

General Meeting Minutes

Wednesday, June 26, 2024 | 8:30-10:30 A.M. | Teams

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8:30 a.m. Meeting Called to Order

- Guests: Katy Madden, Mary Hernandez; Brian McNamara, Anson Adams, Luis Rodriguez
- Attendees: Amy Fritz, Andrea McClure, Angel Espinoza, Angela Trejo, Anna Boyer-Chadwick, Bev Ostmo, Cynthia Orth, Drew Vincent, Eric Uriegas, Estefania Casper, Evette Flores, Gabriela Rodriguez, Harshan Raj, Jacqueline Ortiz, James Rodriguez, Jeffrey Miller, Jennilee Garza, Jenny Stokes, Jessica Vela, Josefina Fernandez, Justin Marmolejo, Lauren Smith, Matt Keneson, Matthew Fey, Mickie Tencza, Nikki McGovern, Nnennaya Ikwuagwu, Olamiposi Kolajo, Pebby Garner, Sapna Naik, Sharon Martinez, Victoria Downing, Xavier Loredó
- Excused: Heather Frazer, Julie Fisher, Katia Diamante, Lauren Hoffmann, Lisa Alonzo, Lisa Johns, Vero Salazar
- Unexcused: Angie Lopez

8:30 a.m. Campus Experience Task Force and Department of Labor Rule Presentations

Katy Madden and Mary Hernandez

Department of Labor Rule Change, Katy Madden

- FLSA Overtime Rule outlines overtime eligibility (exempt or non-exempt)
- There's a three factor test whether someone is exempt or non-exempt. The minimum salary threshold is one of the factors.
- The minimum salary threshold is currently \$35,568/year.
- Classified / A&P Exempt
 - Meets 3 factor test
 - Classified Exempt ONLY: Earns state compensatory time on an hour for hour basis for hours worked over 40 hours in a workweek and must be used within 12 months.
- Classified Non-Exempt
 - Eligible for overtime 1 to 1.5 hours basis
- Changes
 - As of July 1, 2024, salary threshold will increase to \$43,888/year
 - As of January 1, 2025, salary threshold is set to increase to \$58,656/year
- As the compensation study is going on, WTW will also review FLSA rules.
- Potential options, effective July 1
 - Move employees in an exempt position up to the new salary threshold (just under 200 people at UTSA)
 - Move employees in an exempt position with a salary below the new threshold to non-exempt
 - Review the roles for exempt employees below the threshold to determine if the role (job code) needs to be updated to non-exempt or if the salary needs to be adjusted (combination of options 1 and 2) - They decided to go with this option.
 - Due to the short window, they'll continue to have WTW look at the FLSA rule.
- Next steps
 - PE is finalizing recommendations
 - PE will draft speaking points and letters to communicate to impacted employees
 - PeopleSoft changes will be completed by PE
 - Changes effective July 1 for the August 1 payroll
 - WTW will still evaluate FLSA status of our roles to determine if additional changes need to be made as part of the Compensation Study
- There are two ways of overtime which is to pay out overtime for 1.5 hours per hour worked overtime, or for comp time.
- Most of the 200 employees, many were close to the new threshold.
- Questions
 - When it says changes effective July 1, does that mean in like 6 days?
 - Yes
 - Besides the salary piece, what determines that a position is a non-exempt/exempt?
 - There are a lot of pieces to this; you're welcome to reach out to Katy to ask 1:1. You can also look up the rule on the Department of Labor website.
 - These are in addition to the three-factor test.

Campus Experience Taskforce Recommendations, Mary Hernandez

- Task Force Framework
 - Three goals: identify best practices that promote an exceptional campus experience; Develop flexible work arrangement guidance; Optimize academic course and program modality
 - Process overview: Launched in Fall 2023; reviewed best practices, reports, stakeholder input; work modality data collection; preliminary report of working group
 - Stakeholder input: Continue to have feedback form on the website; they've also met with various groups to gather feedback.
- Four working groups
 - Wellbeing and Community
 - Flexible work playbook
 - Academic experience
 - Value proposition
- Work modality data collection
 - The previous time they collected data was in Spring 2021. In Fall 2023, they collected data again for staff and categorized responses into four modalities: on-campus (41%), hybrid-structured (24%), hybrid-unstructured (20%), remote (14%).
 - For hybrid employees, Wednesday is most common.
- Recommendations
 - Working groups came up with a total of 62 total recommendations
 - 25 wellbeing and community
 - 9 flexible work playbook
 - 14 academic experience
 - 14 value proposition
 - These were grouped into three areas
 - Academic experience
 - Classroom experience: Offering core and high-demand courses in multiple modalities
 - Advising enhancements: Better communication between academic advising and departments
 - Communication and collaboration: info sessions, onboarding for students
 - Employee experience
 - Roadrunner experience website: Hub that will collect information about benefits and perks
 - Employee Success Center: Virtual hub through the website and a physical space where employees can gather, receive professional development, connect with existing efforts
 - Flexible work modality resources
 - Develop job aids and processes to support flexible work
 - Create work modality review matrix to help leaders determine work modalities
 - Update out-of-state work exception request process

