The University of Texas at San Antonio
UTSA Staff Senate

General Meeting Minutes

Wednesday, October 18, 2023 | 8:30-10:30 A.M. | Teams

8:30 a.m. Meeting Called to Order

- Guests: Mary Hernandez, Marivel Guerrero, Kirstin Wilsey
- Attendees: Amy Fritz, Andrea McClure, Angel Espinoza, Angela Trejo, Angie Lopez, Anna Boyer-Chadwick, David Dominguez, Drew Vincent, Eric Uriegas, Stef Casper, Gabby Flores, Harshan Raj, Jacqueline Ortiz, James Rodriguez, Jeffrey Miller, Jenny Stokes, Jessica Vela, Josefina Fernandez, Julie Fisher, Justin Marmolejo, Lauren Hoffmann, Lauren Smith, Lisa Johns, Matt Keneson, Matthew Fey, Mickie Tencza, Nnenna Ikwuagwu, Olamiposi Kolajo, Pebby Garner, Sapna Naik, Sharon Martinez, Vero Salazar, Xavier Loredo
- Excused: Bev Ostmo, Cindy Orth, Gaby Rodriguez, Jennilee Garza, Katia Diamante, Lisa Alonzo, Victoria Downing
- Unexcused: None!

8:30 a.m. Update on SB 17

- Mary Hernandez, Senior Associate Vice President for Administration and Operations and Staff Senate Liaison
- As a member of the PAIR team, that collected the inventory of items for review and is reviewing those right now. Some of the information is in the email
- Received 300+ items in the inventory. Some can continue as is. They are being reviewed individually and as a team. If there isn't enough information, they ask for clarification. They are meeting with the executive leadership review team a couple of times per week. They did get an FAQ from UT System on the website, which provides a more detailed interpretation of the bill. The UT System is also providing specific guidance. The process is going well, and they are following the timeline. Their goal is to let all of the departments know and communicate necessary changes to the departments.
- Questions
    - When is the timeline to let them know? It's on the website – First week of November is when they would like to know. https://www.utsa.edu/president/campusandcommunity/SB17.html
    - Is there ever going to be a place for what was submitted to the PAIR team from the departments? The sessions will be communicated back to the department about changes. In some cases, departments do not need to make any changes.
    - When departments are submitting their programs or initiatives, does the PAIR Team review everything or indicate something can go on? They do a preliminary categorization that goes to the PAIR Team. They also have an SB17 advisory group. Ultimately the final decision is up to the President. As they are tracking all of the items for review, they are communicating back in the notes. They are sharing what is and is not allowed and tying it back to the UT System guidance.
    - With our performance evaluation, is "inclusiveness" as a core value going to be affected? The word is not prohibited. It's about being more open than more restricting, and everyone has a voice. More information is to come on that. They are also looking at definitions in rubrics. They are making sure to be comprehensive about everything that may fall under SB17. They are opening FY24 goals in November. They may provide additional information at that time.
    - Would the HUB (Historically Underutilized Businesses) program be affected? They cannot provide answers right now without context and the review. This should have been submitted for review. Federal programs are allowed, and HSI is a federal designation. There are certain things that are context-dependent and law-dependent. That's why the review has to come from multiple perspectives.
    - Just because items were submitted, it does not mean that something needs to change. In some cases, the department thinks the activity can continue, and the review team confirms.

8:44 a.m. Old Business

- September General Meeting Minutes: https://www.utsa.edu/staffsenate/Minutes/2023-09-20-Staff-Senate-General-Meeting-Minutes.pdf

- Vote on Staff Senate General Meeting Minutes 9/20/2023
  - Voting took place via Polls in Teams
  - Yay: 29; No: 0; Abstain: 1
  - Minutes are approved

