

General Meeting Minutes

Thursday, April 20, 2023 | 8:30-10:30 A.M. | Hybrid Meeting – North Paseo (NPB) 1.412/Zoom

8:30 a.m. Meeting Called to Order

Guests: Katy Madden and Mary Hernandez

Attendees: Lisa Alonzo, Melissa Blanton, Anna Boyer-Chadwick, Stef Casper

Sara Cliffe, Yasmín Codina, Clarisa De La Fuente, Victoria Downing, Jake Erney, Jaime Fernandez, Matthew Fey, Julie Fisher, Amy Fritz, Brandy Garcia, Wanda Guntz, Damaris Ibarra, Nnenna Ikwuagwu, Olamiposi Kolajo, Demetrius Johnson, Xavier Loreda, Sharon Martinez, Justin Marmolejo, Jeffrey Miller, Dominick Morales, Sapna Naik, Olinda Ongay, Cindy Orth, Amanda Perez, Veronica Salazar, Xavier Santos, Jenny Stokes, Sara Tate, Jessica Vela, Drew Vincent

Excused: Angel Espinoza, Destiny Jones, Robert Ripley, Norma Van Winkle

Unexcused: Ty Middleton

8:35 a.m. Motion to vote on Staff Senate Minutes 3/16/2023 – Jake Erney,

Parliamentarian

- Minutes: [2023-03-16 Staff Senate General Meeting Minutes.pdf](#)
- Seconded by Drew Vincent
- Yays: 7 in person, 11 online; 1 abstained in person
- Minutes approved

8:40 a.m. University Service Updates

- **Enriching Campus Wellbeing Steering Committee** – Victoria Downing
 - Meeting was canceled
 - Will need a new Senator once Victoria finishes her term. If you are on the Health and Wellness or not, please let Damaris know
- **Faculty Senate** – Justin Marmolejo
 - VP REDKE – search for the VP for Research is on hold
 - Faculty Senate received an update on Texas legislature
- **Hispanic Thriving Initiative** – Amanda Perez
 - No updates
- **HOP Committee** – Jaime Fernandez
 - [17 Hop Staff Senate Executive Update 4-13-23.docx](#)
 - Policies Voted On
 - HOP 9.29 – Naming of Buildings and Facilities – Posted 4/11/23
 - Published Policies
 - HOP 11.11 – Software & Hardware Asset Management (formerly HOP 11.09) – Posted 4/11/23
 - HOP 11.12 – Password Change Policy (formerly HOP 11.10) – Posted 4/11/23

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UTSA Staff Senate

- Policies Being Re-Reviewed
 - HOP 9.01 – Nondiscrimination Policy – Reviewed
 - HOP 4.XX – Family Leave Pool – Sent to Staff Senate Executive Committee on 4/11/23 and due 4/14/23.
- **Inclusive Excellence Advisory Board** – Damaris Ibarra
 - Last meeting was canceled
- **Operational Review Committee** – Amy Fritz
 - We finished this years reviews with Alumni & Engagement, Student Union and the Library. Next step is to put together a presentation for ULC with info from all three reviews and our recommendations to improve their fiscal accountability, resources, and assessment of service levels within these units to support the [university's strategic destinations](#).
- **Out of State Work Modality** – Amy Fritz
 - No updates
- **Parking & Traffic Committee** – Estefania Casper, Wanda Guntz, Clarisa De La Fuente
 - Wanda sent a question to Clay Haverland regarding parking permits. The opportunity to purchase parking permits usually opens around April 1. However, this year, there is a notification that says the opportunity to purchase will take place before July 1. Regarding the delay, here is Clay's response: "The Exec Vice Chancellor is holding decision on all parking permit pricing approvals for FY24 for all UT components until after the legislature adopts the state budget."
- **People Excellence and Staff Senate Working Group on Modality and Educational Benefits** – Amy Fritz, Anna Boyer-Chadwick, Sapna Naik, Stef Casper, Xavier Santos
 - Notes in [People Excellence and Staff Senate Working Group](#)
 - [April 2023 Training Flyer.pdf](#)
 - Lack of updates reflects the time it takes to make substantial updates to these issues, including policy changes
- **Sustainability Council** – Jake Erney
 - Beak Cycle – Biking service on campus – They are doing an RFP and figuring out how to bring it to UTSA. If you have ideas about ride sharing or bike sharing, please share. Target for having an agreement in place is August 2023.
 - <https://www.utsa.edu/recap/latest-news/2022/09/story/beakcycle-map.pdf>
- **Public Safety Advisory Committee** – Wanda Guntz
 - Committee was invited to attend a forum to hire an Assistant Police Chief for three finalists
- **University Leadership Council** – Damaris Ibarra
 - Legislative updates
 - Higher ed institutions are interested in seeing results to SB 16, 17, 18.
 - The house is behind and nothing has been decided on their companion bills. As of today nothing has been passed into law.
 - University leadership continues to highlight background of UTSA as serving Mexican American students in the south Texas region and providing equitable opportunities to students. They are also emphasizing that UTSA helps the economy of the region.
 - The bills will likely not be to the governor's desk until May.