- Develop best practices for setting up hoteling stations, standard equipment, telecommuting agreement, space use and assignment, etc.
 - Clarification: There is not a change (as at UT), this is ongoing work.
- Campus experience
 - Enhanced infrastructure and services: create a seamless experience for students and employees, including looking at parking options, transportation options, single sign-on
 - Placemaking and programming: create an employee/student experience that is unique to UTSA, promoting more gathering spaces (with placemaking council), looking at orientation and onboarding for students and employees, training for events
- Contact
 - Website: <https://www.utsa.edu/president/campusandcommunity/campus-experience.html>
 - Task Force Co-Chairs: Mary Hernandez Mary.Hernandez@utsa.edu and Katie Meersman katherine.meersman@utsa.edu

9:05 a.m. Old Business

- May general meeting minutes: <https://www.utsa.edu/staffsenate/Minutes/2024-05-15-Staff-Senate-General-Meeting-Minutes.pdf>
- Vote on Staff Senate May general meeting minutes
 - Motion: Harshan Raj
 - Seconded: Drew Vincent
 - Yay: 29, Nay: 0, Abstain: 2
 - Minutes approved

9:07 a.m. Continuing and New Business

Bylaws

Harshan Raj

- Changes as proposed
- No questions about these changes were brought up at the meeting
- Some additional changes to the bylaws may come later

Discussion on Work Modality

- <https://president.utexas.edu/2024-messages-speeches/return-site-work>
- While we aren't UT Austin, there is concern that it'll come down to us and that there will be guidance from Austin that would overrule any discussions at individual campuses.
- As Senators, we should be aware of this and these concerns.
- We do not have the campus space for everyone to return.

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UTSA Staff Senate

- We need to remember that we are working for the students.
- We had remote departments prior to Covid.
- If this would trickle down to UTSA, leadership must do their due diligence and show the data that support need to bring back staff members. Students also do not want to be on campus as much and are looking for online options, in some cases overwhelmingly.
- We will lose people if it were to happen at UTSA. We need to do what will attract and retain talent.
- This has not been discussed at UTSA leadership levels.
- Flexibility is a huge retention factor for lots of staff. It cannot be a blanket policy that will make sense across the board.
- If questions come up, we can help alleviate the stress staff may be feeling, as there are discussions about a blanket return policy.
- There is not a plan for the university to address UT's decision.
- It would be nice if there were boilerplates so that messaging was standard.

Communications

Gaby Rodriguez

COMMUNICATIONS – 3 MONTH LOOKAHEAD

SUBMIT REQUESTS 3 WEEKS BEFORE FIRST COMMUNICATION

Date	Topic	Category	Committee Owner	Request Form
Jul 18	Senate Newsletter Q4	Senate	Executive (Amy)	Yes
Jul 15-25	Senate Elections: Voting Period	Senate	Elections	Yes
Jul 29	Senate Elections: Members Confirmed	Senate	Elections	Yes
Sep	LEGO of Stress	Senate	Health and Wellness	No

9:30 a.m. UFT Process Improvement Initiative Presentation

Brian McNamara, AVP for Academic Resource Management in Provost's Office

Anson Adams, Project Manager in Operations and Strategic Initiatives in Academic Affairs

Luis Rodriguez, Executive Director of Strategic Services in Business Affairs

- Structure and stakeholders
 - University Finance Team consists of a partnership between Academic Affairs and Business Affairs
 - Core team is facilitating satellite process improvement projects on functional areas that