8:48 a.m. New Business

8:48 a.m. Presentations, Discussions, and Votes

- Newsletter (New name: Staff Insider, which will go out the last week of October) Tagline Vote
  - Voting took place via Polls in Teams
    - For Staff, By Staff – 23 (74%) – Approved
    - Staff Focused, Staff Inspired – 7 (22%)
    - A curated collection of updates and news crafted by fellow staff members – 1 (3%)
- Communications Committee (15 minutes)
  - Social Media Guide – Katia, Gaby, Gabby
    - Gabby has been working with the other members on a social media guide to help.
    - Gabby's presentation (added to the end of the minutes)
    - Submit request through the Communication Request Form on the tab at the top of Teams
    - Question: They do not get a lot of DMs but the information is helpful in anticipation.
    - If you are submitting to social media, you can access the Social Media Guide
  - Content Plan – Jennilee – Tabled
- Newsletter Work (30 minutes) – Amy
  - Content presentation
    - General content will include a changeable header image, feature story, STAR winner, events, did you know, and links
    - It should be visually appealing and short
    - Feature article
      - This newsletter, this article will introduce Staff Senate, newsletter, that it's the 25th year, our goals. Trying to keep featured articles 200 words or less.
    - STARS highlight with name and image. The image will take us to our Staff Appreciation website and it'll have text on that page.
    - Upcoming events
      - We can share our events coming up
      - We can also share events hosted by other campus governance groups – specifically SGA and FS.
    - Did you know section
      - This time it'll be about Rowdy New U and wellness incentives
    - Questions

- Are we able to track how many people open it? Yes, we are able to do that through Salesforce.
- Content is sent to VPBA Communications, which is updated in Salesforce, and they sent it out through the UTSA Staff Senate email.
  - Discuss January issue
    - Looking for Senators to volunteer to write the feature article and did you know
    - Ideas
      - Did you know? EEB
      - Could highlight employees who have been here for a long time to recognize their milestones
      - Newsletter is intended as a primary touchpoint for staff. The feature article should be thought about strategically as it's the first article. It should communicate the main message.
      - Your Staff Senate at work – recapping events, adopt-a-family, accomplishments/progress towards our goals, coffee chats.
    - The next issue will come out in January – volunteers?
      - It'll be a good idea to identify topics then select volunteers on that
      - We'll need to get the content to Comm Team by early December, as we need to get it to Comm Teams and VPBA 2 weeks each.
    - Could we set up something in Teams for ideas and volunteer in a file in Teams?
      - Send it in the chat, and the Comm team can invite to their meeting to avoid taking time in the means
    - Staff Senate at Work as a feature story. Will move forward with this as an idea.
    - Drew will share a message with chairs, so that ideas can be discussed in committee meetings
- Community Outreach and Events Committee (10 minutes)
  - Window Wars – Jessica
    - Sign up: https://www.utsa.edu/homecoming/contests.html
    - We only have 4 signed up so far
    - Need volunteer judges. Judges visit windows on October 26, 8am-4pm and submitting an online form based on the criteria. Put your name in chat or contact Jessica if you would like to volunteer to be a judge. Need final judges by October 23.
  - Touchdowns for Tuition – Jessica
    - Scholarship fundraiser. Official website is up:
    - This provides information about tickets and other details
    - Staff Senate will be able to see how much money is raised
    - Official communications will go out starting Monday. Links can be shared with everyone, including family and friends, who can purchase tickets from this website
    - Volunteers needed to staff tables. We don't have times yet, but once we get times, then that'll be shared with sign up link, via Teams.
    - Will need a tablecloth – a table with 2 chairs. Gabby's department has a wheel. If your office has extra swag to give away, please share.
    - If you'd like to donate candy, please let Jessica know.

- Questions
  - Those who are volunteering and bringing things, parking? They'll be one parking pass, so we'll coordinate. Everything else will be off site parking. You can be dropped off at a circle. You can also take the VIA bus. The drop off is 60 feet away. In terms of equipment, can be shared with David to take over.
  - When does the tailgate close? At kickoff is when tailgate closes.

9:30 a.m. Staff Appreciation and Recognition Award Presentation
- Committee is presenting the first award of the 2023-2024 year to Marivel Guerrero

