

General Meeting Minutes

Thursday, May 18, 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, Mary Hernandez
- Attendees: Lisa Alonzo, Anna Boyer-Chadwick, Stef Casper, Sara Cliffe, Clarisa De La Fuente, Jake Erney, Angel Espinoza, Jaime Fernandez, Matthew Fey, Julie Fisher, Amy Fritz, Brandy Garcia, Wanda Guntz, Damaris Ibarra, Olamiposi Kolajo, Destiny Jones, Xavier Loreda, Sharon Martinez, Justin Marmolejo, Dominick Morales, Sapna Naik, Olinda Ongay, Cindy Orth, Amanda Perez, Veronica Salazar, Xavier Santos, Jenny Stokes, Sara Tate, Jessica Vela, Drew Vincent, Matt Keneson
- Excused: Jeffrey Miller, Melissa Blanton, Demetrius Johnson, Nnenna Ikwuagwu, Norma Van Winkle, Robert Ripley, Victoria Downing
- Unexcused: Yasmin Codina, Tymeeka Middleton

8:34 a.m. Motion to vote on Staff Senate Minutes 4/20/2023 – Jake Erney, Parliamentarian

- Minutes: <https://www.utsa.edu/staffsenate/Minutes/2023-04-20-Staff-Senate-General-Meeting-Minutes.pdf>
- Seconded by Amanda Perez
- Votes: 1 abstention online, 0 in person; 15 online, 6 yays
- Passed

8:37 a.m. University Service Updates

- **Enriching Campus Wellbeing Steering Committee** – Vacant
 - If you would like to be on this committee during the next year’s cycle, please let Damaris know via email to the UTSASTaffSenate email address.
- **Faculty Senate** – Justin Marmolejo
 - Final meeting for FY23 held on May 4, 2023
 - Received updates from Dr. Heather Shipley on progress made by Academic Affairs this academic year
 - Received updates from Carlos Martinez on state legislature
- **Hispanic Thriving Initiative** – Amanda Perez
 - Reception but no formal meeting
 - No meetings through the summer
- **HOP Committee** – Jaime Fernandez
 - **Published Policies**
 - HOP 9.22 – Acquired Immunodeficiency Syndrome, Human Immunodeficiency Virus Infection & Hepatitis B Virus – Posted 5/12/23.

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- HOP 9.29 – Naming of Buildings and Facilities – Posted 5/5/23.
- **Policies Being Re-Reviewed**
 - HOP 9.01 – Nondiscrimination Policy – Reviewed again on 5/15/23. Added a couple of suggestions.
- **Policies Abstained From Comments**
 - HOP 2.24 - Third-Year Review (Faculty) – Abstained from comments on 5/9/23.
 - HOP 5.09 – Class Attendance – Abstained from comments on 5/15/23.
- **Inclusive Excellence Advisory Board** – Damaris Ibarra
 - Carlos Martinez presented legislative updates
 - Will not meet for the rest of the summer
- **Operational Review Committee** – Amy Fritz
 - Met on Tuesday to go over their presentation to the ULC with their recommendations. Once that’s finalized, Amy will share with Staff Senate
- **Out of State Work Modality** – Amy Fritz
 - No updates
- **Parking & Traffic Committee** – Estefania Casper, Wanda Guntz, Clarisa De La Fuente
 - No updates
- **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](#)
 - Last meeting was Monday, May 15: [PE and SS Working Group Notes.docx](#)
 - Focus areas:
 - Educational benefits
 - Performance evaluation
 - Work modality
 - Links from People Excellence
 - May training calendar: [May Training Flyer.pdf](#)
 - Leadership courses: [change management](#), [supervisor skills](#) and [managing remote or hybrid teams](#)
 - Performance Management: Year End Processes: [self-evaluation](#) and [manager evaluation](#)
 - Reach out to your [HR Business Partner](#) with questions
 - Upcoming Leadership Huddles on the last Wednesday of each month from 9:00am – 10:00am and 1:00pm-2:00pm
 - May 31 – [Employee Recognition](#)
 - June 28 – [Managing a Remote or Hybrid Team](#)
 - “Health-ful Tip” [Inspire Yourself.pdf](#)
- **Sustainability Council** – Jake Erney
 - They are going through RFI, and if there are updates, Jake will share.
- **Public Safety Advisory Committee** – Wanda Guntz
 - No updates
- **University Excellence Awards** – Sharon
 - No updates