- Strategic Plan Refresh listening sessions are going to be completed as of today around campus. The form continues to be available on the website to submit feedback.
- **University Scholarships Committee** – Damaris Ibarra
 - Two-year committee for reps. Damaris is completing her time on the committee. That spot will need to be filled. If you'd like to get involved, let Damaris and Amy know.

8:52 a.m. Committee Updates

- **Communications**
 - Contact Communications if you have something you want on the website and/or social media or complete the form through Teams
 - Promoting Great Staff Appreciation
 - Website updates have been made by Business Affairs. The committee is getting and organizing peer feedback. If you see any issues, let the Communications Committee know.
 - Question: How easy it to put the Staff Appreciation award nomination information in UTSA This Week?
 - UTSA This Week is a weekly email sent out to all faculty/staff every Monday. To add items to UTSA This Week, the comms committee needs a short blurb and landscape image the Thursday before you want the content released. Please get your content to us several days early (Monday/Tuesday would be awesome) so we can clean it up.

8:59 a.m. People Excellence Presentation – Katy Madden and Mary Hernandez on Leadership Training and Benefits

- **Leadership Training Updates**
 - Campus Climate survey was in 2020. They received a lot of feedback. They also held focus groups to gain additional feedback.
 - Is that still accurate? They got feedback and met with leaders and built action plans. There has been a lot of movement across the divisions at UTSA.
 - Across the board, there was a need for professional development and training, leader training, and change management. That's what PE was charged with.
 - The goals of change management are to build that into all of the trainings.
 - Timeline
 - For leadership trainings that focus on change management starting in March 2023, they are starting with leadership basics/foundations. They are focusing on communications. These classes are open to everyone, including if you are an aspiring leader or want to learn what leaders are learning.
 - The next level is leadership foundations PLUS, starting in May 2023. Then, they

- will roll out next level leadership starting in August 2023.
 - They are also planning courses for FY24-FY26.
 - They are asking for feedback as these sessions are presented and are adjusting.
 - All courses are on MyTraining. Please also communicate these to your constitutions.
- Additional leadership offerings include
 - Monthly one hour HR power hour/huddle
 - 1:1 change management training and support
 - These topics will be included in all trainings
 - They are also hiring for a specific change management role
 - Enhanced performance management training
 - EAP training
 - Check in with others and let them know about the Employee Assistance Program and they can use it at any time.
 - The EAP has referral services that may be useful, too - financial, legal, care providers (elder & daycare), etc.
 - LinkedIn Learning
 - This is a great supplement to UTSA-specific trainings.
- Questions/Feedback
 - Suggestion to separate leader-specific training and those for aspiring leaders to allow for candid conversations. T
 - Katy will take that feedback back to Shelly. They may offer additional sessions.
 - What kind of trainings are available for those who are leading student employees?
 - They have it on their list but have not built it yet. They will share next time about what they are planning on doing.
- Wellness
 - Another comment/feedback they received from the Campus Climate survey was that UTSA needs to do a better job of communicating all of the benefits of being a UTSA employee.
 - UTSA Wellness program provides learning opportunities, activities, programs and other resources needed to empower and encourage faculty and staff to make choices and changes that lead to a balanced life
 - Wellness Leave Incentive
 - Up to 30 minutes for exercise 3x per week
 - Seminars
 - 8 hours of leave every 12 months with completion of physical exam and health risk assessment
 - <https://www.utsa.edu/hr/docs/LeaveAdmin/leave-for-wellness-incentive-fact-sheet.pdf>
 - Ergonomics evaluation and funding
 - Evaluations can be completed in person or virtually
 - You can also find out if you qualify for funding for sit/stand desk converter or ergonomic chair