9:33 a.m. Presentations, Discussions, and Votes Continued
- Community Outreach and Events Committee continued
  - Let Jessica know if you want to volunteer for Window Wars and/or Touchdown for Tuition
  - Touchdown for Tuition will be announced on Monday with some additional content.
  - Amy will be presenting about Touchdown for Tuition and Lego of Stress at the ULC meeting.
- Health and Wellness Committee (5 minutes)
  - Lego of Stress – Vero and Heather
    - The first event went well overall with 18 people who signed in and received great feedback from those who attended. Folks asked for it to be done again.
    - The committee is working on the dates, which will coincide with the dates of the newsletter. They'll share that information.
  - Will receive funding from Rowdy New U ($5000) for health and wellness activities, including Rowdy Games and Lego of Stress. (This funding is not guaranteed for each year though.) The funding will enable us to expand our offerings.
  - Idea shared is branded Legos and/or Lego-shaped stress balls
- Hispanic Thriving Leadership Council (5 minutes)
  - HSI Framework (image in written notes) – Eric
  - Servingness is looking at the internal and external factors within an HSI and how it affects students. The conceptual framework that Garcia, Nunez, and Sansone came up with is a servingness framework.
  - Eric's goal as a Staff Senate rep is to see how staff fit into and contribute to this framework. SB17 is an example of an external influence.
- People Excellence and Staff Senate Working Group (15 minutes)
  - Request for feedback
  - This process seems to be stretched out longer than in the past, which can be frustrated, because the people you are supervising know you have submitted but have to wait. The calibration process was scheduled for 3-4 weeks, which is a long time. Managers had to submit their evaluations by August 31. It's the end of October before we get to do reviews with staff members. It should be shorter.

- o Many have not had their 1:1 meetings yet.
- o For the calibration process, it would be nice to get more clarity about what goes into that process.
- o As a manager, reviewing staff responses, staff may not understand what is expected of them when completing the information. Individual contributors should get some support; there are a large variation of responses. It look a lot of time to understand and share what goes into the process.
- o A question that has come up with other colleagues has been "why don't we get to evaluate our supervisors?" I think we're missing an opportunity to give valuable feedback that could help our supervisors continue to supervise well, or it could help show areas where supervisors could improve.
- o It might be valuable to have those reviews of supervisors be anonymous so people can speak freely.
- o Technical issues have arisen due to direct reports and approval chains in some areas (e.g., the Colleges).
- o Workshops to get 1:1 help to write what they need to communicate what they need to in the template. Many people don't know what to write in there as they are in the field and may not be at their computer or write a lot for their job.
- o If you're in a large unit and your supervisor doesn't have time to review each person in detail.
- o Too long and drawn out. As an individual contributor, we had to do them in early August, because have to be ready for when school starts, and 1:1s could be until last October. Goals are not due in the end of November. So those are only covering 7 months of the year (essentially not until January). Would love a system that would allow for a full year to work on our goals.
- o Amount of time and timeline are challenging.
- o Merit announcement was released. Compensation email previously came out and was more clear about what score gets what percentage. Who makes that determination? Is it budgets? Is it supervisor-level? Supervisors may not know the amount. Let us know who is making the decision.
- o The $ raise is also based on your salary at the beginning of that eval period, correct? Not on the salary you're at at the time of the evals... that feels like your raise doesn't actually reflect the true value of your contributions.
- Campus Experience Task Force is looking at work modality, which will help the work that we're doing in the working group
- December (or January) Coffee Chat on Zoom
  - o Offering an opportunity for staff to submit questions ahead of time
  - o Presentation could include all of the work that we've done. It'll be a good way to get ourselves out there and to open the floor to questions from staff. We don't necessarily have that outlet for people to share.
  - o Would it be fair to say in December, people are busy with department holiday things? Another meeting may be difficult to attend. Coming back in January may be easier for people to attend.
  - o Others are sharing that early December could be good.
  - o It'd be mandatory for our E-Board but optional for others in Staff Senate, as it would be

in addition to our regularly scheduled meeting.
   o The E-board will report back

10:07 a.m. Questions about Written Updates

- Note: For updates from Staff Senate Committees and University Service Committee Representatives, please review the written updates at the end of the agenda.
   o Question for Enriching Campus Wellbeing
      - When is the meeting? This afternoon.
   o QIC Committee
      - How often does the spreadsheet get updated?
      - Even if you are not on the committee, please take a look and see if there are pieces that you can assist with
      - For those that are included on the spreadsheet, make sure those are updated to reflect progress.
   o Finance
      - There was a bill of $105 for the Great Staff Appreciation for the use of the ballroom. Angel is trying to get clarification about the charge and will keep Amy updated. Please also share what the charges are so Senators who are doing events know what these additional charges are when planning events and reserving spaces. Angel has shared feedback that we need a better idea for what to expect.
   o Health and Wellness
      - How will the $5000 work? Will it be transferred? Not sure yet but Vero will follow up with details.
   o If there are any university committee reps who have not been contacted, please let Amy know
   o STAR
      - Sharon will send out a call for the award soon that you can share with your teams for individual and share events
   o New shirts have come in, and Amy will share information with those who have requested them, and pins are expected to come in on November 8 and will be distributed at the December meeting.

