

General Meeting Minutes

Thursday, July 20, 2023 | 8:30-10:30 A.M. | Hybrid – NPB 1.142 and Zoom

8:32 a.m. Meeting Called to Order

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

8:33 a.m. Motion to vote on Staff Senate Minutes 6/15/2023 – Jake Erney, Parliamentarian

- Minutes: <https://www.utsa.edu/staffsenate/Minutes/2023-06-15-Staff-Senate-General-Meeting-Minutes.pdf>
- Seconded: Sara Cliffe and Dominick Morales
- Yay: 5 in person, 17 online
- Nay: 0
- Abstain: 0
- Passed

8:36 a.m. End of Year Reminders – Damaris Ibarra, Chair

- Please complete your SOP documents by July 31 end of day
 - Copy and use the [SOP Template.docx](#)
 - We'll have time at the end of today's meeting to meet within committees
- Accomplishments
 - List Staff Senate committee accomplishments, individual university committee representations, individual contributions, and ad hoc committees
 - Plug into the template or email it to Sapna by July 31 end of day
 - Template: [UTSA Staff Senate Accomplishments 2223.docx](#)

8:38 a.m. University Service Updates

- **Enriching Campus Wellbeing Steering Committee** – Vacant
 - Next set of conversations will be about faculty and staff wellbeing.
 - A Staff Senator is interested in being the rep for this committee.
 - Damaris connected with Dr. Melissa Hernandez and Dr. Tammy Wyatt. They have

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completed many of the goals tailored to students. Their next set of goals is to look at wellbeing of faculty and staff. They'll start with what's currently available, such as Deer Oaks and MDLive.

- **Faculty Senate** – Justin Marmolejo
 - Dormant
- **Hispanic Thriving Initiative** – Vacant
 - We will need a new representative. We can take names now, but final decisions will be once the new cycle starts. The survey before the retreat will ask about your interests in committees and representing on University Service Committee
- **HOP Committee** – Jaime Fernandez
 - [23 Hop Staff Senate General Meeting Update 7-20-23.docx](#)
 - Published Policies
 - HOP 3.01 -Annual Non-Faculty Performance Evaluation – posted 7-6-23
 - HOP 4.09 – Student Employees – posted 6-23-23
 - HOP 2.34 – Faculty Grievance Procedure – posted 6-23-23
 - Policies Abstained From Comments
 - HOP 5.13 – Posthumous Degree – No comments (not staff related) – 6-27-23
 - HOP 2.01- The Faculty: Role in Educational Policy Formulation – No comments (not staff related) – 7-10-23
 - Policies Reviewed
 - HOP 4.34- Family Pool – Approved 7-14-23
 - This committee will need a new representative.
- **Inclusive Excellence Advisory Board** – Damaris Ibarra
 - Dormant
- **Operational Review Committee** – Amy Fritz
 - Dormant
- **Out of State Work Modality** – Amy Fritz
 - Will need a new rep for this committee.
- **Parking & Traffic Committee** – Estefania Casper, Wanda Guntz, Clarisa De La Fuente
 - You can now order 23-24 parking passes:
<https://www.utsa.edu/campuservices/parking/>
 - Clarisa has been asked to assist in a peer review of Parking and Transportation with colleagues from Texas A&M and provide staff perspective, during the last week of July.
- **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](#)
 - Last meeting was Monday, July 17: [PE and SS Working Group Notes.docx](#)
 - Next meeting on Monday, August 21
 - Website was updated: <https://www.utsa.edu/people-excellence/>
 - Focus areas:
 - Educational benefits – 147 staff members used it this past year, which is fairly consistent with previous years
 - Performance evaluation

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- Work modality
 - Links from People Excellence
 - Performance Evaluation Training: Training for completing the [self-evaluation](#) portion of the UTSA Annual Performance Evaluation as well as training for completing the [manager evaluation](#).
- **Sustainability Council** – Jake Erney
 - No updates.
- **Public Safety Advisory Committee** – Wanda Guntz (out)
 - No updates.
- **University Excellence Awards** – Sharon Martinez
 - Dormant, but the committee is reaching out to committee participants will continue to do so. There are several changes they want to make, so they want to start early. Sharon volunteered to work on the committee again.
- **University Leadership Council** – Damaris Ibarra
 - The last meeting was in reference to the Strategic Plan Refresh Committee. The data has been collected via survey and listening sessions. Dr. Jasinski has offered a preliminary set of topics that could potentially inform revisions and updates, specifically for Destination 3. There may be a language change on Destination 3 because it is currently too broad. Many of the items were things we've discussed in Staff Senate, including staff retention and climate for staff and faculty. Leadership is aware of and talking about many of the same topics. What is it that we're doing to retain and incentivize faculty, like adequate lab spaces for researchers.
 - Dr. Espy is completing her time at UTSA at the end of this month. Dr. Shipley, interim provost, will take the lead on the SPRC.
 - Damaris will share any additional updates from the meeting next week with us via Teams.
- **University Scholarships Committee** – Damaris Ibarra
 - Dormant

