

## General Meeting Minutes

Thursday, January 19, 2023 | 8:30-10:30 A.M. | Hybrid Meeting – North Paseo (NPB) 1.412/Zoom

### 8:30 a.m. Meeting Called to Order

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

### 8:35 a.m. Motion to vote on Staff Senate Minutes 12/15/2022 – Jake Erney, Parliamentarian

- Link to minutes: [2022-12-15 Staff Senate General Meeting Minutes.pdf](#)
- Seconded by Demetrius Johnson; Vote Yes: 13 Online, 8 In person; Against: 0; Abstain: 0.
- Minutes have passed.

### 8:40 a.m. University Excellence Awards Discussion – Damaris Ibarra

- Confirm who all from Staff Senate will be serving on the University Excellence Awards steering committee this year?
  - They are hoping to convene the committee at the end of this month.
  - Previously, it was Amy Fritz who chaired the committee, along with Sarah Sanchez and Matt Keneson.
  - Sara Tate and Sharon Martinez both received the notification as well.
  - Damaris will let them know who will be on the committee this year.
- The Rowdy Recognition Program, new last year, gave supervisors “prize packs” to recognize nominees in their divisions.
  - The goal was to involve supervisors and chairs in recognizing their nominees, and to elevate all nominees as an opportunity to celebrate excellence among UTSA's staff and faculty. From the logistics standpoint, this turned out to be challenging.
  - What are your thoughts and ideas relative to this program? Is it valuable? Should it be modified? What are your thoughts on including all nominees versus just the winners?
    - Last year, all nominees were included. The program was successful, but there was a struggle to get supervisors to pick up prize packs. Nominees were appreciative.
    - Those who attended the in-person event got a copy of the program, which

- listed all nominees and all of the year of service individuals. People kept those programs because it was nice to be nominated.
- Love the idea of recognizing the nominees, who go through the same nomination processes. Is there some way to do virtual swag for those who are working remotely? One example is a background. Provides recognition for folks who are nominated.
  - Do think it's important to recognize and encourage prize packs, even if we modify distribution. For team awards, can we get multiple items of the prize pack so that all team members can get an item so it's fair and equitable?
  - Maybe the prize pack could be a fiesta medal since it's during that time of year
  - What is in the prize pack? Not sure, maybe a UTSA coin. No one in the meeting got the prize pack.
  - When it's a team, like an affinity group, it's harder to get prizes since supervisors are different.
  - Maybe that is a part of the nomination packet that you list a person that would pick up the prize pack, especially for a team nomination.
  - Maybe take away the supervisor aspect, and team members can pick up, at an event for example.
  - For a prize pack pick up event we could invite nominees supervisors and respective AVP/VPs
- Should we continue to integrate Years of Service recipients into the University Excellence Awards ceremony?
    - Are there any suggested changes to how they are recognized?
      - Agreement in the chat about continuing years of service recognition. Absolutely should continue it, it was a nice touch to receive the program, mailed certificate and pin. Can do a digital PDF program also; it's cost effective and you can make edits easily
      - In the past, if it was in person, it's designated to recognize individuals. If they're online and watching they also can see who was recognized. That's one of the things where staff are recognized and elevated.
      - Adding back in the reading of the names is important to recognize years of service, even if it takes some time.
    - Should we continue with a hybrid/video-based ceremony, or move back to in-person event?
      - Like the idea of an in person event and streaming live, since we have the capability to do so. We can still use aspect of video when doing awards. They would read nominations and then see the pictures and what they won on the screen.
      - When it was in person, where was it hosted? Ballroom.
      - It'd be nice to keep a hybrid event, so that people can attend virtually, but also allows for in-person recognition.
      - Maximizes our audience by offering both options, in-person and streaming.
      - I think the current streaming technology / capability is limited to the Buena Vista theatre at the DTC. I'm not sure if they would be able to equip the