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UTSA Staff Senate

- UTSA Wellness ticket store program
 - Collect tickets by participating in wellness activities and events
 - You can then cash your tickets for prizes
- Walking Trails on campus
- Lactation rooms are available around campus in SU 2.03.02, SSC 1.02, SEB 2.138, JPL 1.01.07, NPB 3.144.
- UT Living Well powered by Limeade
 - You'll get notified about upcoming events through the UT System
 - You can also collect points
 - Learn more about exercises you can do
 - UT Living Well Resources are categorized as stress less, be healthy, be active, and eat right.
 - Through these programs you can get supplies and resources.
- Contact Information
 - Bryanda Dominguez manages the Wellness Teams site. To join, Select the Teams tab, click on "create or join team," and enter team code: 1bpe3qd
 - Email: Wellness@utsa.edu
 - Website: utsa.edu/hr/wellness
- Questions
 - For the 8 hours of leave time when you've completed a yearly physical and some of the other benefits. Are you still eligible for these if you are not on UTSA insurance? There are some staff members that elect not to take the Health insurance benefit.
 - Yes. The only requirement is that you have to be a benefits-eligible employee, not necessarily participating in the UT Health medical insurance.
 - Partner with your supervisor and provide documentation of your physical, and you can submit that, then those hours will be reflected in leave accrual.
 - Can 30 minutes be used to come in 30 minutes late?
 - Partner with Katy to discuss your specific situation.
 - Another thing you can use is the HEB Nutrition program where you can meet with a nutritionist and get meal plans, advice, and counseling for nutrition.

9:32 a.m. Campus Map Presentation – Drew Vincent

- UTSA Campus Map Project – a new campus map was recently launched
- The challenges of the previous maps included not being up to date and difficult to navigate.
- The goal was to develop a modern, user-friendly, and accessible digital map platform that served as a resource. It was a collaborative effort among several staff and with a vendor, Concept3D.
- <https://map.utsa.edu/> or from the utsa.edu homepage, click Visitors > Map and Directions
- Demo
 - At the top, with the "Campuses" button, you can jump to each of the 5 campuses.
 - "About the Map" button gives more information about the map.

- There's also a feedback form on the top right.
- Search bar on the top left (it's still a work in progress)
- When you find a location, you'll see an information box on the left
- Locations tab has several categories, which include ADA Accessibility, Athletics, Recreation and Sports (which includes the walking trails), Buildings & Spaces, Dining Services, Health & Safety, etc.
- Tours tab includes virtual campus tour and housing virtual tour.
- Features includes built in usability for finding and getting to locations through "Wayfinding," which can help you figure out where to go. You can print or share those directions, too.
- You can also click on Parking and Transportation to find nearby parking options based on type.
- The map's intended use is mainly planning (checking it out ahead of an event to see general layout of campus, new students mapping out their paths to get to classes, etc). The wayfinding can be buggy and we expect most people will use Google or Apple Maps for specific navigation.
- Provide feedback via the form on the website.

9:50 a.m. Committee Updates Continued

- **Community Outreach & Events – Jessica Vela**
 - Great Staff Appreciation is Tuesday, May 16, 11:30am-1:30pm in HSU Ballrooms
 - Volunteer information
 - We are needing a **total of 9 Volunteers** to assist with the Great Staff Appreciation event. The sign up sheet is linked below.
 - We need **three volunteers for each shift hour** and there will be **three shift hours. Each Volunteer should arrive at the event 5 minutes before their event starts.**
 - [Volunteers.xlsx](#)
 - Also need 3 additional volunteers for clean up
 - The Great Staff Appreciation will not include a fundraising element. This summer they will look at doing a virtual/silent auction.
 - Advertising: It was included in the Monday email and there's a plan to send out a staff-wide email. Business Affairs received an email, but Academic Affairs has not.
 - Run of show available? Veronica Salazar generally speaks at the event.
 - Layout has been determined. Affinity groups will have tables but may be first-come-first serve. Jessica will work with Yolanda about the space.
 - Damaris's update: We have a key for the storage room! If you have Staff Senate items that need to be stored, please connect with Damaris.
 - Is there a plan to offer shuttle services for staff members at other campuses?
 - No, that was not organized due to the cost this year. We'll keep this in mind for the future and can bring it into conversation with Veronica.
 - There is a free VIA shuttle between downtown and main campuses.
 - <https://www.utsa.edu/campuservices/runner/how-to-ride.html#campus->

