

## General Meeting Minutes

September 22, 2022 | 8:30-10:30 A.M. | Hybrid Meeting – North Paseo (NPB) 1.412/Zoom

Attendees: Lisa Alonzo, Melissa Blanton, Anna Boyer-Chadwick, Stef Casper, Sara Cliffe, Yasmin Codina, Victoria Downing, Jake Erney, Angel Espinoza, Jaime Fernandez, Matthew Fey, Julie Fisher, Amy Fritz, Brandy Garcia, Wanta Guntz, Damaris Ibarra, Nnenna Ikwuagwu, Olamiposi Kolajo, Demetrius Johnson, Diana Lomas, Xavier Loreda, Sharon Martinez, Justin Marmolejo, Dominick Morales, Sapna Naik, Olinda Ongay, Cynthia Orth, Amanda Perez, Veronica Salazar, Jenny Stokes, Sara Tate, Drew Vincent, Matt Keneson

Absences (Excused): Clarisa De La Fuente, Destiny Jones, Robert Ripley

Absences (Unexcused): Ty Middleton, Norma Van Winkle

8:30 a.m. Meeting Called to Order

8:35 a.m. State Employee Charitable Campaign – Elvira Leal

- Elvira Leal is the AVP for Strategic Initiatives and Community Relations, based in the Westside Community Center, and speaking about the SECC
- Key dates: UTSA Campaign is September 19-26, 2022. Trimmed back to one week from the full month of campaigns.
- What has happened in the past two years? People lost their jobs, businesses shut down, loss, illness, death. A lot of the agencies asking for help are figuring out how to keep going.
- There's a lot we can do! Sharing the information, taking a look at the organizations listed in the SECC campaign, and giving if and when you can.
- This year, we're focused more on participation than on dollars. Please help us get the word out!
- Visit the website: <https://secc.utsa.edu/> for more information.
- Email: [secc@utsa.edu](mailto:secc@utsa.edu)
- The giving window for the Texas campaign is September 1 through November 6, 2022
- UTSA has 3: Foster Care, First Generation and Transfer Student Programs, and Whataburger Pantry are the three that have applied and been selected.
- For the organizations involved, no more than 25% of their funds go toward administration.
- Question: Can you talk about the difference between the time frames?
  - The UTSA campaign will have drawings and additional activities.
  - The extended time will be to catch new employees.
- Question: Are there restrictions to what's in the list and what can be donated to?
  - Any of the numbers on the website should work as those are approved agencies. If you have issues, email [secc@utsa.edu](mailto:secc@utsa.edu).
- Any technical issues or questions, email [secc@utsa.edu](mailto:secc@utsa.edu)

8:55 a.m. Motion to vote on Staff Retreat Minutes 8/10/2022 – Jake Erney, Parliamentarian

- Jake motions to vote on minutes, Demetrius Johnson seconded.
- Vote passes, minutes approved.

9:00 a.m. University Service Updates

- **Enriching Campus Wellbeing Steering Committee** - TBA
- **Faculty Senate** – Justin Marmolejo

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- Justin attended the Faculty Senate meeting. Their top two priorities are faculty retention and compensation and second maintaining R1 status, including how do we recruit higher caliber GRAs.
- **Hispanic Thriving Initiative** – TBA
- **Homecoming Committee** – Jessica Vela
  - Just released official website: <https://www.utsa.edu/homecoming/>
  - Staff Senate will be sponsoring the Homecoming Window Wars
- **HOP Committee** – Jaime Fernandez
  - IT HOP policies published
  - HOP 9.23, HOP 2.17 (abstained), HOP 10.03 (abstained)
  - Published: from IT HOP 11.01-11.10.
  - Reviewed: HOP 10.03 for guidelines for organized research units, HOP 2.02 faculty appointments (abstained)
- **Parking & Traffic Committee** – Estefania Casper, Wanda Guntz, Clarisa De La Fuente
  - Have not had a meeting yet.
- **University Leadership Council** – Damaris Ibarra
  - UTSA PD presentation – overall communication on their staff, compensation, trainings they engage with, including on mental health, and future plans, including community engagement
    - Can share information
  - Campus Services presentation – Downtown locations, dining options, transportation, parking
    - DT Campus, Southwest Campus, San Pedro I
    - Can share information
- **University Scholarships Committee** – Damaris Ibarra & Diana Lomas
  - Have not received information about scholarship reviews yet
- **Sustainability Council** – Jake Erney
  - Creating “Cool Spaces” at UTSA over the next decade. They want ideas for symbolism and big things at UTSA. One idea was an amphitheater near the rec.
  - Across the welcome center they are putting large UTSA letters.
  - Question: Are they thinking about anything at Downtown campus?
    - Yes there was a lot of brainstorming about how to connect the campuses, like lights.

9:20 a.m. Committee Updates

- **Communications**
  - Collaboration with Business Affairs Strategic Communication – Damaris
    - Cascade requires a certain level of training for updating. In conversations with Veronica, our website is a hub for people going in, so to help with goals of communication, visibility, Business Affairs Strategic Communication have offered to help with the website updates and making it more user friendly.
      - Updates will take about 2 weeks.

