

Retreat Minutes

Tuesday, August 15, 2023 | 8:30am – 1:30pm | MB 3.106 Regents Room

8:30 a.m. Breakfast Networking Reception

9:02 a.m. Welcome Message – Mary Hernandez

- Mary Hernandez is Senior AVP for Administration and Operations in VPBA and Deputy Liaison.
- Welcome to Staff Senators.
- She's looking forward to working with Amy, and thank you to Damaris.
- To the returning, new, and outgoing senators, she thanks us for our commitment and interest in advocating to making UTSA a better place to work.
- Hope you have a great retreat.

9:05 a.m. Introductions

- Introductions: Name, New, Current, or Departing; Position and Department; Years at UTSA; What's your most memorable moment from your time at UTSA?
- Amy Fritz, Staff Senate Chair; Damaris Ibarra, Ex-Officio; Sapna Naik; Jake Erney; Jeff Miller; Jessica Vela; Angela Trejo; Justin Marmolejo; Eric Uriegas; Yasmin Codina; Matt Keneson; Cindy Orth; Mickie Tencza; Julie Fisher; Stef Casper; Xavier Loreda; Anna Boyer-Chadwick; Lauren Hoffmann; Vero Salazar; Jackie Ortiz; Brandy Garcia; Lauren Smith; Lisa Alonzo; Victoria Downing; Drew Vincent; Josefina (Jo) Fernandez; Gabby Flores; Clarisa De La Fuente; James Rodriguez; Gaby Rodriguez; Melissa Blanton; Angel Espinoza; Sharon Martinez; Andrea McClure; Jennilee Garza; Bev Ostmo; Peppy Garner; Dominick Morales; Olamiposi Kolajo; Katia Diamante; Harshan Raj; Jaime Fernandez; Matt Fey; Heather Frazer

9:51 a.m. Old Business – July Minutes – Jake Erney, 2023-2024 Parliamentarian

- Minutes: <https://www.utsa.edu/staffsenate/Minutes/2023-07-20-Staff-Senate-General-Meeting-Minutes.pdf>
- Motion seconded: Drew Vincent
- Yay: 22, Nay: 0, Abstain: 1
- Minutes passed

9:53 a.m. Break

10:10 a.m. New Business – Mission, Senators, Monthly Meetings

- Mission
 - The Staff Senate shall serve as a consultative and deliberate body for staff in:

The University of Texas at San Antonio
UTSA Staff Senate

- Addressing issues of concern that are unique to Staff
- Fostering expanded opportunities for Staff involvement in campus governance
- Building a sense of community by encouraging the exchange of ideas and concerns
- Providing advice on university policy and procedures impacting Staff
- Advising the University on Staff nominations to University Standing Committees as equal members
- Promoting the growth and welfare of Staff, contributing to the success of UTSA
- Senators
 - 40 Senators; 33 are split across our functional areas; 7 represent A&P employees
 - Non-voting members: Faculty Senate Liaison; Employee Advisory Council, Ex-Officio, Veronica Salazar, Advisor; Mary Hernandez
- Expectations
 - Attendance
 - We require a quorum to conduct business
 - Join one Senate committee
 - Volunteer at one of our two major events (at minimum)
 - Promote and disseminate Senate-related updates
 - Encouraged to follow Staff Senate on social media
- Monthly meetings
 - General Meetings
 - Third Wednesday of the month: 8:30-10:30 a.m.
 - Mostly on Teams
 - In-person on September 20, December 20, and April 17
 - Executive Meetings
 - Officers, committee chairs, University service committee reps
 - Second Wednesday of the month: 10:30-11:30 a.m.
 - Teams
 - Officer Meetings
 - Chair, Vice-Chair, Secretary, Parliamentarian
 - Date/time TBA, Teams
 - Meetings may be added at discretion of the Chair and leadership
 - This past year, we had one that was highly recommended but did not count towards attendance
 - Those will go out from the Secretary hopefully two weeks in advance

10:20 a.m. Officer Elections

- Vice Chair/FY25 Chair Elect
 - Lisa Alonzo
 - Heather Frazer
 - Justin Marmolejo
- Secretary/Historian
 - Evette “Gabby” Flores
 - Sapna Naik

- Harshan Raj
- Parliamentarian
 - Heather Frazer
 - Nnennaya Ikwuagwu
 - Harshan Raj
- Candidate speeches
- Voting via Qualtrics ballot to current and new Senators

