanks to the volunteers!

10:19 a.m. General announcements, discussion, and reminders

- Reminder about attendance policy
 - Article III Section 4 Attendance of [Bylaws](#)
 - If you cannot attend, please send Damaris and Sapna before the meeting to be excused.
 - After 2 unexcused absences you'll receive an email reminder. If you have a third or more after this reminder, you'll receive an email about the removal process and preventing you from accepting a nomination for the following cycle.
- FYI UTSA Day is this Saturday, February 18 from 11am to 3pm
 - Registration numbers: 1815 Registered +3033 guest = 4848 total.
 - <https://future.utsa.edu/visit/utsa-day/>
- [Spring Commencement](#)
 - Specific graduations will also take place early the week of May 15.
 - Doctoral Hooding Ceremony – Wednesday, May 17, 7:00pm, HSU Ballrooms
 - HCAP, COEHD, COS, UC Ceremony – Saturday, May 20, 2:30pm, Alamodome
 - ACOB, KCEID, COLFA Ceremony – Saturday, May 20, 7:00pm, Alamodome
- Performance evaluation and merit update
 - Meeting scheduled on Thursday, March 23, 2:00-4:00 p.m., Hybrid on Zoom or NPB 1.412 (Optional but highly encouraged)
 - People Excellence reps will be in person

10:25 a.m. Adjourned

- Next General Meeting: Thursday, March 16th at 8:30 a.m. – Hybrid
 - This will include the Strategic Plan Refresh listening session along with many updates.
 - Until then, use Teams to update Staff Senate.