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- Dormant after this meeting
- **University Leadership Council** – Damaris Ibarra
 - Received legislative updates and presentation from Mary Hernandez about wellbeing resources
- **University Scholarships Committee** – Damaris Ibarra
 - Dormant until further notice

8:46 a.m. Committee Updates

- **Communications – Drew Vincent and Destiny Jones**
 - Contact Communications if you have something you want on the website and/or social media or complete the form through Team
 - Revamping intake process – working to consolidate requests into one form.
 - Updating the website and getting peer reviews.
- **Community Outreach & Events – Jessica Vela**
 - Great Staff Appreciation wrapped up!
 - Waiting on a couple more invoices from Aramark
 - Staff Senators can share feedback via the feedback form for Staff Senators: <https://forms.office.com/r/YAj0GnLXJ0>
 - Thank you to everyone who participated. It was a great and well-attended event!
 - Didn't have any giveaways or food left!
- **Elections – Cindy Orth**
 - [Staff Senate Elections Timeline – 2023](#)
 - Working on getting the file prepared during the last week of May and first week of June, so that June 7-8 will be rolling out the nominations process.
 - Emails will be distributed to all active, benefits-eligible employees to self-nominate or nominate someone else. That process will be open for 9-10 days. Once nominations come in, those will be verified. At the beginning of July, elections will begin. Senators will be in place for the new fiscal year.
- **Finance – Stef Casper and Angel Espinoza**
 - Welcome back Angel!
 - Congratulations to Community Outreach and Events committee for the great Great Staff Appreciation
 - Congratulations to Health and Wellness on their successful events, Rowdy Games.
 - Finance Committee will meet before the June general meeting to close out and ensure funds for the beginning of the next fiscal year.
- **Health & Wellness – Anna Boyer-Chadwick**
 - No updates

9:00 a.m. Legislative Updates – Carlos Martinez, Chief of Staff for Office of the President

- Transparency with what's going on at the Capitol as it affects UTSA and higher education. They have conversations in the Faculty Senate and in affinity groups.
- Legislature meets every other year. Their last day of the session is May 29, 2023. The

- beginning of the session is heavily loaded with filing of bills. As they go through the session, committees start hearings and debate on the floor. There have only 356 bills passed so far.
- This last 11 days is fast and furious and all of the major issues have yet to be decided. The only bill that has to pass is the appropriations bill that funds state funds, including 20%+ of UTSA budget, which helps us be a great public research university.
 - SB17
 - Some of the bills that update UTSA and higher ed generally are being debated today and tomorrow, including SB17 on DEI. SB17 passed out of the Senate. Some describe it as a draconian bill that provides for monetary penalties. The House Committee voted it out of committee. It's being debated today. You can watch the debates and follow along: <https://capitol.texas.gov/Home.aspx>
 - SB17 prohibits establishment of DEI offices with some exceptions. UTSA is working with UT System to focus on flexibility within the bill to continue with our mission. There are meaningful ways to continue to do our work. It has not passed yet but is expected to.
 - SB18
 - SB18 relates to tenure. As it came out of Senate would have eliminated tenure for faculty. In current version, allows tenure to continue with guidelines and guardrails. Board of Regents have the ability to terminate faculty for a variety of things. That's on the calendar for tomorrow. It will likely make it to the House floor and will likely pass.
 - There are ways we can continue to do what we do and continue to do that are not impeded by SB18.
 - Appropriations
 - Appropriations bill has not been finalized but is in its final stages. The common wisdom out there is that budget bill is one of the last things to be finalized and provides leverage for everything else. Will likely be finalized this weekend.
 - Other legislation that's out there, like tax cuts, property appraisals, school vouchers. The governor is clear that if he doesn't get a bill that's satisfactory for vouchers, will veto and call a special session. Tuesday, May 23 is the last day that the House can consider Senate Bills.
 - Question about communications
 - Communications: There will be a communication coming out in the coming days and figuring out how to maneuver. Bills that are coming are very different than were filed. They have been working closely with members to advocate for UTSA's interests as they can. Community and political leaders are working closely with them. The bills are very different, and will still allow us to do a lot of what we can still do. Will still be able to support the mission of the university. Efforts have made an impact. They know our words are moving the needle. Much of the things that they do and say are mimicking and repeating talking points that are being provided. We are seeing those arguments being made. Working with UT System. They have a person who is on the ground who works for UTSA. His job is to work with the legislature and staff to develop understanding. He delivers that message every day and his job is to advocate for UTSA and its interests.
 - Question about what we can do