10:40 a.m. Break

10:50 a.m. Group Picture

11:15 a.m. Commitment Message – Veronica Salazar

- Veronica Salazar, Sr. VPBA, Chief Enterprise Development Officer, and Staff Senate Advisor
- What we should be doing to create UTSA as an empowering place to work. Staff Senate represent the collective of staff and staff's voices are heard through Staff Senate. That way leadership can make the right, informed decisions.
- This is Veronica Salazar's fourth year as advisor. Connecting with Staff Senate and understanding the issues makes her a better leader.
- Over the past year, we have worked diligently. We're working on tuition reimbursement. Some of the things Staff Senate has asked are complicated. Veronica asks how do we do more? How do we leverage what we have? Be patient.
- The most important piece is that we are working together and that Staff Senate knows where we are. Staff Senate has allowed for more informed decision making on the part of leadership.
- Mary: Sharing about performance review process, training related to that, and flexible working options.
- One of the big issues we worked on is flexible work options and how to we implement it and what are the implications on our services and students.
- The future is bright, big, and bold. The president is about to wrap up the strategic planning process and refresh. The first two destinations are not changing much. The third one is changing its name so we can be more impactful. It's about creating a place where we can innovate, learn, and discover. That speaks to us as staff and how we can promote that for our students as well. Veronica and Mary have plans for that destination for staff, including workplace wellbeing and staff success. They anticipate a task force formed around that.
- It feels like we have a lot of healing to do from the pandemic, how we were impacted, and how our processes and offices were impacted. Can we come back better? Can we spend time healing? We have a lot of things happened. What are the things we need to do to bring the community back together so we can build and continue to grow UTSA.
- Veronica's new title is about growth and looking for new revenue sources and supporting our growth together. Mary is going to be our support, and Veronica is going to be working with Mary. They are excited.

- Veronica wants to remind us that students that we serve are important, including first-time, Hispanic students. Remember them, and remember many of us are them. Veronica is committed to their success, and staff supports that. Staff makes a difference every time a student walks through the door. The semester is starting. Today, spend today focusing on what we will focus on. Think big but deliberately.
- Some are first-time Senators. You have many people who can support you. Take advantage of that community. Staff Senate also has Veronica's support. She will listen, and we'll take action together. We can get to a great resolution so we can work together and what the challenges are. We will figure it out together. The brain power here can take us there. Be inspired.
- Follow Amy's lead. She's very eager and will take us in the right direction. Let's get working together.

11:26 a.m. FY23 Highlights

- Damaris Ibarra, Outgoing Chair and incoming Ex-Officio
- Thank you, everyone. It has been an exciting and challenging year. There were things we decided to change, do differently, take a new approach. Damaris acknowledges these changes and changes due to Covid and that every year has been different. We take what is working well and apply it to the next year.
- Damaris thanks Veronica, Mary, and Brandy; the outgoing Senators. For those staying, she looks forward to what we are working on.
- FY23 Goals
 - Increasing the visibility of Staff Senate
 - 8 channels of communication tools: Teams, website, email, social media, Qualtrics
 - 14 University Services Communities and 20 opportunities for university involvement
 - Involvement in recognition and celebration of staff through the University Excellence Awards, Staff Appreciation winners, Great Staff Appreciation, and Rowdy Games
 - Participation in the Strategic Plan Refresh, including participation in listening sessions; the main issues we brought up in Staff Senate were reflected in the final reports
 - Collaborate with People Excellence on professional development opportunities for Staff
 - Focus areas were educational benefits, performance evaluation, work modality
 - Included 5 Staff Senate participants
 - The working group will continue for FY24
 - Create an inventory on the processes Staff Senate has been involved
 - Development of Standard Operating Procedures (SOPs)
 - Over 10 SOPs were created by Staff Senate committee members
 - Purpose was to facilitate the transition of committee responsibilities and procedures for the upcoming members
 - Standardize our work by the guidelines of VPBA
- Highlights from the Committees
 - See presentation at the end of these minutes.

The University of Texas at San Antonio
UTSA Staff Senate

- All of us decided to be leaders and set the standard for how to work. We were mindful of our spending and it has been a success.
- University Leadership Council, Damaris was involved in conversations about the legislative session; thank you for being in those conversations.
- Some numbers
 - 29 volunteers for events
 - 112 volunteer hours for events
 - 25 meetings (general, executive, add-ons)
 - Average of 36 meeting hours per Senator, total of 1,440 for the FY23 year
 - Budget was \$21,949.37 including a one-time transfer of \$5,000
- Thank you!
 - We had incredible attendance at events
 - We had a Coffee Chat with great attendance at the beginning of the summer
 - Thank you for making this an enjoyable time, for your dedication at UTSA and Staff Senate

11:41 a.m. FY24 Goals

- Amy Fritz, Incoming Chair
- Goals
 - Goal 1. Enhance mission statement
 - Staff Senate will collaboratively craft a mission statement that encapsulates its role in representing and advocating for the interests and concerns of the university's staff that aligns with the university's strategic destinations. This statement will serve as a guiding foundation for Staff Senate's activities and initiatives.
 - It should not be a static document and should reflect growth and change. UTSA is going through the Refresh. It's a perfect opportunity for us to transform along with the university. The university has recognized the tremendous change and going through the Refresh to refine their vision. Our current vision has served us for 25 years, and a revised vision will serve who we are today. This will involve a collaboration with People Excellence.
 - Goal 1.5. Establish an adhoc bylaws committee
 - Adhoc Bylaws Committee will be overseen by the parliamentarian and responsible for conducting an annual review of the Staff Senate's bylaws, identifying areas for improvement, and proposing updates to ensure they align with the enhanced mission.
 - Areas of Focus: Mission, Standing Committees and University Service Appointments
 - This will be led the by the parliamentarian.
 - Goal 2. Expand Staff Senate Scholarship Program
 - Raise awareness about the scholarship program, secure additional donations, and expand the scholarship program to support more staff members and/or provide increase in scholarship award.
 - We are extended the power of education to transform lives to our staff. Amy

seeks to increase awareness, expand, increase donations. This aligns well with the People Excellence Working Group on educational benefits. It's also still named the Staff Council Scholarship, so would like to work to change the name and make changes so it's available to more staff. Review the current awarding process. Right now, a \$500 scholarship is split between semesters. There's an opportunity to look at it and get the money to the staff in the full amount. Looking for opportunities to increase funding, which will look to the Community Outreach and Events Committee and Staff Appreciation and Scholarships Committees. Want to communicate that the application process opens on January 1.