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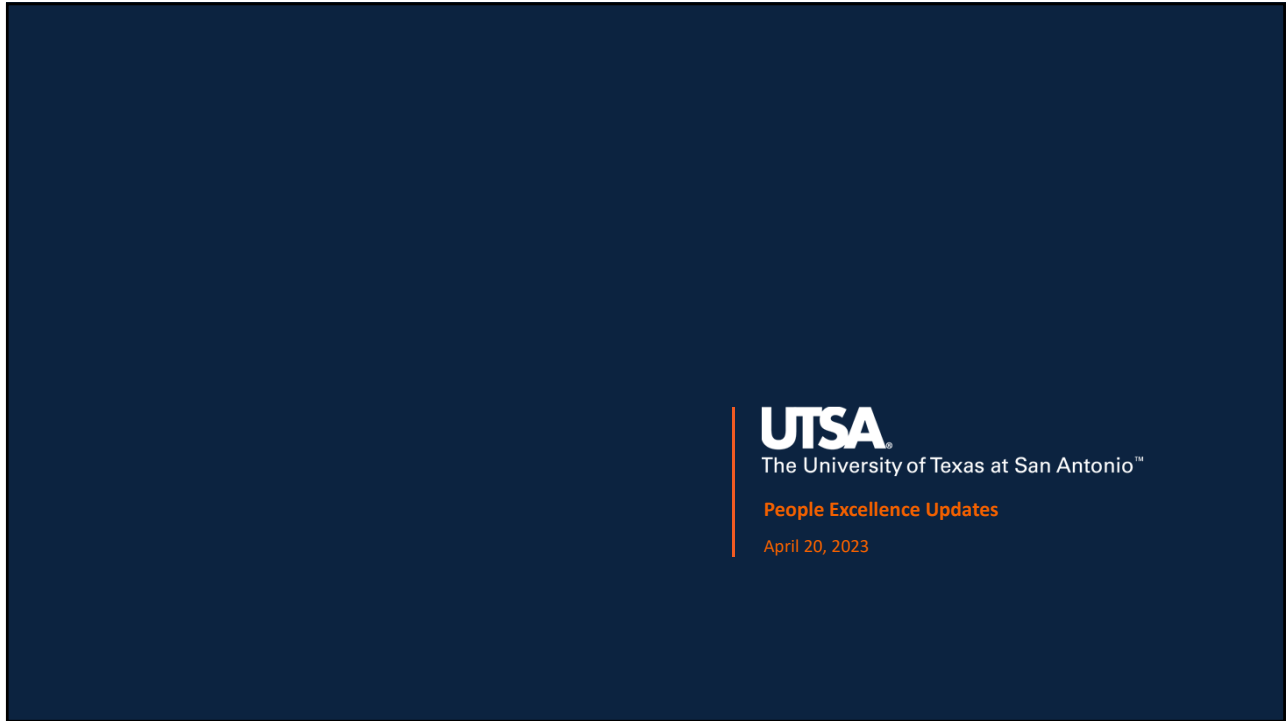
- [to-campus](#)
 - There isn't a shuttle from the other campuses, including Southwest.
 - In the past, the shuttle for GSA became cost-prohibitive because many chose not to use it.
- **Elections – Cindy Orth**
 - Timeline
 - Communications process – notices will go out
 - Nominations process – Qualtrics will go out June 8 and close June 21.
 - Then they'll get the summary reports of nominees, review the nominees and directly communicate with them to get confirmation
 - Then they create a ballot for July 12-21.
 - Then highest vote getters within each area will be notified.
 - Proportionality and representation
 - We'll have 22 openings out of 40 senators. At the next meeting in May, Cindy will provide this list. A&P – 3, VPAA – 12, VPBA – 2, VPIT – 2, combination – 1.
- **Finance – Stef Casper**
 - As you receive invoices, send within a week of receipt of goods or services, to Stef and UTSAStaffSenate@utsa.edu
 - Temporary increase in the budget of \$5000 this year allowed for additional support for Great Staff Appreciation's food.
- **Health & Wellness – Anna Boyer-Chadwick**
 - Quick update on closing out Rowdy Games and currently looking to partner with Rowdy New U.
- **QIC – Sapna Naik**
 - [QIC Progress](#) will be updated soon
 - [Staff Senate Idea - Vacation Payout.docx](#)
 - New QIC received: Can reviewing third-party technologies used on campus that pull information from BANNER be reviewed for inclusiveness? Specifically, students and staff that have changed their name in BANNER may not transfer to software frequently used to identify people—for example, PeopleSoft timesheets, transcripts, and diplomas. This negatively impacts our trans community.
- **Staff Appreciation & Scholarships – Sharon Martinez**
 - April award has been determined
 - The committee needs more nominations. The committee is having conversations about how to get the word out
 - Nominate individual staff and teams at <https://www.utsa.edu/staffsenate/Appreciation.html>
 - Thank you to the Communications Team for updating the nominations through Qualtrics.
 - University Excellence Awards luncheon was yesterday, and the ceremony is on Tuesday, April 25. Thank you to volunteers, and you should hear more soon.