- ballroom in time for this semester.
- Should additional staff awards be added for the 2024 cycle? If so, how best to establish the criteria.
    - New Staff Award Descriptions – Proposed for 2023 Awards Cycle:
    - UTSA Outstanding Stakeholder Service Award: \$1,000 Award
      - The UTSA Staff Outstanding Stakeholder Service Award acknowledges a UTSA staff member who has established and maintained positive and effective working relationships with fellow staff, faculty, students, and internal/external customers. They are dedicated to continuously exceeding and improving expectations and reacting appropriately to ensure customer satisfaction. They also demonstrate excellence in resolving conflicts and/or when facing challenges.
    - UTSA Distinguished Staff Research Award: \$1,000 Award
      - The UTSA Distinguished Staff Research Award recognizes current staff for outstanding accomplishments and contributions in research, service, and professional development. This includes coordination and/or support of research activities and initiatives, original authorship of scholarly publications, and/or dissemination of results and/or presentations national/state/regional conferences.
    - UTSA Scholarly Practitioner Award: \$1,000 Award
      - The UTSA Scholarly Practitioner Award acknowledges a UTSA Staff Member who is a current degree-seeking student at UTSA or another institution, contributing to both the UTSA community, and their dedication to their education in an undergraduate, graduate, or post-graduate format. This staff member must possess high achieving accolades in their field of study, through the recommendation of a faculty member and their UTSA supervisor, illustrating their dedication to their academic field and to their service of UTSA.
    - Feedback:
      - Research and Scholarly Practitioner – discussion was previously if those were too similar.
      - Another idea was to look at professional staff organizations, like NASPA, and some of the specialized ones, to see if they have similar awards and adapt them to UTSA, so that people can create nominations for UTSA and also use them for professional organizations.
  - If you have further thoughts, please email [UTSAStaffSenate@utsa.edu](mailto:UTSAStaffSenate@utsa.edu)
    - This needs to be compiled and sent by January 27. Please provide feedback by January 25.

## 9:00 a.m. University Service Updates

- **Enriching Campus Wellbeing Steering Committee** – Victoria Downing
  - No updates. Victoria hasn't received communication about it yet.
- **Faculty Senate** – Justin Marmolejo
  - No updates. Meeting is after this one.
- **Hispanic Thriving Initiative** – Amanda Perez (out)
- **HOP Committee** – Jaime Fernandez
  - No updates.
- **Inclusive Excellence Advisory Board** – Damaris Ibarra
  - No updates. Haven't met yet. Working on Diversity Excellence Awards.
- **Operational Review Committee** – Amy Fritz
  - The ORC will be reviewing Student Union, Advancement and Alumni Engagement, and Libraries
  - ORC was established to participate in operational reviews of academic and administrative support and auxiliary units to encourage unit efforts towards accountability, efficiency, and operational effectiveness. How do they review, identify, and improve processes. The committee meets with 3 areas in a year. They create recommendations and report to University Leadership Council. This is a 3-year term.
- **Out of State Work Modality** – Amy Fritz
  - No updates. The committee reviews a form and votes on it, then goes to ULC for them to decide if a person can work out of state.
  - Amy asked what kind of updates Staff Senate would like. Damaris would be interested in learning if there are legislative or policy changes that we need to know about.
  - The Out of State Work Modality Committee is mainly faculty driven; there have been few instances where a staff member has been submitted.
  - Question: What are some of the job functions that have been approved? More faculty-driven, teaching skills that are hard to find.
- **Parking & Traffic Committee** – Estefania Casper, Wanda Guntz, Clarisa De La Fuente
  - No updates.
- **Public Safety Advisory Committee** – Wanda Guntz
  - No updates.
- **Sustainability Council** – Jake Erney
  - No updates.
- **University Leadership Council** – Damaris Ibarra
  - Strategic Plan Refresh feedback.
  - Excelencia nominations are due Tuesday, January 31. If your program is focused on student success and serving Latino/a/x students, then those programs can nominate. The formal nominations will take place after that and due to Excelencia in April.
- **University Scholarships Committee** – Damaris Ibarra
  - No updates.