- What you can do now: You're always encouraged to petition your government, not as a UTSA employee, on your own behalf – not to use UTSA email or identifiers. Elections matter. There's no restriction on voting. There was a bill that restricted polling places for campuses, which did not go anywhere.
- The communication coming out soon will not be able to speak to budgets until those are completed. It will be a communication about the latest issues.
- Follow along here: <https://capitol.texas.gov/Home.aspx>
- Question: There are other areas that are doing DEI work that are not housed within IE or MSCEJ. Have there been conversations within those areas and with staff members who have DEI in their titles?
 - They are doing a lot of communications with ULC, Academic Leadership Council. We are such a decentralized institution – within colleges and divisions, for example, there are members charged with DEI efforts. They are gathering information about who is doing what. DEI is embedded and offices and practices are embedded, it's embedded in our mission. Once we know what SB17 finally does, it's an all-hands-on-deck situation where they will work with offices to make sure UTSA is in compliance with the bill. There are ways we can hold true to who we are and still comply with the bill.
- If you have questions, call or email Carlos Martinez. Carlos is also willing to come back over the summer about what has happened.
 - Senior Vice President for Institutional Strategic Planning, Compliance Risk Management, and Office Operations, Chief of Staff
 - 210.458.4101 carlos.martinez.cos@utsa.edu

9:30 a.m. Holiday Schedule Update – Mary Hernandez, Senior Associate VP for Administration and Operations

- We go by Government Code 662 for holidays. The numbers of days differ based on each year.
- FY24 Holiday Schedule

Date	Day of Week	Holiday
September 4, 2023	Monday	Labor Day
November 23, 2023	Thursday	Thanksgiving Day
November 24, 2023	Friday	Thanksgiving Break
December 25, 2023	Monday	Winter Holiday
December 26, 2023	Tuesday	Winter Holiday
December 27, 2023	Wednesday	Winter Holiday*
December 28, 2023	Thursday	Winter Holiday*
December 29, 2023	Friday	Winter Holiday
January 1, 2024	Monday	New Year's Day
January 15, 2024	Monday	Martin Luther King Jr. Day
May 27, 2024	Monday	Memorial Day
June 19, 2024	Wednesday	Emancipation Day
July 4, 2024	Thursday	Independence Day

*Skeleton workforce required.

- Number of days is set by the Legislature (Government Code, Ch. 662)
- No floating holiday allowance for FY24.
- Employees are entitled to observe optional holidays – Rosh Hashanah, Yom Kippur or Good Friday — by working during another state holiday instead.

- We'll have 6 days during winter break – Monday, 12/25/23 through Monday, 1/1/24
- There are optional holidays that employees can take by switching it for a state holiday.

- Once the schedule is approved, they will partner with Payroll and Benefits so it's populated in PeopleSoft for the next fiscal year in.
- Question: For those that have to work the skeleton crew, do you get another day?
 - If you work a holiday, you can take another day.
- Question: When will it be officially announced?
 - During the month of June.
- Reminder: The floating holiday that we have gotten in the past does not expire and we are encouraged to use it. Many of us also have outstanding performance hours based on merit, which expires August 31, 2023. Please use those first before using other vacation time.