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September 22, 2022 | 8:30-10:30 A.M. | Hybrid Meeting – North Paseo (NPB) 1.412/Zoom

- They also offered to help with graphic design. They will require location, date, and time, and additional information we want on the flyer or graphic. Their graphic designer will help create it.
- For the specific events that we know we'll have, please look into dates, times, and locations, so we can provide the information with advance notice.
- Question: The Strategic Enrollment site: <https://future.utsa.edu/> has been recently updated so it allows for conversion to Spanish. Can we have that for ours?
- Committee updates – Drew Vincent
  - One of the biggest focus areas is drafting a strategic communication plan. As they go from year to year, there hasn't been documentation about what has been done and what is the plan moving forward.
  - Also working on a marketing content plan. Will rely on different committees so that they want to know in advance what they will be planning.
  - Destiny is working on the updates on the website.
  - Reminder: Submit your headshot to [UTSAStaffSenate@utsa.edu](mailto:UTSAStaffSenate@utsa.edu) if you have not already.
- **Community Outreach & Events – Jessica Vela**
  - Window wars
    - We need 5 judges. Please volunteer! Let Jessica or Diana know. We'll be accepted judges until September 30.
    - Timeline: Announcing the competition on October 3 for all of UTSA. We'll be using RowdyLink forms for departments to sign up. On the Staff Senate RowdyLink, we'll make a post on there to advertise it.
    - Deadline: Wednesday of homecoming week, October 19. Judging will take place on October 20. It'll be a full day commitment to visit and judge. The winners will be announced at BestFest on October 21.
    - Question: Will it be possible to announce the winners elsewhere as well?
      - Yes
    - Question: Judging. If they were on a different campus, can they submit a photo to be judged virtually?
      - Yes, departments can also do a Teams meeting submission if their department is virtual. Each will be asked to submit 2 photos for judging.
    - Timeline and more information will be shared on Teams.
    - Question: How does it work for Teams for virtual
      - You can get your department together virtually, group photo or screenshot with different decorations in your background.
  - Fundraising opportunities
    - Discussions haven't happened yet.
- **Elections – Cindy Orth**

## General Meeting Minutes

September 22, 2022 | 8:30-10:30 A.M. | Hybrid Meeting – North Paseo (NPB) 1.412/Zoom

- Nnennaya Ikwuagwu Staff Senator 2022-2024
- We'll be looking at the next cycle moving forward
- **Finance – Angel**
  - Process to submit purchase requests
    - Simple one page form. Request a quote, complete the purchase request form, which is stored on the Teams site in the Finance Committee. Email the form back to [UTSAStaffSenate@utsa.edu](mailto:UTSAStaffSenate@utsa.edu). It'll be routed to the committee through DocuSign. The information will be logged in the tracker.
    - Process changed after that. Once it is approved, you'll be notified by email, and it will be submitted through ServiceNow ticketing system to the BSC.
    - Once you have received the items, submit documentation (receipts, invoices)
    - The committee will put together the Business Expense Form.
  - FY23 tracker
  - Damaris has not received the current budget. Brandy has provided an estimate of what we need, but we have not received our budget yet. We cannot proceed with budget requests.
  - Any expense done from Staff Senate needs to have a purchase request form. We cannot confirm that if there is some purchasing with your personal money that you will get reimbursed. Purchasing has to go through the new process, because we cannot be liable for reimbursement. It has to be approved beforehand.
- **Health & Wellness**
  - Meeting with Bryanda from Rowdy New U next week. Teaming up with them to plan events and how to promote their events. The committee will send out an email. They will also start planning Rowdy Games.
  - Upcoming wellness events and communication efforts
- **QIC**
  - QIC spreadsheet website vote – Sapna Naik
    - Vote passes with 24 yeses and 1 abstention. Posting of spreadsheet of current issues to website approved.
    - Question: Does the form contain consent for the information to be posted?
    - Question: Is the form live?
    - Question: What if we have a scenario if someone gets upset if their committee will not post something.
    - Could the issue (or point) be summarized? This way the disgruntled parts or opinions would be extracted. And then our response to their point/issue?
    - Damaris also connects with the E-board before communicating
  - QIC form translation
    - Damaris will translate it and send it to Lisa Alonzo for a translation
  - An idea is to include the information in your signature.
    - Communications committee. Standardizing it would be good. Brand consistency item.

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- Posting the questions and concerns: Maybe there can be a statement on the form that has a paraphrased form of the question. That way can take out anything that is disparaging.
- Signature can include the website.
  - General Staff Senate site can include other things.
  - Drew will need to run it by our brand compliance team in my office as well.
  - This will go through the Communications Committee.
- **Staff Appreciation & Scholarships – Sara Tate**
  - Will start awarding next month. The only thing we're considering is a potential name change for the committee as it does not properly reflect what they do.
  - Let your areas know they can nominate for awards for October.
  - Nominations can happen for individual staff members and for the team.

10:20 a.m. General announcements & reminders

- All committee memberships are finalized. Please check your committee memberships.
- Set up the monthly committee meetings. Indicate your monthly meetings on the form.
- Send your preferred headshot to [UTSAStaffSenate@utsa.edu](mailto:UTSAStaffSenate@utsa.edu) for website updates
- Campus Oktoberfest is on Monday, September 26, 1-4pm, Denman Room  
<https://global.utsa.edu/germanyoncampus.html>
- We now have locked storage closet for Staff Senate materials in the Business Building.

10:30 a.m. Adjourn

- Next General Meeting: October 20<sup>th</sup> at 8:30 a.m. - Hybrid