10:15 a.m. Reminders

- Attendance and Bylaws
- Next meeting will be focused on a presentation from Doug Eldridge from People Excellence, on mission development, and a presentation on IRM FY24 from CFO, Sheri Hardison

10:17 a.m. Adjourn

- Next Meeting: Wednesday, November 15, 2023, 8:30-10:30 a.m., Teams

Written Updates

University Service Committees

- Enriching Campus Wellbeing Committee – Gabby and Vero
  - No updates
  - They met once earlier in the semester, but they will have their meeting this afternoon. Vero will share about events and ways to collaborate.
- Employee Advisory Council – Brandy and Matt
  - There are discussions about having one of the EAC meetings in San Antonio in partnership with UTHSA
- Faculty Senate – Justin
  - During the last meeting, Faculty Senate discussed SB17 and SB18 implementation
- Hispanic Thriving Leadership Council – Eric
  - Using a servingness framework, as shown below

External Influences on Serving
Federal legislation
State legislation
Local legislation
Institutional governing boards
State governing boards
Advocacy groups
Community leaders
Alumni

White supremacy

Structures for Serving
Mission and values statements
Diversity plans
HSI grants
Institutional advancement activities
Engagement with the Latinx community
Compositional diversity: faculty, staff, administration, graduate students
Culturally relevant curriculum & pedagogy
Programs & services for minoritized students
Leadership & decision making practices
Incentive structures
External boundary management

Garcia, G.A., Nunez, A.M., & Sansone, V.A. (2019). Toward a multidimensional conceptual framework for understanding "servingness" in hispanic-serving institutions: a synthesis of the research. *Review of Educational Research AERA*, 89(5), pp. 745-784. DOI: 10.3102/0034654319864591

Validating Experiences Within the Structures
Interactions with same-race/ethnicity peers
Cultural validation on campus
Spanish-speaking peers, faculty, & staff
Mentoring & support groups

Racialized Experiences Within the Structures
Discrimination
Harassment
Microaggressions

Academic Outcomes
GPA
Course completion
6-year graduation
College completion
Transfer
STEM degree completion
Post-bac enrollment
Labor market outcomes

Nonacademic Outcomes
Academic self-concept
Social agency
Racial identity
Leadership identity
Critical consciousness
Social justice orientation
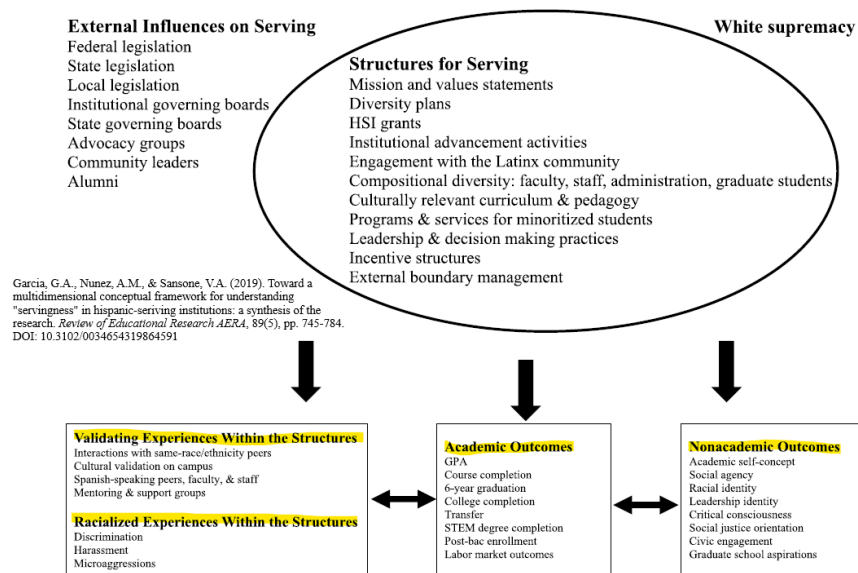Civic engagement
Graduate school aspirations

FIGURE 4. *Multidimensional conceptual framework of servingness in HSIs.*

  -
- HOP Committee – Andrea
  - HOP 3.03 Discipline and Dismissal of Classified Employees Posted to the HOP Website - effective 10/05
  - HOP 3.04 Grievances of Non-Faculty Employees - in review
- Inclusive Excellence Advisory Board – Anna
- Operational Review Committee – Amy
  - No updates
- Out-of-State Work Modality Committee – Lisa A.