9:40 a.m. Committee Updates Continued

- **QIC – Sapna Naik and Dominick Morales**
 - [QIC Progress](#) updated
 - A&P Comp Time – Jaime
 - Heard from Marie from PE. There isn't they can do. Jaime sent a note to consider A&P comp time as a mechanism for talent retention.
 - Vacation Payout – Olamiposi
 - Name Changes – Lisa and Melissa
 - This is related to name changes in different platforms, which is inconsistent. One idea that Lisa and Melissa had was to provide information to individuals up front in the interim, so that they are not surprised that these are inconsistent.
 - Lisa and Melissa are planning to meet with Tiffany from Registrar's office and then move to connecting with People Excellence.
 - Feedback
 - Ann Margaret Trujillo does a training on name changes in Banner. She is an excellent resource and is aware of this challenge that name changes do not transfer across systems.
 - Staff member who was doing a name change and were surprised by how difficult it was. One of the things they had to do was the submit the name change form that students use for a staff member.
 - Was that staff member a student previously? This has been a struggle for those who have served in dual roles.
 - Preferred name – Banner core group are looking into this for students and are using them in some systems but not all.
 - Love the idea of providing information up front. As the process is streamlined, then would want to see that on hiring paperwork and up front.
 - In Talent Acquisition, when they are hiring, they might not know that the person was a student previously. They have to work with Banner side of the system. In HR, they have to go based on Social Security card, and they cannot put a different name. They direct people to the preferred name form. That might take some time and people are often passed around to different offices, which can be

frustrating. A streamlined process would be great for everyone.

- Encourage staff members to submit via <https://www.utsa.edu/staffsenate/Contact.html>
- **Staff Appreciation & Scholarships – Sara Tate and Sharon Martinez**
 - Nominate individual staff and teams at <https://www.utsa.edu/staffsenate/Appreciation.html>
 - The committee met yesterday and has selected one individual and team for May.

9:55 a.m. General announcements, discussion, and reminders

- Barbecuing on campus
 - Student organizations are able to barbecue for Best Fest and Dia en La Sombrilla. They have to go through Events and Risk Management. Everything has to be done on campus (nothing pre-prepared), and requires 14-day notice.
 - For departments, John De La Hunt may be the best contact for risk management.
- We have completed our events; the big thing left is elections cycle. There are 21 spots for 23-25.
 - In the upcoming weeks, talked about virtual meeting with Senator opportunities during Staff Senate elections season. Want to make sure that people can learn about what is Staff Senate is and how to be a Senator.
 - Damaris will send information about it soon. It'll be 45 minutes at the most.
 - From the Communications Committee: "When details are firmed up on this virtual meet, please send info to the comms team so we can promote this."
- [EAC March 2023 Meeting Minutes](#)
- Updating Standard Operating Procedures this summer
 - [Template](#)
 - The purpose of this is to catch up new senators with processes
 - Goal for summer is to have opportunities during meetings to write all processes down so that when we start the next cycle, the next group has all of the information to start working as soon as possible. We also hope to have the budget earlier than last year.
 - Feedback
 - Like the idea! I think asking new members in each committee what would have helped them get up to speed would help build stronger standards and perhaps orientation materials.
 - I think this is a great opportunity to maximize our contributions.
 - Deadline for committees is July 31.
 - We can bake it into our agenda for the next two meetings.
- Reminder about attendance policy
 - Article III Section 4 Attendance of [Bylaws](#)
- [Spring Commencement](#)
 - [Roadrunner Walk](#) – Thursday, May 18, 4:00pm, Paseo
 - HCAP, COEHD, COS, UC Ceremony – Saturday, May 20, 2:30pm, Alamodome
 - ACOB, KCEID, COLFA Ceremony – Saturday, May 20, 7:00pm, Alamodome

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- Reminders from UTSA News
 - Intersession parking begins on Thursday, May 11, and continues through Monday, May 29. As a reminder, parking rules and regulations remain in effect through Wednesday, May 10. During intersession, anyone may park in unmarked resident or commuter spaces, regardless of permit type—or even without a permit. Parking rules and regulations remain in effect for all other parking spaces at all times.
 - As a reminder, benefits-eligible staff were awarded up to 32 hours of paid time off for outstanding performance as part of this year’s compensation strategies. These hours must be used by Thursday, August 31. You are encouraged to use your hours to take a meaningful break from work to support a healthy and productive work/life balance. For questions, contact your supervisor or HR Business Partner.
- JPL Starbucks closed on Main Campus until the Fall. Einstein’s is still open.
- Happy birthday, Damaris!

10:12 a.m. Adjourned

- Next General Meeting: Thursday, June 15 at 8:30 a.m. – Zoom only