10:15 a.m. General announcements, discussion, and reminders

- Reminder about attendance policy
 - Article III Section 4 Attendance of [Bylaws](#)
- Friday, April 28 from 3-4:30pm Roadrunner Remembrance Ceremony <https://www.utsa.edu/remembrance/ceremony/> – They'd like Staff Senate presence at the ceremony. There's a volunteer form (Damaris is waiting for a link). In the future, they may ask for Staff Senate representation.
- Great Staff Appreciation – Tuesday, May 16, 11:30am-1:30pm, HSU Ballrooms
- [Spring Commencement](#)
 - 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 Discussion
 - Notes: [2023-03-23 People Excellence Updates Presentation to Staff Senate.docx](#)
 - Recording: [Performance Evaluation Presentation 3.23.2023.mp4](#)

10:30 a.m. Adjourn

- Great Staff Appreciation: Tuesday, May 16, 11:30am-1:30pm, HSU Ballrooms
- Next General Meeting: Thursday, May 18 at 8:30 a.m. – Hybrid



Campus Climate

Institutional Focus Groups

- Change management and leadership training was identified by participants as a way the university can support employees to respond to growth and change

Divisional Action Plans

- Professional development was one of the top focus areas included in the majority of the divisional action plans

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The Goal of Change Management Training

- Ensure leaders have the support and tools necessary to effectively lead change efforts across campus
- Prepare leaders to support their teams as they adjust to change
- Enable the campus' ability to make beneficial changes with minimal disruption to services
- Promote employee engagement and early adoption of changes in their day-to-day work

**Change management will be a major focal point
of the leadership training that will be implemented in 2023**

People Excellence

FY23 & Beyond Leadership Curriculum – Focus on Change Management



People Excellence

Additional Leadership Training Offerings in FY23

- **Monthly one hour "HR Power Hour/Huddle"**
 - These will be based on current HR topics to ensure our leaders are informed, supported, and developed
- **1:1 Change Management Training/Support as needs arise**
 - Apply a structured change management approach and methodology for the people impacts of change due to process development/transformation and/or technology implementation
 - Lead organizational change management projects at the unit or department level through diagnosis, design, implementation, and assessment
 - Provide significant input to the development of communication plans, sponsor roadmaps, stakeholder assessments, training plan, and resistance management plans
 - Coach managers and supervisors through change and act as a liaison in connecting relevant parties and stakeholders
- **Enhanced Performance Management Training**
- **EAP Training**
- **LinkedIn Learning**

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Wellness Program



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UTSA Wellness

The UTSA Wellness program provides **learning opportunities, activities, programs,** and other resources needed to empower and encourage faculty and staff to make choices and changes that lead to a **balanced and healthy lifestyle.**

Wellness Leave Incentive *(for benefits-eligible employees)*

- Up to 30 minutes for exercise three times each week
- Opportunity to attend on-campus wellness seminars
- 8 hours of leave every 12 months with completion of physical exam and health risk assessment

Ergonomics Evaluation and Funding

- Evaluations can be completed in person or virtually
- Qualify for partial funding for a sit/stand desk converter or an ergonomic chair

UTSA Wellness Ticket Store Program

- Collect tickets by participating in wellness activities & events



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Walking Trails

Main Campus Trails

View this map to identify the trails closest to your office. Use your lunch hour to try out a trail, or better yet, walk through multiple trails to see which one you like best.

| | |
|---------------------------------------------------------------------|-------------------------------------------------------------------------|
| Green Trail Loop trail - 1 sign (1 combined) 0.8 miles | Red Trail Straight trail - 3 signs (2 combined) 0.5 miles |
| Yellow Trail Loop trail - 2 signs 0.6 miles | Pink Trail Straight trail - 3 signs (1 combined) 0.5 miles |
| Blue Trail Loop trail - 2 signs, 1 combined 0.5 miles | Orange Trail Loop trail - 1 sign 0.25 miles |
| Navy Trail Loop trail - 1 sign 0.25 miles | Maroon Trail Loop trail - 2 signs (1 combined) 0.4 miles |

Downtown Campus Trails

View this map to identify the trails closest to your office.

| | |
|--------------------------------------------------------|----------------------------------------------------------|
| Navy Trail Loop trail - 2 signs 0.5 miles | Orange Trail Loop trail - 1 sign 0.15 miles |
|--------------------------------------------------------|----------------------------------------------------------|

UTSA MAIN CAMPUS WA...

