

The University of Texas at San Antonio
UTSA Staff Senate
Meeting Minutes

February 27, 2020

The sixth regular meeting of the UTSA Staff Council for fiscal year 2019-2020 was held at the Main Campus, MB 3.106. The meeting was called to order at 8:32 am, with John Shaffer, Chair, presiding.

Members Present: Jaime Fernandez, Kristee Phelps, Leticia Fisher, Daniel Arriaga, John Shaffer, Suzanne Stokes, Amy Fritz, Eric Weber, Morgan Beard, Mary Alice Morizen, Dominick Morales, Brian Packer, Judith Quiroz, Hillary Klingman, Wanda Guntz, Cynthia Orth, Ed Rojas, Jerry Smith

Members Absent (Excused): Brandy Barksdale, Matt Keneson, Shannon Rios, Sarah Sanchez, Elba Ramos, Sabina Kapoor, Courtney Balderas-Jacob, Anna Boyer-Chadwick, Vincent Genco, Venetta Williams, Paul Lozana, Jeffrey Miller, Jerry Smith, Reuben Aleman, Jason Trevino, Joe Alderete,

Members Absent (Unexcused):

Presentations:

Mary Hernandez, Assistant VP, Business Affairs Administration and Operations – spoke on behalf of Veronica Mendez, Senior VP for Business Affairs

- ❖ Recognition programs
 - Each unit within VPBA is reviewing employee awards recognition process to determine best methods plus identify ways for non-monetary recognition.
- ❖ Purchasing is conducting a campus-wide inventory of all printers to determine what is available and how to better negotiate pricing with vendors for all UTSA printers. Purchasing will be visiting each office with a large university printer for an on-site view.
- ❖ Staff Senate members are involved in the Incentivized Resource Management (IRM) membership to provide feedback in the operational review committee.

Sylvia Enriquez – Associate Vice President Human Resources and Denise Moore – Compensation and Employment Manager

- ❖ Staff Performance Management – provided a PowerPoint presentation regarding the implementation of the new staff performance process.
 - Transition from current model to a competency model with a list of competencies provided in slide presentation.
 - Performance evaluations will shift from the current evaluation period of February 1 to January 31 each year to a fiscal year update from September 1 to August 31 each year forward.
 - President direct reports and college deans will have an evaluation period from June 1 to May 31 each year.
 - Annual merit will transition with an effective date of January 1 each year instead of September 1.

- Implement ePerformance – new tool that integrates directly to PeopleSoft, has automated workflow for approvals, elimination of paper documents, and contains self-evaluation processes.
 - More information will be communicated prior to the launch of the new performance process.
 - Current evaluation process for 30 – 90 – 180 day evaluations of new employees will remain same.

University Service Update:

- ❖ The university has eight (8) committees in which Staff Senate participates.
- ❖ Staff Senate Bylaws have been sent to administration for approval.
- ❖ HOP Committee has implemented the new [Institutional Conflict of Interest \(HOP 4.32\)](#)
- ❖ Inclusive Excellence Advisory Council (Courtney Balderas-Jacob):
 - Campus Climate Survey has been delayed with new date not yet released.
- ❖ Faculty Senate (Sabina Kapoor): No update at this time.
- ❖ University Leadership Council: No update at this time.
- ❖ Food Service Update – the university has selected the new food service vendor (Chartwells) to begin a new contract to begin August 2020. The new contract is a five (5) year contract with the option for three five (5) year renewals. Updates to existing food service providers will change and no longer be part of food options with the university as well as a number of new enhancement to the dining experience will be available.
 - Chilli’s Too will be replaced with Le Masa.
 - Cooking experience available in the evenings.
 - Mercado at the downtown campus will be refreshed and updated to include additional choices.
 - Chartwell’s dining proposal included using local San Antonio companies to be part of the university experience.
 - Catering will be offered at multi-levels to include short notice and small group options and pick-up catering options for events.
 - Guadalupe Hall will have a local coffee shop installed for student use.
 - Dining favorites will remain as part of the food options available at UTSA.
 - Panda Express
 - Chick-Fil-A
 - Steak and Shake
 - Starbucks
- ❖ Vending Drinks Update – the university has an open Request for Proposal (RFP) to determine the vending drink contract.
 - Coke and Pepsi have both applied and the committee is reviewing details and will be in the selection process and submission to administration soon.