- Question: Will the essay question be revised? Right now, it's framed in a deficit mindset.
 - That can be something to look at when we get started.
- Note: Staff Senate does not review applications, and are eligible to apply, but the language does not indicate that.
- From a staff member who works on Scholarships, we're on the right track, and staff deserve these changes.
- Question: What are the funding sources?
 - Funding comes from Staff Senate through events and fundraising. In the past, we have done silent auctions and Strikes for Scholarships.
- Goal 3. Strengthen staff engagement
 - Improve communication channels to effectively engage and collaborate with the university's staff members.
 - Quarterly Newsletter
 - Expanded website and social media platform
 - Opportunities for Engagement
 - Department/Divisional Senator Updates
 - Employee Appreciation Day
 - Professional Development Leadership Series
 - Meet Your Senator Tabling Events
 - UTSA Day of Service (Community Engagement)
 - UTSA Football Staff Tailgate
 - UTSA Faculty/Staff Day at the Zoo
 - We seek to improve communication, including introducing a quarterly newsletter, expand the website, encourage staff participation, and foster a sense of belonging. We can implement a quarterly newsletter than can serve as our central location for news. We can feature events, updates, staff achievement and other relevant information for staff. We can create a central presentation. We can use that information to talk to staff members and how staff can reach us when they have questions and concerns.
 - Amy is most excited by this goal.
 - Question: Do you think we could bring back Strikes for Scholarships?
 - Yes, we can explore that as a group.
 - Question: Have there been discussions with internal systems just for staff? People aren't always going to our website.

- We've had discussions here and there; we have had discussions to get information out at Day ONE about Staff Senate, including to visit our website and social media.
- There was feedback received about Senator bios in election process. That's another way we can increase our engagement.
- Question: Scholarships – Was United Way an option?
 - Will look into that.
- Comment: Experienced through voting, looking at names, but did not know people. Having bios would be helpful. A colleague reached out about not having to pick 12 people and didn't feel comfortable voting for people she didn't know. There could be room for improvement in that election process.
- Veronica: Role in governance. Amy will sit in University Leadership Council. They talk about issues, and we know that the Chair can bring thoughts. They will do better in sharing summaries out.
- Question: Is there an opportunity for town halls, where staff who are not on Staff Senate can have an opportunity to air their grievances and speak to leadership?
 - Business Affairs does have town halls, and a lot of departments have team meeting. As a group we have opportunity to create presentation and blip in those types of meetings. We did one Coffee Chat, and looking to bring that more this year. We can have a Coffee Chat to allow for constituents to speak to us.
- Question: We can't always have our Staff Senate shirts, but we interact with staff daily. Is it possible to make an investment for a Staff Senate branded lapel pin, which would help us let people know about Staff Senate.
 - Like that idea. Previously had some Staff Senate pins. Amy is currently working with VPBA and to create a Senator background to identify us as Senators.
 - We did develop our signature which includes Staff Senate for our digital presence.
 - This could contribute to a marketing toolkit for our Senators.

12:03 p.m. Break and Lunch

12:15 p.m. Officer Election Results

- Presented by Jake Erney, Outgoing Parliamentarian
- Parliamentarian: Harshan Raj
- Secretary: Sapna Naik
- Vice Chair: Justin Marmolejo

12:20 a.m. University Service

- University Service Committees
 - University Service Committees are expected to attend meetings; advocate for the interests and concerns of the staff community; communicate plans, activities, and updates during monthly meetings
 - Employee Advisory Council
 - Reps: Brandy Barksdale, Matt Keneson
 - Matt Keneson: EAC is the go-between between the institutions, the board of regents and the system leadership. They rotate going to different institutions. UTSA is hoping to host a meeting jointly with UTHSC SA. The EAC has different sub-committees established every year. Examples of what they've worked on: Recommending all institutions have a total rewards statement for all staff, summarizing salary + dollar amount to benefits so we have a better understanding of our compensation. This could be used as a retention tool. They have floated putting that on job descriptions to use as a recruitment tool.
 - John Shaffer, who is ending his term on the EAC: UTSA is one of the only institutions that have a succession policy for EAC representation, which means that if you are a Vice Chair or Chair, you've also accepted being an Ex-Officio Chair and then onto the EAC. It's a great organization that allows for networking with others in the UT System.
 - Matt: We want a stronger connection to other UT system employee groups. We want information to flow both ways. EAC and Staff Senate are talking about a lot of the same topics. Communication will be a big goal.
 - Enriching Campus Wellbeing Steering Committee
 - Reps: Evette Flores, Vero Salazar
 - Enriching Campus Wellbeing promotes and connects existing health-related services and develop new wellbeing programming. Though the initiative will focus heavily on mental health at the outset, it will look broadly at eight dimensions of wellbeing — physical, social, spiritual, environmental, financial, occupational, psychological and intellectual. In years past this committee provided \$1500 wellbeing mini-grants that Staff Senate was able to apply for and was even granted.
 - Faculty Senate Liaison
 - Rep: Justin Marmolejo
 - Faculty Senate is the governance body where faculty can talk about their concerns. This last year, they worked to improve compensation for fixed term faculty. Since it was also a legislative session, they talked about the DEI and tenure legislation. Justin can bring their discussions back to Staff Senate and
 - Operational Review Committee
 - Rep: Amy Fritz
 - The goal of the Operational Review Committee (ORC) is to provide a framework for conversations between auxiliary and support units and the university community that focus on consistently improving fiscal