9:00 a.m. Committee Updates

- **Communications** – Drew Vincent and Destiny Jones
 - Continuing to work on the communications request form. Next step will be a user test.
 - Next steps will be website updates, including new Senators and pictures.
 - Reminder: Career Center has a photo booth
<https://careercenter.utsa.edu/resources/iris-booth>
- **Community Outreach & Events** – Jessica, Clarisa, Cindy
 - Working on SOP
 - They are looking at opportunities for fundraising for staff scholarships. Reached out to groups that have done silent auctions with UTSA, and they are looking into doing that for the fall for Staff Senate.
- **Elections** – Cindy Orth
 - [Staff Senate Elections Timeline – 2023](#)

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- Successful nominations. 96 staff members who accepted their nominations and are listed on the ballots. Ballots were sent out on Monday, July 17 and will close on Wednesday, July 26.
- Then they will notify top candidates for each VP area next week Friday.
- Thank you, Sara Tate, for managing Qualtrics ballots, Matt Keneson for setting them up in previous years, and to all of the committee members.
- One question that came up a few times was bios or information for candidates; we can determine if those are options for the future. If you have suggestions or recommendations, reach out to the Elections committee.
 - Matt's suggestion: We can always use Qualtrics to simultaneously confirm if a nominee wants to be included on the ballot and collect a bio or short statement about why they want to be on Senate. We can then export that in Excel and use a formula to format it to copy and paste into a website.
- **Finance – Stef Casper and Angel Espinoza**
 - Leftover budget is \$98.
 - Funds will cover food for the retreat
 - Working on SOP
 - If you have any feedback about the budget request form process, please email Angel and Stef.
- **Health & Wellness – Anna Boyer-Chadwick**
 - Working on SOP
- **QIC – Sapna Naik and Dominick Morales**
 - [QIC Progress](#)
 - Vacation Payout – Olamiposi and Sara ([Staff Senate Idea - Vacation Payout.docx](#))
 - Name Changes – Lisa and Melissa ([Name changes.docx](#))
 - Retirement acknowledgement
 - After hours requests
 - Travel advances
 - Encourage staff members to submit via <https://www.utsa.edu/staffsenate/Contact.html>
- **Staff Appreciation & Scholarships – Sharon Martinez and Sara Tate**
 - Nominate individual staff and teams at <https://www.utsa.edu/staffsenate/Appreciation.html>
 - Last person was nominated and awarded the individual award. They will invite Staff Senators once the award presentation is scheduled.

9:12 a.m. General announcements, discussion, and reminders

- Reminders
 - Benefits enrollment July 15-31
 - <https://www.utsa.edu/people-excellence/current-employees/benefits/annual-enrollment.html>
 - Note there is a health insurance price increase for dependents and part-time employees; there are also a few things that will no longer be covered

- Please complete your SOP documents by July 31
 - Performance self-evaluation due August 9
 - Use your Outstanding Performance Time by August 31
 - Retreat on Tuesday, August 15, 8am-2pm, MB 3.106 Regents Room
- Damaris is closing her time as Staff Senate Chair. All of the accomplishments were a group effort. She recognizes there are frustrations, but we were able to communicate, provide solutions, and reach results.
- Amy's presentation to Damaris

9:22 a.m. Committee breakouts about Standard Operating Procedures

- Breakout rooms for SOP and Accomplishments Discussion
 - Communications
 - Community outreach and events
 - Elections
 - Finance
 - Health and Wellness
 - QIC
 - Staff Appreciation and Scholarships

10:30 a.m. Adjourn

- Next Meeting: Retreat! Tuesday, August 15, 8am-2pm, MB 3.106 Regents Room