UTSA WALKING TRAILS
47,399 views
Published on November 20, 2020
SHARE

WALKING TRAILS

- GREEN TRAIL
- GREEN TRAIL
- YELLOW TRAIL START
- YELLOW TRAIL
- BLUE TRAIL START
- BLUE TRAIL
- NAVY TRAIL START
- NAVY TRAIL
- PINK TRAIL START
- PINK TRAIL
- ORANGE TRAIL START
- ORANGE TRAIL
- MAROON TRAIL START
- MAROON TRAIL
- RED TRAIL

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Lactation Rooms

UTSA has several locations designated for parents to have a private space to feed their young children on campus.

- Student Union 2.03.02
- Student Success Center 1.02
- SEB 2.138
- JPL 1.01.07
- NPB 3.144

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UT Living Well Powered by Limeade

Discover personalized activities to support your physical, emotional, financial, and work well-being goals with the UT Living Well Platform

- Download the app today!
- Push notifications
- Access to mobile tracking of activities
- UT System Updates
- UTSA Social Updates

That's right— The new **UT Living Well platform** has an app so you can participate in activities, earn points, and stay connected on the go. Download the **UT Living Well app powered by Limeade ONE** today to get started!



Enter "University of Texas" or code: "UTX"

DISCLAIMERS:

The UT Living Well platform powered by Limeade is available to UT SELECT and UT CONNECT members (employees, retirees, and dependents) ages 18+

Contact Support@Limeade.com for technical questions.

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UT Living Well Resources

Stress Less

- [Employee Assistance Program](#)
- [Selfcare Resources](#)
- [Blue365 Discount Program](#)
- [MDLIVE](#) virtual behavior health visits

Be Healthy

- [Work Healthy From Home](#)
- [Livongo](#) (diabetes and hypertension management)
- [Preventative Care](#) with no out-of-pocket costs
- [MDLIVE](#) virtual doctor visits
- [Ovia Health](#) (maternity & breastfeeding support)
- [Tobacco Cessation Resources](#)

Be Active

- [Physical Activity Challenges](#)
- [UT System Annual Heart Walk](#)
- [Silver Sneakers](#) (for retirees)
- [Hinge Health](#) (chronic pain)
- [BCBSTX Fitness Discount Program](#)
- [UT Flex Reimbursement Program](#)

Eat Right

- [Wondr Health](#) (Formally Naturally Slim)
- [Omada Healthy Living](#) (weight management & healthy lifestyle)
- [UT System Family Cookbook Series](#)
- [San Antonio Farmers Market](#)
- [Free Nutrition Apps](#)

[UT Living Well Site](#)

Contact Information

Email:

wellness@utsa.edu

Website:

<https://www.utsa.edu/hr/wellness/>

Teams Site:

- Select the "Teams" tab
- Click on "Create or Join Team"
- Enter Team Code: **1bpe3qd**

Wellness Manager:

bryanda.dominguez@utsa.edu



UTSA CAMPUS MAP PROJECT

Resource Overview
April 2023

The Challenge

Mixed Resources

- Outdated maps
- Multiple versions using multiple platforms
- Only available as a PDF
- Navigating is confusing
- Updates are hard
- Custom maps are hard



The Goal

To develop a **modern, user-friendly, and accessible** digital map platform that serves as a central navigational resource for students, campus visitors, and the general public.

UTSA

The Team

Content collaboration was a group effort!

- The build team included Business Affairs, Enrollment, Campus Planning, Facilities, University Marketing, and Information Technology.
- Updates are handled by the Business Affairs Strategic Communications team, with University Marketing assisting.



Project Team

- Elyse Brown
- Lauren Beaver
- Sarah Harless
- Tina Garza
- Veronica Garcia-Lopez
- Josh Gerkin
- Paul Goodman
- Matt Elliot
- Josie Medel
- Shashi Pinheiro
- Anne Peters
- Brett Calvert
- Drew Vincent

UTSA

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THE MAP!**



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BOLD
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