

General Meeting Minutes

Thursday, March 16, 2023 | 8:30-10:30 A.M. | Hybrid Meeting – North Paseo (NPB) 1.412/Zoom

8:36 a.m. Meeting Called to Order

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

8:37 a.m. Motion to vote on Staff Senate Minutes 2/16/2023

- Minutes: [2023-02-16 Staff Senate General Meeting Minutes.pdf](#)
- Vote taken by Jake Erney, Parliamentarian
- Votes for: 5 in person, 14 online; 1 abstention
- Passed

8:40 a.m. University Service Updates

- **Enriching Campus Wellbeing Steering Committee** – Victoria Downing
 - March 10 meeting – they want to promote occupational and physical health for staff. The next step will be a campaign. They'll spend more time during the summer to align goals and build themselves as an advisory committee. They want someone from People Excellence to be on the wellbeing steering committee.
 - The Working Group will bring this to the next meeting.
- **Faculty Senate** – Justin Marmolejo
 - Faculty Senate had a presentation from Carlos Martinez re: legislative session; next meeting they had a presentation from Melissa Vito re: Chat GPT and AI and inclusion in teaching and learning.
- **Hispanic Thriving Initiative** – Amanda Perez
 - No updates
- **HOP Committee** – Jaime Fernandez (out)
 - HOP 11.11 – Software & Hardware Asset Management (formerly HOP 11.09) - Voted on 12/9/22 and re-voted on 3/9/23 to align with UTS165 sect. 29
 - HOP 11.12 – Password Change Policy (formerly HOP 11.10) – Voted on 12/9/22 and re-voted on 3/9/23 to align with UTS165 sect. 29

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- HOP 2.5 – Fixed Term Track Faculty Recruitment, Evaluation & Promotion Processes.
– Voted to abstain on 2/20/23.
- **Inclusive Excellence Advisory Board** – Damaris Ibarra
 - Legislative session is taking place; there are bills related to DEI, CRT, and tenure. The strategy continues to be the same related to what Carlos Martinez explained. Inclusive Excellence is also keeping up with the legislative session.
 - The Cesar Chavez march is also take
- **Operational Review Committee** – Amy Fritz (out)
- **Out of State Work Modality** – Amy Fritz (out)
- **Parking & Traffic Committee** – Estefania Casper, Wanda Guntz, Clarisa De La Fuente
 - Please see update under the Public Safety Advisory Committee.
- **People Excellence and Staff Senate Working Group on Modality and Educational Benefits** – Amy Fritz, Anna Boyer-Chadwick, Sapna Naik, Stef Casper, Xavier Santos
 - Notes in [People Excellence and Staff Senate Working Group](#)
 - Our next meeting is Monday, March 20
- **Sustainability Council** – Jake Erney
 - No updates
- **Public Safety Advisory Committee** – Wanda Guntz
 - Regarding automobile break ins, response received from Chief Schoenborn: “We have extensive video coverage in most parking lots on our campus. We are reviewing camera footage to identify suspects in the case and following up on leads. In the meantime, we have increased our visibility in the parking lots to include something as simple as our security guards driving around with their overhead lights on, bike patrols etc. Our teams have increased their presence and continue to monitor unusual activity in the lots. We of course encourage anyone to contact us if they see suspicious activity in a parking lot.”
 - Four instances of attempted car break ins but they were not successful break ins (specific lots were not mentioned). Break ins are minimal in comparison to other areas of the city.
 - Reminder: Parking staff wear orange shirts.
- **University Leadership Council** – Damaris Ibarra
 - See legislative session update in Inclusive Excellence Advisory Board.
 - We’ll have the listening session today and will be getting updates about the survey.
- **University Scholarships Committee** – Damaris Ibarra
 - Financial Aid does not do the selection of
 - This will be Damaris’s last year in this committee and the committee will be looking for a new representative during the next year.

8:54 a.m. General announcements, discussion, and reminders

- Reminder about attendance policy
 - Article III Section 4 Attendance of [Bylaws](#)
- UTSA Giving Days on April 4-5, 2023
 - You can support various areas at UTSA.
 - You can learn more about giving day and sign up to be a Giving Day Ambassador at

the link below. <https://givingday.utsa.edu/giving-day/58783>

- [Spring Commencement](#)
 - Doctoral Hooding Ceremony – Wednesday, May 17, 7:00pm, HSU Ballrooms
 - HCAP, COEHD, COS, UC Ceremony – Saturday, May 20, 2:30pm, Alamodome
 - ACOB, KCEID, COLFA Ceremony – Saturday, May 20, 7:00pm, Alamodome
 - Parade
 - Lavender, Ujima, and Dreamers Celebrations
- Performance evaluation presentation from People Excellence
 - Meeting scheduled on Thursday, March 23, 2:00-4:00 p.m., Hybrid on Zoom or NPB (Optional but highly encouraged)
- We know staff members who want to learn more about Staff Senate. We have our minutes available and we want to make this process more open. Some possibilities are to have a virtual coffee chat each month with 2-3 Senators to share more about Staff Senate and to connect with more staff members across various campuses. If you have thoughts or suggestions, share via email or Teams.