accountability, management of resources, and assessment of service levels within these units to support the university's strategic destinations. Reviews include prior year performance, current year operations and benchmarks. In addition, the committee assesses internal policies, processes and priorities to help units identify opportunities to improve outcomes and examine efficiencies.

- Out of State Work Modality
 - Rep: Amy Fritz
 - Evaluates requests to work outside of the state of Texas.
- Parking & Traffic Committee
 - Reps: Stef Casper, Clarisa De La Fuente (outgoing)
 - Meet at least once a semester regarding traffic and parking, including changes in the parking passes, where does the money go, when will the parking lots get resurfaced. They pass on updates to staff. This committee also review appeals for parking tickets and makes decisions about the appeal.
 - Suggestion: Increase the character limit for appeals.
 - Question: Changes in the parking rates – noticed there was a hike. Is there a place where we as staff can find information about the increase? It'd be good for staff, faculty, and students to understand where the money is going.
 - Those changes happen a year or two in advance. Stef will ask about where we can find that information.
- People Excellence and Staff Senate Working Group
 - Reps: Stef Casper, Anna Boyer-Chadwick, Amy Fritz, Sapna Naik, Eric Uriegas
 - Working on performance evaluation, work modality, and educational benefits
- University Excellence Awards
 - Rep: Sharon Martinez
 - Assist with university awards, call for volunteers to review nominations for awards. It's a hands-on project that works with People Excellence, University Marketing, Faculty. At the end, they get to put on a great awards ceremony.
- University Leadership Council
 - Rep: Damaris Ibarra (outgoing), Amy Fritz (incoming in September)
 - This position is for the Staff Senate Chair. The ULC is composed of all leadership, including Provost, VPBA, and shared governance bodies (including Staff Senate, Faculty Senate, and SGA). This is where a lot of university conversations are taking place, including legislative updates from President Eighmy. Many of the Strategic Plan Refresh committee members come from the ULC.
- University Scholarships Committee
 - Rep: Elected Vice Chair
 - Damaris sat on this committee previously. This is led by Financial Aid and Enrollment Services. There are various scholarships reviewed by this

committee. This is a two-year commitment that meets approximately 3 times a year.

- Need representation
 - Hispanic Thriving Leadership Council
 - Comprised of faculty, staff and students, advises the President about how the university's Hispanic Thriving efforts can be incorporated more deeply across its mission, three strategic destinations and strategic plan. Focus areas include advancing Latino enrollment, retention, transfer in, degree completion, financial support and the diversity of the university's administration, faculty, staff and students. The HTI Leadership Council reports to the President and is led and supported by the Provost and Senior Vice President of Academic Affairs.
 - Lisa Alonzo, Eric Uriegas, Gaby Rodriguez are interested
 - HOP Committee
 - The HOP Committee is responsible for reviewing and suggesting changes to the Handbook of Operating Procedures, managing the reformatting, addition, amendment, and deletion of policies and procedures according to HOP policy 9.03; establishing a schedule for the regular review and upkeep of current policies; and engaging external experts when needed to ensure compliance and clarity of policies.
 - Andrea McClure and Lauren Hoffmann are interested
 - Inclusive Excellence Advisory Board
 - A standing board designed to proactively and systemically address issues related to diversity, equity, and inclusion with the goal of developing and maintaining a welcoming and inclusive campus.
 - Rep: Anna Boyer-Chadwick
 - Public Safety Advisory Committee
 - This committee deals with the harmonious relationship of law enforcement and the UTSA community. Law Enforcement wants to maintain decency and order across campus, but the view from all angles is important. We want a working relationship with our students, staff and faculty. The committee remains abreast of the tenor across the country and works to ensure the campus community has freedoms to invoke their rights accordingly. We have been invited to participate in various trainings provided to the police force, such as implicit bias. We discuss our current safety guidelines and new methods of safety that might work on our campus
 - Xavier Loreda and Harshan Raj are interested
 - Sustainability Council
 - The Council will advise the President, Provost and other senior administrators regarding strategies for enhancing the university's sustainability performance. The Council will make recommendations on sustainability programs, initiatives, and practices, and on the allocation of resources; will help monitor the development and progress of the campus sustainability efforts; and will provide guidance and assistance in fostering alliances with community partners. The Council is responsible for

developing a five-year sustainability plan. The Council will review and update the plan on an annual basis and present it to Senior Leadership Team for approval, support and provision of resources. The Council has the responsibility of preparing an annual report on the progress of the university-wide sustainability plan. In addition, the Council will be responsible for preparing the annual UTSA Campus Sustainability report for The University of Texas System (UT System).