### 9:30 a.m. Committee Updates

- **Communications** – Drew Vincent
  - Contact Communications if you have something you want on the website and/or social media or complete the form through Teams
  - Committee will be doing a website review soon.
- **Community Outreach & Events** – Justin Marmolejo
  - Great Staff Appreciation is slated for May 15-26, 11:30am-1:30pm It will depend on availability for the Ballroom.
  - Budget was approved to feed 500 people (after Damaris met with Veronica and presented budget information).
  - The committee will move forward with their planning.
  - Reminder: Commencement is Saturday, May 20.  
<https://www.utsa.edu/commencement/>
- **Elections** – Cindy Orth
  - Will meet next week to bring progress on this year's election process, including new San Pedro I and downtown staff representation. More information to come.
  - Vacancy filled for a 2021-2023 slot. We will have a new person who will join for the remainder of this term: Jeffrey Miller, Purchasing, VPBA.
- **Finance** – Angel Espinoza
  - Angel sent a reminder email about the purchase request form process. Refer to the email for the process. Committee members are responsible for getting quotes, filling out the form, and the finance committee will submit purchase request and prepare the BEF. If you have any questions, please reach out to Stef.
- **Health & Wellness** – Wanda Guntz
  - Save the date for March 25, 2023 for Rowdy Games
  - Working on getting the registration form.
  - Continuing to work on the event. Nothing specific to report yet.
- **QIC** – Sapna Naik and Dominick Morales
  - [QIC Progress](#)
  - A&P Comp Time – Jaime Fernandez
    - Jaime contacted Marie Kuehler and Katy Madden.
    - Damaris has a meeting with Katy and Mary Hernandez this afternoon and will also ask about process of finding out information.
- **Staff Appreciation & Scholarships** – Sharon Martinez
  - <https://www.utsa.edu/staffsenate/Appreciation.html>
  - Winners for January determined and will be scheduled.

### 10:00 a.m. General announcements, discussion, and reminders

- Performance evaluation and merit update
  - Damaris has a meeting with Katy and Marie. This topic will be one of the follow up.
  - They have agreed to have a monthly meeting. Damaris will bring us any additional feedback.
  - Damaris will also have meetings with Veronica. Anything related to PE will be in

meetings with Katy and Marie.

- Work modality and educational benefits working group
  - PE will be reaching out to working group Staff Senate reps soon.
- Strategic Plan Refresh Questions and Feedback
  - <https://www.utsa.edu/strategicplan/strategic-plan-refresh/>
    - As a reminder, Veronica's presentation from December meeting are in the meeting minutes. As we're in the half way point of the strategic plan, we are collecting information from staff members about the strategic plan and its refresh. Please take a look at the website, which includes information about why the refresh, the November town hall recording, list of individuals in the SPR Steering Committee, and timeline. Note we're in the January-March part of the timeline, Listen and Adapt.
    - Veronica wanted to know what the thoughts were after Staff Senate presentation, how do we want to move forward and what are next steps?
    - What we want to do is to try out these questions, and then we will create a survey for staff so staff can share feedback with Staff Senate.
    - They are also planning to create a hub to receive information.
    - Survey distribution – like the idea of distribution from different channels, but some pockets may be missed, since we're by VP areas (we may have several from one area/program). Make sure no one is missed when those communications go out. How can we ensure that this is accessible and available? We welcome ideas about how this can be distributed.
    - Could we send an email to all staff or send it as part of the "UTSA This Week" emails?
    - Can we add it to our website as a feature focus for a limited time?
    - Damaris will ask about this and distribution.
    - The goal is to pilot the questions and get feedback within our group, then distribute via a Qualtrics survey, and then aggregate that information to provide to the Steering Committee.
    - Are we going to be given the departments to reach out with these questions? The distribution methods haven't been determined yet.
  - Why do you work at UTSA?
    - Question feedback:
      - Liked; I like the question, but would think a drop down to try to categorize the responses would be helpful, maybe with an "other" option and text box.
      - Is it why do you work at UTSA or why did you choose to work at UTSA?
      - I think we need to remember that if this is going to all staff, we are all going to be looking at answering this from a different perspective so if we choose drop down choices, we need to ensure to try to capture all of those perspectives
      - Can also include "Other" category if there is a drop down menu.
      - Department of communications has a field of survey development.

- suggestion to limit the characters when you do offer open ended so that you can manage the response length
- Benefits, opportunities, people, department, ...
- As a former student, I have a personal desire to see UTSA succeed. I also think that there are unique opportunities at UTSA from a professional perspective. As a younger institution, there are a lot of opportunities to both innovate and have a significant impact on our student population and community.
- flexibility, HSI, impact on students, innovation, benefits
- Benefits are excellent
- Flexibility, benefits and good culture in my dept.
- Flexibility includes schedule, working from home, work modality
- The ability to directly affect students, talk to students, hear stories, and see how we impact them with the decisions we make.
- I work at UTSA because I believe in transformation education, opportunities for advancement, tuition benefits
- What will keep you working at UTSA?
  - Question feedback:
    - Instead of wording what will keep you, “what would cause you or lead you to leave UTSA?”
    - It depends on what you’re looking for.
    - What are you trying to accomplish?
    - I think we need to be careful as to what we are asking here.
    - I agree, we need to keep wording more positive, so we're not provoking negative feedback.
    - We don't want to provoke negative feedback. Perhaps asking what attracts them to continue working at UTSA... somewhere along those lines.
    - Maybe the word, retain, should be included in the question.
    - “better place to work,” “incitements” what’s the carrot out there that’ll make me stay at UTSA.
    - Perhaps we can Bullet the questions.
      - Retention:
        - What will keep you working at UTSA?
    - Perhaps you can review these with People Excellence, they might be a good resource for appropriate wording. They will have great resources to help draft questions - areas, phrasing, etc.
    - Do we want to know the positive things that keep you? Or are we looking for improvements that can be made? Then we can also include areas for improvements?
    - Are you able to reach your full potential in your role? If not, what changes could be made?
    - What is UTSA doing to retain you as an employee? What does UTSA need to work on in order to retain you as an employee?
    - What improvements could be made to keep you at UTSA?

