

The University of Texas at San Antonio
UTSA Staff Council

Meeting Minutes

March 26, 2020

The seventh regular meeting of the UTSA Staff Council for fiscal year 2019-2020 was a virtual meeting held through Webex. The meeting was called to order at 8:30 am, with John Shaffer, Chair, presiding.

Members Present: Amy Fritz, Anna Boyer-Chadwick, Brandy Barksdale, Brian Packer, Courtney Balderas-Jacob, Cynthia Orth, Daniel Arriaga, Dominick Morales, Edward Riojas, Elba Ramos, Eric Weber, Hillary Klinman, Jaime Fernandez, Jason Trevino, Jeffrey Miller, Jerry Smith, Joe Alderete, John Shaffer, Judith Quiroz, Kristee Phelps, Leticia Longoria-Fisher, Mary Alice Morizen, Matt Keneson, Morgan Beard, Paul Lozano, Rueben Aleman, Sabina Kapoor, Sarah Sanchez, Shannon Rios, Suzanne Stokes, Venetta Williams, Wanda Guntz, Kim Kline (Faculty Senate Liaison)

Members Absent (Excused): Vicent Genco

Members Absent (Unexcused): None

Chair Announcements:

- ❖ While telecommuting, voting for meeting minutes will be done through email, rather than in the meetings.
- ❖ The two Staff Senate virtual professional development trainings, *How to Promote an Inclusive Culture and the Triple E Effect: Exercise Equals Endorphins*, each hit its enrollment capacity faster than expected. Staff who could not register for either of the original sessions can watch them through a designated YouTube channel.
https://www.youtube.com/channel/UCuvvcl8KSRXnaCxtjXzA1Zw/videos?disable_polymer=1
- ❖ Executive officers will discuss how to continue moving forward with sponsored events for virtual engagement and connection.
- ❖ Executive committee will meet as needed and updates will be emailed to chair, John Shaffer.

Guest Speaker: Veronica Mendez, Vice President for Business Affairs

Q&A

1. *How does HOP 9.15 (Campus Closure Due to Weather or Safety Considerations) apply to UTSA working remotely because of CDC and state guidelines on quarantine and working remotely?* There are weekly meetings at higher leadership level to discuss this. Ms. Mendez will follow-up.
2. *Some UTSA employees have webcams. Will this equipment be provided to all UTSA employees?* The university did buy, and they are housed with Tech Café. Employees should discuss with their supervisors and if need help, have unit leadership connect with Business Affairs for help.
3. *Are there any efforts to motivate and focus on employee well-being during this time?* Ms. Mendez has talked to HR about this. Discussions on format of these trainings and sessions are being discussed. Once finalized, can send campus wide. (i.e. hybrid format, townhall format, etc.)

4. *Is there a resource guide to help staff understand which platform to use for what?* (When to use TEAMS, Jabber, etc.) Ms. Mendez has asked the university technology team to create that resource.
5. *Can employees that do not have the most current phone system still have calls forwarded to them while working remotely?* Yes, can have calls forwarded to cell phone. Would need to submit a ticket with Tech Café.
6. *Is there a stipend for using personal phones while employees are working remotely?* There is currently no stipend, but Ms. Mendez will follow-up.
7. *What can employees do if they do not have WiFi?* Several companies are providing WiFi at no additional cost. Can get more details on the UTSA COVID-19 link. <https://www.utsa.edu/coronavirus/faq/index.html>

Updates

- The university is in planning phase to have townhall meetings to discuss current information and concerns.
- Faculty Senate in discussion of credit/no credit option.
- There is conversation about having pro-rated refunds for housing, parking, and other non-essential fees.

Committee Updates:

- ❖ *Health and Wellness* - The Corporate Cup scheduled for May 31st has been postponed. Staff Senate representative, Kristee Phelps, gave a presentation on the university policy of a smoke free campus to include vaping as an example of prohibited tobacco product. (HOP 9.36: <https://www.utsa.edu/hop/chapter9/9-36.html>) Review for this recommendation is in progress.
- ❖ *Community Outreach and Events* - The annual fundraising event, *Strikes for Scholarship*, was cancelled, and the yearly event, *Great Staff Appreciation*, was also cancelled. The committee is looking to coordinate a virtual staff appreciation event for the upcoming fall semester. The Cesar Chavez march has moved to an on-line format and still scheduled for March 28, 2020.
- ❖ *Staff Appreciation and Scholarships* – William Lansdon, program coordinator in Veterans and Military Affairs, was the monthly staff appreciation winner for March.
- ❖ *Elections* - Nomination emails scheduled to go out June 1, 2020. For this year's elections, the committee will use Qualtrics to collect results in an efficient central location.
- ❖ *Communications* - No updates
- ❖ *Questions, Issues and Concerns* – Ms. Mendez addressed during Q&A with her.
- ❖ *Finance Committee* - Finance Committee Chair, Daniel Arriaga, will confirm with VPBA if Staff Senate will still get funding for next year's Great Staff Appreciation, despite not being able to use the funds this year.

Closing

- ❖ Meeting adjourned at 10:00AM.