9:04 a.m. Strategic Plan Refresh Listening Session

- Veronica Salazar, Vice President of Business Affairs; Liz Rockstroh, Chief of Staff and Sr. Director, Business Affairs; and Lisa Jasinski, Senior Director, Strategic Initiatives, Office of the President
- From the chat: “Hi all - my name is Lisa Jasinski and I serve as the Senior Director of Strategic Initiatives in the President’s Office. I’ll be attending today with my graduate student Yousef and serving as a “scribe.” I will be taking notes so that all your good ideas get recorded. I won’t be recording names - so speak candidly - but this way all the feedback gets considered by the Steering Committee members. Because transparency is important to their process, we will share the notes with your group. You can learn more about the strategic plan refresh process here: <https://www.utsa.edu/strategicplan/strategic-plan-refresh/>”
- Presentation
 - About UTSA’s strategic plan: We have 3 strategic destinations.
 - Refresh Process Goals: Since 2017, UTSA has made significant strides toward achieving its strategic destinations; we are on course to keep going. A refreshed plan will allow us to acknowledge what we have achieved since 2018, map our progress and chart our future directions, adapt to changes in the higher education landscape, capitalize on lessons learned during the pandemic, align our goals and pro forma (long-range financial plan) as required by UT Regents.
 - All Campus Survey
 - 1,148 total responses with 837 who responded to at least one element and 311 who responded to multiple elements. 861 were from academic affairs, with the remaining from the remaining divisions, reflective of the sizes of each area.
 - Prominent themes
 - Q1: What works well? 97% praised an aspect of the plan, current initiatives, or plan’s positive impact. Pride in results (29%), Destination 1 of Student Success (26%), clear and worthy goals (26%), and research gains (15%).

- Q2: Revise or add a destination? 94% said no changes or proposed minor revisions only. Refinements to consider (mentioned by 99 responses):
 - Make UTSA a model employer, including increasing the number of staff, bringing employee wages, improving satisfaction, embracing flexible work policies.
 - Refining destination 3 to be more clear.
 - Improving research infrastructure.
 - Improving operational efficiency.
 - Deepen local ties.
 - Tweak some KPIs and adding new ones including graduate employability, prestigious awards won by staff, and time to degree.
 - Maintain and protect our infrastructure
 - It's all about jobs – many want to see continued investment in student success, including experiential learning opportunities and support for graduates to find great jobs
 - The survey also generated responses specific to divisions which was shared with leaders.
- Q4: Additional considerations (79 responses): Further improve what we've built and not starting new things before finishing existing ones. Clarify how and when we do things. Value and maintain identity as an HSI. Keep asking – respondents urged UTSA to solicit feedback regularly.
- The survey is the foundation for division and college-level listening sessions in March and April 2023.
- Listening session
 - Listening session goals. This listening session is designed to promote dialogue and discussion, provide guidance, surface a variety of perspectives, and identify divisional projects and priorities for the future.
 - Liz Rockstroh leads an interactive activity to get our feedback using Mentimeter.
 - First, we rate how each Strategic Destination connects with our work at UTSA. The Mentimeter shows UTSA will be a model of Student Success (4), UTSA will be a great public research university (3.2), UTSA will be an exemplar for strategic growth and innovative excellence (3.8).
 - Do you feel that the 3 designations need to change? Responses reflect that maybe some should change but many support keeping them.
 - Next, we ranked what's most important to consider: "Make UTSA a model employer" was rated at the top, with "improve operational efficiency" second.
 - What inspires you about UTSA's future? Responses included growth, research, innovation, staff, possibility, and more.
 - What should UTSA do to achieve that future? Responses included create opportunities for professional development and growth in career opportunities, value staff with pay and security, invest in employees and resources, market level salaries, become a model employer – that will trickle down to the students, pay equity, opportunities for staff advancement, hire strong leaders, recognize staff compensation and appreciation, free parking, increase and competitive salaries, continue