- o No updates
- Parking & Traffic Committee – Heather, Lauren H., Harshan, Gaby
  - o Their meeting is scheduled for October 18 at 11am
- People Excellence Working Group – Stef, Anna, Jennilee, Eric, Sapna
  - o We are continuing to work on work modalities, educational benefits, and performance evaluations. A focus this month will be gathering feedback about staff members' performance evaluation experiences.
  - o Performance Evaluation resources are available on the Performance Management site, including Tips for Effective 1:1 Evaluation Meetings.
  - o Our next working group meeting is Monday, October 23 at 9:30am
  - o Staff Senators can access complete notes at PE and SS Working Group Notes.docx
- Public Safety Advisory Council – Xavier
  - o No updates
- Strategic Investment Fund Committee – Damaris
  - o The committee is currently on the review period that runs from Sept 15th to Oct 20th. Results will be discussed on the week of Oct. 23rd.
- Sustainability Council – Julie
  - o No updates
- University Excellence Awards Steering Committee – Pebby and Sharon
  - o Shelly was able to create a new form in Microsoft Forms for staff nominations.
  - o They are working on updates from suggestions and feedback from last year's cycle.
- University Leadership Council – Amy
  - o Public Safety and Office of Risk and Emergency Management - Safety and Preparedness Updates:
    - ▪ Public Safety Updates - Downtown Campus:
      - Public Safety has partnered with Centro San Antonio to offer escorts to and from downtown campuses and parking lots. They encourage the use of the walking path from DTC to SP1 on Dolorosa Street, marked by "Rowdy Route" signs. They have also set up a mobile camera for enhanced safety.
    - ▪ Public Safety Preparedness:
      - Public Safety has undergone hands-on training from the UT System Rapid Response Team, UTSA Police Emergency Response Team, and ALERRT Training. Additionally, they have received 20 ballistic shields and acquired door breaching equipment for all campus locations. Collaboration with the FBI/DPS for a full-scale exercise in October is underway, along with tabletop exercises for public safety supervisors in December. They have also expanded mental health training for all law enforcement and public safety officers.
    - ▪ Fire Drills and Floor Captain Program:
      - Fire drills will resume in fall 2023, with a duration of 15-20 minutes and executed during normal occupancy hours. Coordination with primary

building occupant leads will be done to identify blackout dates, minimizing disruption to classes and operations. However, it's important to note that fire drills will remain random to ensure a natural response. Expect increased communication regarding floor captain support and updates in the coming weeks.

- Available Resources: Campus Safety Resources
    - Training: Reach out to Stephanie Schoenborn to schedule training within your division or departments.
    - Behavior Intervention Team for assistance with behavioral concerns.
    - Platforms:
        - Live Safe App
        - Alertus e-Panic button
        - Social Media [UTSA PD] is the first line of communication, as notifications may take a little longer to reach everyone.
        - Opt in for Campus Alerts.
- SB 17 Updates
    - The PAIR team is currently conducting a review of the identified inventory of items. Preliminary recommendations resulting from this review will be communicated to the executive leadership by October 18th. Please note that the list has not been shared at this juncture.
- Note from Lisa A., learned in the Strategic Enrollment leadership meeting: JPL will be closed starting December 18 through start of school in Spring. Amy will follow up with Veronica and Mary about this.
- University Scholarship Committee – Justin
    - No updates

## Staff Senate Committees
- Bylaws – Harshan
    - Committee is reviewing documentation and making small changes
- Communications – Drew and Jennilee
    - Current areas of focus of the Communications Committee include working on a social media guide, UTSA Staff logo for social media, newsletter name and tagline, content calendar, and content production/distribution for Window Wars, Touchdown for Tuition, and Staff Appreciation Awards
- Community Outreach & Events – Jessica
    - Window Wars is out and rolling!
        - To be considered: (1) sign up on RowdyLink by Monday, October 23; (2) decorate and photograph your space; and (3) submit photos by noon on Wednesday, October 25. Two photos are required and must be emailed to utsastaffsenate@utsa.edu. Winners will be announced at BestFest on Friday, October 27.