- have come up via feedback
- Surveying participants in finance, administration, BSC organization
- Roundtables with BSC organization, front and back office staff, and other select staff
- BEF Project Team
 - They are working to understand the value of the form and investment in time and how pieces add to the overall value.
- UFT process improvement initiative recap
 - Origin: Process improvement discovery, team formation
 - Survey and roundtables
 - Top 5 issues via feedback
 - Revise Business Expense Form (BEF)
 - Improve the process flow for purchase orders (PO)
 - Reduce the number of match exceptions
 - Minimize the number of missing purchasing receipts/documentation
 - Business Service Center (BSC) optimization
 - Across these, some common themes are communication, workflows, data for decision-making, and organization/structure of who does what when.
- Overall timeline
 - They are currently working on project charters, professional development and leadership training, creating a timeline.
 - Next steps for August-December include BEF project launch, execution, and report out.
 - Some feedback will be considered for future projects
 - They will be sharing their progress.
- If you have feedback, you can share it with the team.

9:55 a.m. Continuing and New Business

STARS

Sharon Martinez – 10 minutes

- STARS is working on the Scholarship question and rubric. They met with the Scholarships department, including Diana Martinez and Erika Cox, to ask questions
- For 22-23, 41 applicants but only 10 were eligible
- For 23-24, 24 applicants but only 8 were eligible
- All were advanced degree-seeking employees (master's or doctorates)
- We can add a caveat to our Staff Senate Scholarship page, as below:
 - The Staff Senate Scholarship awards a total of 4 scholarships each semester: 2 for undergraduate-seeking employees and 2 for graduate-seeking employees, valued at up to \$750 each, based on the availability of funds. In the event that there are no eligible applications received by undergraduate or graduate-seeking employees, the unawarded scholarships will be awarded within the available pool of scholarship applicants. This ensures that all scholarships are fully utilized to support our employees in their educational pursuits.
- Questions

- Is there an ability to roll over for undergraduate or graduate or do we have to use all?
 - There could be an ability to roll over
- This last year, only 2 were given \$1000 each.
 - They have clarified that that should not be done. This also helps make the case to allowing flexibility of how the scholarships are awarded (e.g., 4 to advanced degree-seeking if that's all that applies)
- 8 applicants but 2 were awarded, because they were all advanced degree-seeking
- Essay statement
 - How has working at the university contributed to your understanding of the student experience at UTSA? How will your coursework contribute to your ability to serve the university community?
 - They also reviewed the rubric and determined the following categories
 - Alignment of Coursework and Service
 - Impact and Innovation (or understanding student experience)
 - Contributions to UTSA
 - Clarity and Coherence
 - Should they also include a category for personal and professional goals? Statement would be revised to
 - Using your professional and personal goals, describe how has working at the university contributed to your understanding of the student experience at UTSA? How will your coursework contribute to your ability to serve the university community?
 - Could be a separate question (e.g., what are your personal professional goals? Or how would the scholarship assist you in reaching your personal and professional goals?)
 - Question should reflect rubric pieces. They would plan to share the rubric on the website
 - If we want to change the amount, can change it with an MOU relatively quickly. Fall semester for awarding in Spring 2025, so if we can change the essay prior to that, it would be effective later in the year.
 - Not everyone's role is student-centric, so the essay could better reflect the different roles and make it more staff-centric.
 - The committee will review the essay statement.
- STARS will request a list of recipients, amounts, degrees to keep those metrics.
- They also received contacts for working on the MOU and rubric.
- The review goes through Scholarship Hub so names are attached.
- Do we want to include wording about sharing information via social media?

Elections

Cindy Orth and Victoria Downing – 10 minutes

- Nominations concluded on Friday, June 21
 - Preliminary nomination numbers are in the written updates below
- Next steps

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UTSA Staff Senate

- Week of June 24: Verifying nominees (internal)
- July 1-10: Nomination confirmation forms/emails go out (with a reminder)
- July 11-12: Compiling bios and finalizing ballots (internal)
- July 15-25: Elections via Qualtrics ballot (with a reminder)
- If for any reason you are not returning for the second year of your two-year term (for 2023-2025 Senators), let the E-board and Elections committee know so we can plan to fill your seat.
- Asking for information in addition to a written bio (e.g., primary campus location, job title, office/department/program) in the nomination confirmation. Anything else?
 - Primary work location would include a remote option; selection for work modalities and fill in for which campus; select all that apply.
- Ballot
 - Up to number of spaces rather than requiring that many votes for an area
- Reminder of elections website: <https://www.utsa.edu/staffsenate/elections.html>

10:27 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.