- communications.
- Connections to Staff Senate. Biggest successes in staff senate? Staff recognition, representation, visibility, community building, idea sharing.
 - As you think about Staff Senate, what can we do to help UTSA achieve its destinations? Continue advocating for staff, continue to be transparent, communicate and advocate, continue having Staff Senate in university groups and decision-making, transparency with conversations and destinations, breaking down silos, connecting campus community, be a bridge between faculty, staff, and leadership.
 - What questions do you have about the strategic plan refresh? Liz took our questions through Mentimeter to share with the steering committee. We can also submit questions through the Strategic Plan Refresh website: <https://www.utsa.edu/strategicplan/strategic-plan-refresh/#feedback>
 - Based on what you heard today, what else should the steering committee keep in mind? Pay and benefits are very important; project priority; thoughts and experiences of front line staff; help areas with resource management; involving more people; staff professional growth and retention; students should know this information; communication is key and transparency is a must; staff salaries, hiring additional staff, staff retention
- Next steps
 - Keep up with the strategic plan refresh process here: <https://www.utsa.edu/strategicplan/strategic-plan-refresh/>
 - Listening sessions are happening throughout March and April 2023
 - They will review listening session notes, continue discussions, and stakeholders will provide feedback on steering committee drafts
 - There are 4 opportunities for faculty, staff, and students to participate in the refresh process. We're in Step 2 Listening Sessions right now.
 - In addition to the form online, you can email vpba@utsa.edu
 - Damaris's note: We'll have opportunities to have listening sessions in our respective areas. Please try to attend those as well.
 - Damaris's question about how we liked the Mentimeter (at the end of the meeting):
 - Many people liked it!
 - On dialogue: This was meant to be more of a listening session rather than dialogue.

9:58 a.m. Committee Updates

- **Communications – Destiny Jones**
 - Communications is figuring out proper protocol to send out email to all of staff. The email about Rowdy Games was sent out to all staff last week.
 - The website is also being updated.
 - They're also submitting staff appreciation signs on digital signage on campus. They're finding different ways to promote events.
 - Contact Communications if you have something you want on the website and/or social media or complete the form through Teams. If you want university-wide emails, please allow time for figuring out with the communications.
 - Question: Is there anything about Staff Senate in the onboarding process?

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- During onboarding, affinity groups, shared governance, faculty senate, and staff senate are discussed. The information provided to staff is pulled from the website.
- **Community Outreach & Events – Jessica Vela**
 - Great Staff Appreciation is on Tuesday, May 16, 11:30am-1:30pm
 - The committee is getting final quotes for the event from vendors.
 - From Communications Committee – please have communications ready by April 1 to start sending it out.
- **Elections – Cindy Orth**
 - Scheduled to meet next week and will be developing a plan and timeline. During the April meeting, the committee will provide information and timeline to the Staff Senate.
- **Finance – Stef Casper**
 - Reminders: As you are preparing for events and submitting purchase requests, please feel free to post in the Finance channel that you have submitted it. As you receive items and services, please submit your invoice so the committee can close the loop.
- **Health & Wellness – Anna Boyer-Chadwick**
 - Rowdy Games is Saturday, March 25, 2023, 9am-12pm
 - Volunteer at Rowdy Games on Saturday, March 25, from 7:30 am-1:00 pm. Sign up at <https://www.signupgenius.com/go/10C0F4DAAA92AA6FCC25-volunteer>
 - We currently have 98 people signed up. The link to sign up is still open. There are free t-shirts! Attendance goal was 150.
 - The committee has a walk through with Campus Rec today for the event.
 - Question: If you are volunteering for one of the events, you're not expected to know rules or referee, correct?
 - There will be a member of the Health and Wellness Committee and Campus Rec who will be in charge of rules and refereeing.
 - When you sign up to volunteer, you're only responsible for the timeslot you signed up for.
 - Question: For all of us who have signed up as volunteers, are we going to get a reminder for what we signed up for?
 - The committee will be sending out an email to remind everyone about their volunteer spots.
- **QIC – Sapna Naik and Dominick Morales**
 - [QIC Progress](#)
 - A&P Comp Time
 - Jaime met with Marie Kuehler on 3/9/23 and Marie provided an A&P update. She said they have been researching government code to make sure that there are no mandates that could affect this type of leave. They are also having to research the history of this policy at UTSA.
 - Please submit and encourage staff to submit questions, ideas, and concerns via the form online:
- **Staff Appreciation & Scholarships**
 - They have received nominations for the month and decided on the award members.
 - We need more nominations for the next few months. Nominate individual staff and

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teams at <https://www.utsa.edu/staffsenate/Appreciation.html>

- No updates on the University Excellence Awards yet.

10:20 a.m. Adjourned

- People Excellence Presentation on Performance Evaluations: Thursday, March 23 at 2:00-4:00 p.m. – Hybrid
- Next General Meeting: Thursday, April 20 at 8:30 a.m. – Hybrid