Chair Announcements:

- ❖ Questions/Issues/Concerns (QIC) – committee will be appointing a new chair – no updates at this time.
- ❖ Health & Wellness (Chair is Kristee Phelps):
 - Well Being forums were well attended
 - Corporate Cup – scheduled the last weekend in May – sign up if interested
 - Health and Wellness University-wide committee has been implemented by the president and current chair, John Shafer will be a member of the committee and provide feedback to Staff Senate.

- ❖ Communications (Chair is Brian Packer):
 - Staff Senate announcements would be sent to committee for review and distribution to all staff.
- ❖ Staff Appreciation & Scholarships (Co-Chairs are Sarah Sanchez & Amy Fritz):
 - The committee has developed a process map review for committee members to select a monthly nominee based upon a matrix scoring.
 - The February 2020 recipient for the Staff Appreciation Award is Cynthia Dermody and was presented to her during by the committee and her office peers.
- ❖ Community Outreach & Events Committee (Chair is Shannon Rios)
 - Strikes for Scholarships – Bowling fundraiser is scheduled for May 4, 2020.
 - Promotion of event – “Save the Date” will be distributed soon
 - Silent auction items are requested to increase scholarship fundraising during event.
 - Suggestion to include supporting the UTSA Food bank – set up donation station at event and market the opportunity.
 - Great Staff Appreciation Event – event is scheduled for May 20, 2020.
 - Reviewing catering options, give-away items, event logistics
- ❖ Elections (Chair is Cindy Orth):
 - Currently looking for an alternative member to fill a vacancy within the VP for Business Affairs area.
- ❖ Ad-Hoc Finance Committee (Chair is Daniel Arriaga):
 - Proposal to Staff Senate to change the Finance Committee from an Ad-Hoc committee to a Standing committee was presented. The proposal was initiated and passed by majority vote.
 - Cost Center(s) Report – Have two separate cost centers. One is specifically for the Great Staff Appreciation Event (\$13, 850), and the other is for Staff Council M&O (\$1,150).

Old Business:

- ❖ January 2020 Staff Senate meeting minutes were reviewed and approved.
- ❖ UTSA Staff Council has officially been rebranded to UTSA Staff Senate. Approved by leadership and communicated to all UTSA staff.
 - UTSA story included the 22 year history of the council/senate and reason for rebranding.
- ❖ UTSA Staff Senate has a Teams site where each committee stores information is available to all staff senate members have access to review and post pertinent information.
- ❖ Professional development for university staff will be sponsored by Staff Senate in association with Student Affairs who is currently developing a program of events.
 - Human Resources Training website has listing of current profession development organized to date.

New Business:

- ❖ University Excellence Awards (Sabina Kapoor)
 - UTSA Staff Senate will support the nomination process by reviewing all nominees and using a matrix scoring system, select a recipient for each of the seven (7) categories. Deadline to review is March 6, 2020.

- Staff Senate in collaboration with the President's Office is reviewing options to organize a reception to honor all nominees. Additional details will be communicated as event details are completed.
- Award event is set for April 21, 2020, 2pm-3pm.
- ❖ Professional Development Collaboration with Student Affairs (John Shaffer):
 - Staff Council is to collaborate with Senior Vice-Provost & Dean of Students, LT Robinson, for professional development trainings.
 - Professional development programs have been implemented and more information and sign up is available on the [Human Resources website](#) to register for classes.
 - How to Promote an Inclusive Culture (Myron Anderson) – March 31 (10 -12)
 - The Triple E Effect – Exercise Equals Endorphins (Danny Rubalcaba) – April 15 (11-1 - webinar)
- ❖ Staff Emergency Fund Update (John Shaffer):
 - Crowd funding account is to be set-up with Alumni Programs.
 - Funds would be to help fellow staff in need.
 - Review of options through payroll deductions.
 - Would be a non-profit (501C) funding source.
 - Suggested name is "Staff Helping Staff".
 - Information guidelines and process maps have been developed to implement the new fund with a fundraising campaign scheduled for Spring and Summer 2020. More information will be communicated as final details are completed.
 - Program launch if funding is available would be set for Fall 2020.
 - Information would be available on the [UTSA Staff Senate website](#).

Closing

- ❖ Meeting adjourned at 10:15AM.