- Jessica Vela, Julie Fisher, Heather Frazer are interested

12:35 p.m. Senate Committees

- Senate Committee Expectations
 - Set annual goals(s)
 - Meet at least once a month
 - Establish roles and responsibilities
 - Create budget for the year
 - Communicate plans, activities, and updates to the executive committee during monthly meetings
- Senate Committees
 - Bylaws
 - Amy: Ad hoc committee that will be led by Parliamentarian, Harshan Raj
 - Communications
 - Drew: All about getting the message out about Staff Senate and what we do.
 - Community Outreach & Events
 - Jessica: Adopt a Family, Great Staff Appreciation, and raising funds for scholarship, which will be the priority for this year
 - Elections
 - Cindy: Important committee that takes under advisement recommendations and incorporating it into the process. It's more of a seasonal committee but try to meet ahead of time. The heaviest time is May, June, and July.
 - Finance
 - Angel: Very exciting committee that manages Staff Senate budget and the requests and distribution of funds to each committee. They also manage the purchases.
 - Health & Wellness
 - Anna: Plans the annual Rowdy Games and partners with Rowdy New U to promote Rowdy New U events.
 - QIC
 - Sapna: Questions, Ideas, and Concerns – we take these issues from staff via the email address, form, and concerns brought to us and from us. We then decide how to proceed with the concern and escalate as needed.
 - Staff Appreciation & Scholarships
 - Video

12:45 p.m. Engagement Video

- Video

12:49 p.m. Committee Break Outs

- You are able to be on multiple committees
- Elect your committee chairs/co-chairs
- Go over goals and ideas

1:22 pm Adjourn

- First Executive Committee Meeting: Wednesday, September 13, 10:30-11:30 a.m., Teams
- First General Meeting: Wednesday, September 20, 8:30-10:30 a.m., MB 3.106 Regents Room (to be confirmed)



UTSA[®]

Staff Senate

FY24 Retreat

Agenda

- Networking Reception
- Welcome Message
Mary Hernandez
- Introductions
- July Minutes
- Mission
- Senators
- Monthly Meetings
- Officer Elections
- Engagement
- Group Picture
- Commitment Message
Veronica Salazar
- FY23 Highlights
- FY24 Goals
- Officer Election Results
- University Service
- Senate Committees



Mary Hernandez

- Senior Associate Vice President for Administration and Operations
- Deputy Liaison

Senator Introductions

- Name
- New, Current, or Departing Senator
- Position and Department
- Years at UTSA
- What's your most memorable moment from your time at UTSA?





Old Business

Minutes

- July Minutes



Mission

The Staff Senate shall serve as a consultative and deliberate body for staff in:

- **Addressing issues** of concern that are unique to Staff
- **Fostering** expanded opportunities for Staff involvement in campus governance
- **Building** a sense of community by encouraging the exchange of ideas and concerns
- **Providing advice** on university policy and procedures impacting Staff
- **Advising** the University on Staff nominations to University Standing Committees as equal members
- **Promoting** the growth and welfare of Staff, **contributing** to the success of UTSA

Senators

- Academic Affairs
- Business Affairs
- Information Management and Technology
- Research, Economic Development and Knowledge Enterprise
- President, Development & Alumni Relations, Inclusive Excellence, Intercollegiate Athletics and University Relations
- Administrative & Professional (A&P)



Senator Expectations

- Attendance
- Join one Senate committee
- Volunteer at one of our two major events (at minimum)
- Promote and disseminate Senate-related updates
- Follow us on social media

 <https://www.facebook.com/UTSASTaffSenate/>

 @utsastaff

 @UTSASTaff

 <https://www.linkedin.com/company/utsa-staff-senate/>

Monthly Meetings

General Meetings

- All Senators
- Third Wednesday of the Month
- 8:30 a.m. to 10:30 a.m.
- Microsoft Teams
- In Person Meetings (No Virtual Option)
 - September 20 – First Meeting of FY
 - December 20 – Holiday Party
 - April 17 – Fiesta Breakfast Potluck

Executive Meetings

- Officers, Committee Chairs, and University Service Committee Representatives
- Second Wednesday of the Month
- 10:30 a.m. to 11:30 a.m.
- Microsoft Teams