10:27 a.m. Reminders

- Attendance and [Bylaws](#)
- Performance evaluation is due August 9
- Use your merit leave by August 31
- [Elections](#) are July 15-25

10:28 a.m. Adjourn

- Next General Meeting: Wednesday, July 17, 2024, 8:30-10:30 a.m., Teams

Written Updates

University Service Committees

- Enriching Campus Wellbeing Committee – Gabby and Vero
 - No updates
- Employee Advisory Council – Brandy and Matt
- Faculty Senate – Lauren H
- Hispanic Thriving Leadership Council – Eric
 - No updates, still have not met as a committee
- HOP Committee – Andrea
 - [HOP 9.37 Peaceful Public Assembly](#) has been successfully posted on the HOP website, effective Friday, June 7, 2024
 - Editorial changes to HOP 6.01 University Committees – voting due by June 7, 2024. Waiting on final update.
- Inclusive Excellence Advisory Board – Anna
 - No updates
- Operational Review Committee – Amy
 - No updates
 - Presented recommendations to ULC
- Out-of-State Work Modality Committee – Lisa A.
- Parking & Traffic Committee – Heather, Lauren H., Harshan, Gaby
 - No updates
- People Excellence Working Group – Stef, Anna, Jennilee, Eric, Sapna
 - No updates. Next meeting is July 1
- Public Safety Advisory Council – Xavier
 - No updates
- Strategic Investment Fund Committee – Damaris
- Sustainability Council – Julie
 - Break until September
- University Excellence Awards Steering Committee – Peppy and Sharon
 - Concluded as of April 30 for the year
 - Request for adding more awards for staff was escalated to leadership and will be part of the next planning cycle
- University Leadership Council – Amy
 - DoL rule change
- University Scholarship Committee – Justin
 - Have not received any communication regarding this committee
 - Sharon will follow up with the question about who to contact
- Ad Hoc: Research Interview Committees
 - Concluded
- Placemaking Team – Heather, Gaby, Harshan

- Next meeting was June 12

Staff Senate Committees

- Bylaws – Harshan
 - Amy will share the proposal for updating the bylaws, which includes mission statement, and increasing number of A&P representatives and total representatives. Other changes to articles are based on mission statement and elections changes.
 - This information will be shared out.
- Communications – Drew and Jennilee
 - New [comms request form](#) is active
 - Reduced from multiple pages to a single page
 - Focus is on election communications and newsletter
 - Next newsletter releases July 25
 - Will close out the year, goals, and introduce Justin
 - Includes information about PE sessions regarding performance evaluation and trainings
 - DYK will include winners and scholarship winners
 - We have a new [Election webpage](#)
 - Working on a centralized communications webpage
- Community Outreach & Events – Jessica and Cindy
 - Survey: 130 responses! The committee is reviewing and will have recommendations
 - Working on touchdown for tuitions
 - \$913.00 raised during Great Staff Appreciation!
- Elections – Cindy and Victoria
 - Reminder went out June 18 and nominations closed June 21
 - Nomination numbers

	Number of nominations	Unique people nominated*	Senate seats to fill
A&P	38	35	6
Academic Affairs	69	51	5
Business Affairs	23	21	5
IMT	5	4	1
Pres, Adv, Athletics, UR	2	2	1

- *Eligibility of write-in nominees has not been finalized as of this meeting.
- Finance – Angel and Lauren S.
 - Great job committees in submitting your invoices and receipts
 - They will make a few accounting corrections and will have \$700 remaining, which will be used towards the August retreat
- Health & Wellness – Vero and Heather
 - May 30th LEGO of Stress was a hit!

The University of Texas at San Antonio

UTSA Staff Senate

- Snacks, Legos, puzzles, PLUS mini painting canvases!
 - 51 people signed in
 - Amy's email really helped – several people came as a result
- Next LEGO of Stress:
 - Friday, 9/20 from 11am-1pm
 - Location: TBD
- Next AY we will be intentional about planning for this event at the DT campus as well
- QIC – Lauren H. and Bev
 - 3 QICs were answered quickly related to Staff Senate nominations, disbursement dates for EEB, and compensation study
- STARS – Sharon and Pebby
 - Meeting with Scholarships team on Thursday, June 13th to discuss some of our scholarship questions.
 - Currently scoring nominations for June.
 - Finalizing Scholarship Rubric within our committee.

E-Board Updates

- July 17 meeting will be mostly UFT IRM focus group