- The Committee needs 1-3 more judges.
  - o Touchdown for Tuition is November 11
    - More staffing is needed for the table for games and handing out candy
    - Request for games from your department (like a spinning wheel and Plinko) and candy
  - o Xavier is signing Staff Senate up for Adopt-a-Family; more information is coming soon
  - o The committee is also talking about national employee recognition and having one of the events downtown.
- Elections – Cindy and Victoria
  - o The committee is evaluating the process, reviewing recommendations that were provided during the last cycle, and looking for opportunities for changes.
- Finance – Angel and Lauren S.
  - o Budget requests were due on October 11.
  - o The Finance Committee will meet and have decisions by the November meeting.
  - o We have about $17,000 in our budget for events but had received requests for $24,000 as of last week.
  - o Pins and t-shirts have been ordered.
- Health & Wellness – Vero and Heather
  - o First Lego of Stress event was on Friday, October 6. It was a come-and-go activity, with snacks, water, Legos, puzzles, and coloring pages. 18 staff members showed up. Staff shared that they liked the event and would like more.
  - o The committee will work on marketing further ahead of time for next time. The plan is to hold this event twice per semester.
  - o The committee submitted a budget request, and Vero is working on requesting funds from Rowdy new U.
  - o Staff asked about having one of the stress relieving events at the downtown campus, maybe in May. Staff Senators, even those who do not work downtown full time, may be able to volunteer to serve and run events downtown. The committee could also collaborate with STARS for a downtown staff appreciation event during the May Great Staff Appreciation. These event can also be shared and added to the calendar via the Downtown Collaborative Teams.
- QIC – Lauren H. and Bev
  - o Had second QIC committee meeting Friday, October 6. Gave updates on a few of the open QICs, including name changes. Had a discussion about career ladder and salary transparency, which has been tabled for now. Discussed 3 new QIC forms that have come in and assigned to committee members to get more information.
- Staff Appreciation & Scholarships – Sharon and Pebby
  - o Two nominations were submitted for October.
  - o The committee is going to share a communications template to share among your departments and staff.
  - o They have requested a change on the website and changes to criteria for nominations.

E-Board Updates

- Newsletter
  - 25th anniversary, STARS winner, upcoming events, did you know section about EAP/PE, standing learn more about section, goals at the bottom, links to social media sites
  - Amy will seek volunteers for content moving forward. Next issue will be in January.
  - Will discuss with Communications during their meeting tomorrow
  - This information will be stored in Teams in the Newsletter folder
  - STARS --> Staff Awards (don't want to cause confusion about the title because STARS includes scholarships, but the award does not include a scholarship)
  - Changing Twitter logo to new X
  - Add a nomination link for the awards on the newsletter
  - "See what we're working on" link – could be broader than what the committee is working on
  - Suggestion: QR codes at events for nominations and QIC form
- BestFest: Secure staff support and volunteer spots on RowdyLink at https://rowdylink.utsa.edu/submitter/form/start/611205
- You can join the People Excellence Teams for updates directly from People Excellence
- Amy talked with Veronica about hosting a virtual chat in December, in which we can provide updates about our goals, events, what to expect in Spring, and offer a Q&A session (but ideally have them submit the questions beforehand).
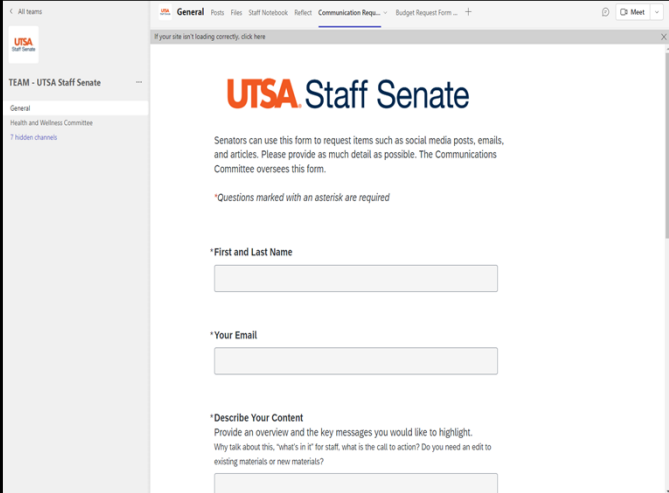
SOCIAL MEDIA GUIDE