- If we do work with People Excellence on the phrasing, they may be able to provide information about the Campus Climate survey and also about staff questions, also so that we're not duplicating.
- We're going to gather this info from staff, but how are we acting upon this information. We've gotten a lot of feedback from campus climate survey but we don't see a lot of action on it.
  - We have the privilege of working directly with PE and Veronica.
- If we're worried about retention about employees, but we're asking the people that stay, it's not complete. Exit interviews – where is the data from those? Damaris will ask.
- Interesting that some of the same concerns or things will probably cross over between the Campus Climate survey and the Strategic Refresh. Maybe these things will resonate more.
- Worried about survey burnout.
- Make sure survey is accessible to those who don't have regular access to computers or speak another language other than English.
- My answers don't really overlap that much. I have the desire to be here, but I need the following to stay. Competitive pay. Opportunities for advancement/growth. Feeling like leadership supports us (actually helping us address problems that make it difficult to do our jobs but have not been addressed for years).
- Retains: Day-to-day work with students, which is rewarding; rewarding to see from orientation to graduation.
- Improvements: Competitive pay and benefits, there's still more to do in that area even though there have been improvements. Actions happen and we need to see actions occurring. (Some people may grumble about another survey because they have not seen actions from previous surveys and town halls). Innovation and 360 reviews, review from the bottom up.
- Like: Opportunity for career advancement. However this isn't equal across the board. Had two peers leave this past month because they didn't have a growth path.
  - I'm currently an Assistant Director in my area and unless my Director retires or leaves, I don't know what position I could grow into or strive toward.
- What will enable you to continue growing and developing professionally at UTSA?
  - Question feedback:
  - Pay increases. Growth opportunity (new positions, professional development). Flexibility (WFH).
- Destination 3: As a staff member, what do you think will get us closer to this destination?
  - [Text of Destination 3](#): **UTSA will be an Exemplar for Strategic Growth and Innovative Excellence.** UTSA will realize its full potential as a university by growing enrollment and infrastructure while focusing on innovation and continuous improvement. UTSA actively cultivates the excellence of its



people, and places an emphasis on increasing the diversity of its leadership and faculty in order to reflect the community it serves.

- Question feedback:
  - UTSA needs to be more attractive, as the preferred place to work, hone in on that answer. We lose folks to Alamo Colleges (because of pay, flexible schedule in the summer). What does UTSA need to do to be the premier higher education institution or place to work in San Antonio?
  - Goes back to what have we reported in the past. Some of it to be an efficient organization, not burdened with administrative processes. There's been a lack of follow through with some of these things. There was going to be a tactical team for efficiency, but wasn't formed. There have been suggestions for efficiencies but no actions as a result. Need to improve efficiency as the university grows and enrollment grows. Do we have the infrastructure to achieve this growth? Do you see growth impacting day to day operations, causing more crunch time more than before?
  - I think student enrollment plays a huge part in destination 3, and right now enrollment isn't increasing but decreasing.
- Destination 3: more online programs, accepting professional life experience for college credit
- Destination 3: policies changes as it relates to transfer students and transfer gpa
- If you have additional feedback, please let us know.
- Next steps include consulting with People Excellence, and creating and distributing the feedback survey.
- Tabled: Meeting with staff members across campus
  - Ideas
    - Meet your Senator Coffee Chat
    - Tabling opportunities across campus?
    - Info sessions
    - Any other ideas?

10:29 a.m. Adjourned

- Next General Meeting: Thursday, February 16<sup>th</sup> at 8:30 a.m. – Hybrid