Officer Meetings

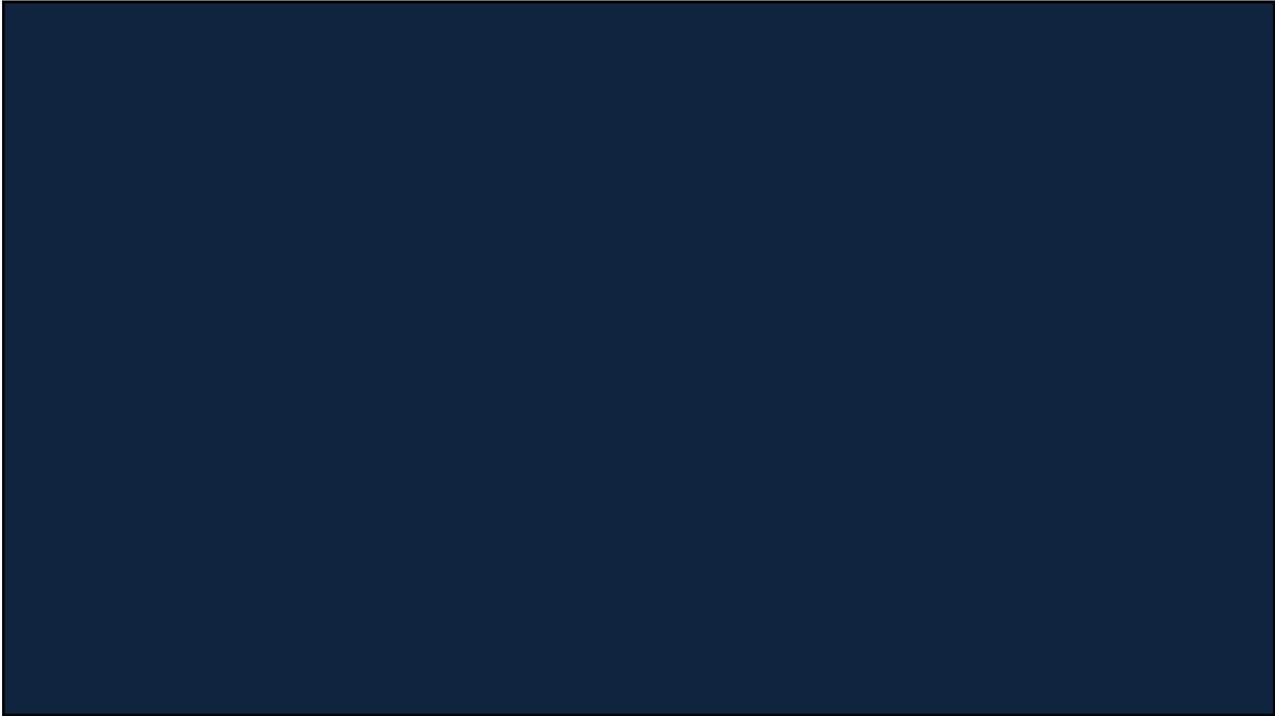
- Chair, Vice-Chair, Secretary and Parliamentarian
- Date/Time TBD
- Microsoft Teams

Officer Elections

- **Vice Chair/FY25 Chair Elect**
 - Lisa Alonzo
 - Heather Frazer
 - Justin Marmolejo
- **Secretary/Historian**
 - Evette "Gabby" Flores
 - Sapna Naik
 - Harshan Raj
- **Parliamentarian**
 - Heather Frazer
 - Nnennaya Ikwuagwu
 - Harshan Raj



Engagement



Engagement

Current

- Adopt-A-Family
- Coffee Chats
- Great Staff Appreciation
- Rowdy Games
- Staff Appreciation Awards
- University Excellence Awards
- Window Wars

Opportunities

- 1:1 Department Meet Your Senator
- Employee Appreciation Day
- Graduation Walk
- Professional Development Leadership Series
- Senator Tabling Events
- UTSA Day of Service
- UTSA Football Staff Tailgate
- UTSA Faculty/Staff Day at the Zoo





Veronica Salazar

- Senior Vice President for Business Affairs
- Chief Enterprise Development Officer
- Staff Senate Advisor



FY23 Highlights



FY24 Goals

Enhance Mission Statement

- Staff Senate will collaboratively craft a mission statement that encapsulates its role in representing and advocating for the interests and concerns of the university's staff that aligns with the university's strategic destinations. This statement will serve as a guiding foundation for Staff Senate's activities and initiatives.

Establish Adhoc Bylaws Committee

- Adhoc Bylaws Committee will be overseen by the parliamentarian and responsible for conducting an annual review of the Staff Senate's bylaws, identifying areas for improvement, and proposing updates to ensure they align with the enhanced mission.
- Areas of Focus: Mission, Standing Committees and University Service Appointments

Expand Staff Senate Scholarship Program

- Raise awareness about the scholarship program, secure additional donations, and expand the scholarship program to support more staff members and/or provide increase in scholarship award.

Strengthen Staff Engagement

- Improve communication channels to effectively engage and collaborate with the university's staff members.
 - Quarterly Newsletter
 - Expanded website and social media platform
- Opportunities for Engagement
 - Department/Divisional Senator Updates
 - Employee Appreciation Day
 - Professional Development Leadership Series
 - Meet Your Senator Tabling Events
 - UTSA Day of Service (Community Engagement)
 - UTSA Football Staff Tailgate
 - UTSA Faculty/Staff Day at the Zoo



Officer Election Results



University Service

University Service Committee Representative Expectations

- Attend meetings
- Advocate for the interests and concerns of the staff community
- Communicate plans, activities, and updates during monthly meetings

University Service Committees

Enriching Campus Wellbeing Committee
Representative: Evette Flores, Vero Salazar

Employee Advisory Council
Representatives: Brandy Barksdale, Matt Keneson

Faculty Senate Liaison
Representative: Justin Marmolejo

Operational Review Committee (ORC)
Representative: Amy Fritz

Out-of-State Work Modality Committee
Representative: Amy Fritz

University Service Committees

Parking & Traffic Committee

Representatives: Estefania Casper, Clarisa De La Fuente

People Excellence Working Group

Representatives: Estefania Casper, Anna Boyer-Chadwick, Amy Fritz, Sapna Naik, Eric Uriegas