Staff Senate Communications Committee
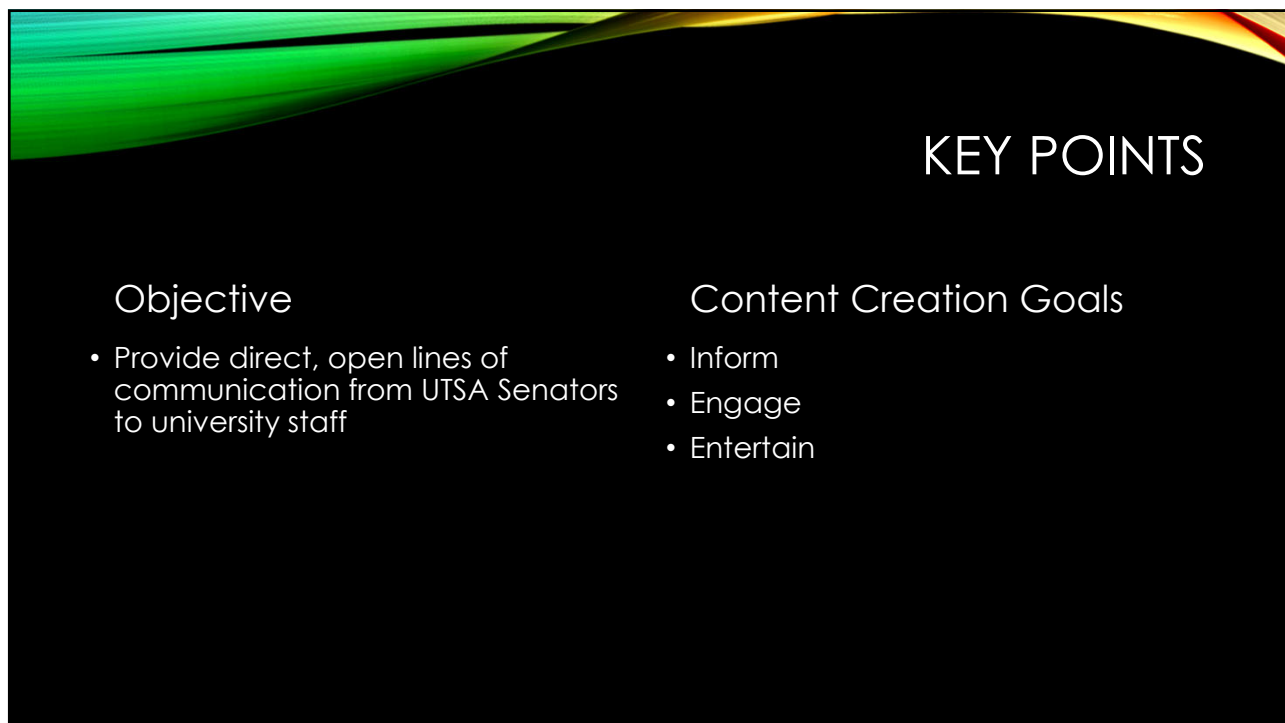
KEY POINTS

Objective

- Provide direct, open lines of communication from UTSA Senators to university staff

Content Creation Goals

- Inform
- Engage
- Entertain

POSTING GUIDELINES

- Proposed posts submitted to **Social Media Content Calendar**
- Encourage use of quality images
  - Use graphics sparingly
- Content may feature merch giveaways, tagging initiatives, and event coverage
- May tag departments if featured

POST EXAMPLES

High Quality

Low Quality

ENDING NOTES

- Response time for DMs:
  - 48 hrs on business days; 72 hrs on weekends
- Submission form found under **Communication Request Form** in our TEAMs channel

THANK YOU!