University Excellence Awards Steering Committee

Representative: Sharon Martinez

University Leadership Council

Representative: Damaris Ibarra, Amy Fritz

University Scholarship Committee

Representative: Elected Vice Chair

University Service Committees

Hispanic Thriving Leadership Council

Seeking Representative:

HOP Committee

Seeking Representative:

Inclusive Excellence Advisory Board

Seeking Representative: Anna Boyer-Chadwick

Public Safety Advisory Committee

Seeking Representative:

Sustainability Council

Seeking Representative:



Senate Committee Expectations

- Set annual goals(s)
- Meet at least once a month
- Establish roles and responsibilities
- Create budget for the year
- Communicate plans, activities, and updates to the executive committee during monthly meetings

Senate Committees

- Bylaws
- Communications
- Community Outreach and Events
- Elections
- Finance
- Health and Wellness
- Questions, Ideas, and Concerns
- Staff Appreciation and Scholarships

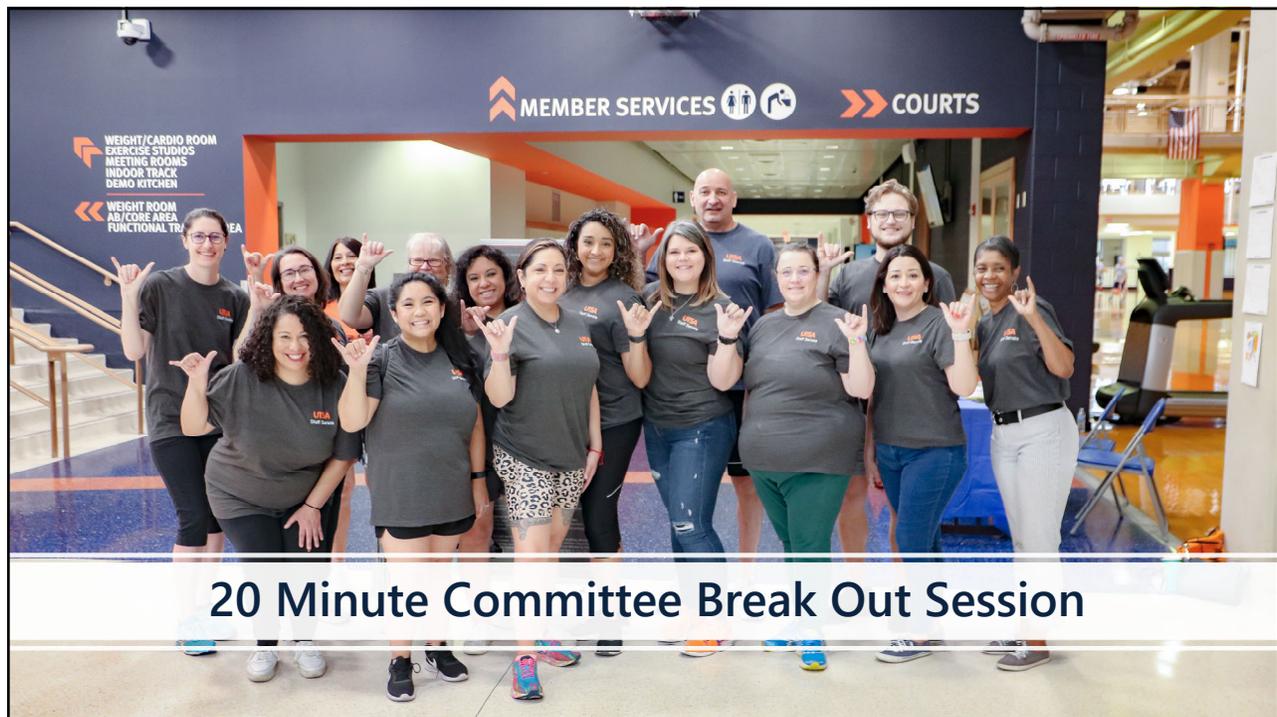


Committee Membership

Communications	Community Outreach & Events	Elections	Finance	Health & Wellness	Questions, Ideas, & Concerns	Staff Appreciation & Scholarships	Adhoc Bylaws
Drew Vincent	Lisa Alonzo Cynthia Orth	Cynthia Orth	Angel Espinoza	Vero Salazar	Sapna Naik	Sharon Martinez	Parliamentarian
Evette Flores	Xavier Loredo	Victoria Downing	Lauren Smith	Heather Frazer	Bev Ostmo	Pebby Garner	Michele Tencza
Jennilee Garza	Harshan Raj	Sapna Naik	Justin Marmolejo	Matthew Fey	Lauren Hoffmann	Julie Fisher	Angie Lopez
Katia Diamante	Josefina Fernandez			James Rodriguez	Stef Casper	Nnennaya Ikwuagwu	
	Jessica Vela				Rosemary Segura	Angela Trejo	
	Clarisa De La Fuente				Andrea McClure	Eric Uriegas	
					Anna Boyer-Chadwick		

Committee Break-Out Sessions

- Elect Chair or Co-Chairs
- Set Goals – Due Today
- Set Monthly Meeting Day/Time
- Discuss Budget – Due October 6



Next Meeting

Executive Meeting

- September 12
- Virtual – Microsoft Teams

General Meeting

- September 20
- MB 3.106 Regents Room
- 8:30 – 10:30 am

The University of Texas at San Antonio
UTSA Staff Senate

Highlights FY23
Goals for FY24

Damaris Ibarra, Ex Officio Staff Senate Chair
Amy Fritz, Staff Senate Chair

FY23 Goals

1. Increasing the visibility of Staff Senate
2. Collaborate with People Excellence on the professional development opportunities for Staff
3. Create an inventory on the processes Staff Senate has been historically involved



Increasing the Visibility of Staff Senate

- 8 channels of communication tools
 - Teams, Website, Email, Social Media, Qualtrics
- 14 University Service Committees
 - 20 opportunities for university involvement
- Involvement in recognition and celebration of staff
 - University Excellence Awards, Staff Appreciation Winners, Great Staff Appreciation, Rowdy Games
- Participation in the Strategic Refresh Plan



Collaboration with People Excellence

- Creation of the People Excellence and Staff Senate working group
 - Focus areas: educational benefits, performance evaluation, work modality
 - 5 Staff Senate participants
 - Continuation of working group for FY24



Development of Standard Operating Procedures (SOPs)

- Over 10 SOPs created by Staff Senate committee members
 - Purpose: to facilitate the transition of committee responsibilities and procedures for the upcoming members
- Standardize our work by the guidelines of VPBA



Highlights from the Committees

- **Communications**
 - Communication analysis and strategy through Staff Senate channels
- **Community Outreach & Events**
 - Great Staff Appreciation – no giveaways or food left!
- **Elections Committee**
 - Successfully completed the appointment of 40 senators
- **Finance Committee**
 - Established processes for budget and purchase requests
- **Health & Wellness**
 - Over 97 participants in our second Rowdy Games
- **Questions, Ideas, & Concerns**
 - QIC progress on website, translation of QIC to Spanish
- **Staff Appreciation & Scholarships**
 - Awarded 10 individual staff members and 5 teams

Some Numbers...

- **Volunteers for events**
 - 29
- **Volunteer hours for events**
 - 112
- **Meetings**
 - 25 (General, Executive, add-ons)
- **Meeting hours**
 - Average of 36 per senator, total of 1,440 for the FY23 year
- **Budget**
 - \$21,949.37, including a one-time transfer of \$5,000

FY24 Staff Senate

Area	Term	Representative	Area	Term	Representative
Chair	2021-2024	Fritz, Amy	Acad Affairs	2022-2024	Vela, Jessica
Bus Affairs	2023-2025	McClure, Andrea	Acad Affairs	2023-2025	Fernandez, Josefina
Bus Affairs	2022-2024	Espinoza, Angel	Acad Affairs	2022-2024	Fisher, Julie
Research	2023-2025	Trejo, Angela	Research	2022-2024	Marmolejo, Justin
Acad Affairs	2023-2025	Lopez, Angie	Pres,DAR,IAJE,UR	2023-2025	Diamante, Katia
Acad Affairs	2023-2025	Boyer-Chadwick, Anna	Acad Affairs	2023-2025	Hoffmann, Lauren
Acad Affairs	2023-2025	Ostmo, Beverly	Acad Affairs	2023-2025	Smith, Lauren
EAC Rep	n/a	Barksdale, Brandy	A&P	2022-2024	Alonzo, Lisa
A&P	2022-2024	Orth, Cynthia	A&P	2022-2024	Johns, Lisa
Ex Officio	n/a	Ibarra, Damaris	EAC Rep	n/a	Keneson, Matt
Pres,DAR,IAJE,UR	2023-2025	Dominguez, David	Bus Affairs	2022-2024	Fey, Matthew
Pres,DAR,IAJE,UR	2022-2024	Vincent, Drew	Acad Affairs	2023-2025	Tencza, Michele
Acad Affairs	2023-2025	Uriegas, Eric	A&P	2022-2024	Ikwuagwu, Nnennaya
Acad Affairs	2023-2025	Flores, Evette	Info Mgmt	2022-2024	Kolajo, Olamiposi
Acad Affairs	2023-2025	Rodriguez, Gabriela	Info Mgmt	2023-2025	Garner, Peppy
Info Mgmt	2023-2025	Raj, Harshan Kannan	Acad Affairs	2023-2025	Naik, Sapna
A&P	2023-2025	Frazer, Heather	Bus Affairs	2022-2024	Martinez, Sharon
A&P	2023-2025	Ortiz, Jacqueline	Acad Affairs	2023-2025	Casper, Estefania
Bus Affairs	2023-2025	Rodriguez, James	Acad Affairs	2022-2024	Salazar, Veronica
Bus Affairs	2023-2025	Miller, Jeffrey	Bus Affairs	2022-2024	Downing, Victoria
A&P	2023-2025	Garza, Jennilee	Acad Affairs	2022-2024	Loredo, Xavier
Acad Affairs	2022-2024	Stokes, Jeannete			



FY24 Goals

- Enhance Mission Statement
- Expand Scholarship Program
- Strengthen Staff Engagement

