

The University of Texas at San Antonio

# UTSA Staff Senate

## Regular Meeting Agenda

Thursday, October 28, 2021

| 8:30-10:30 A.M.

| Virtual Meeting - Zoom

- 8:30 a.m. Meeting Called to Order (*please type your name in the chat for attendance purposes*)  
Members Present: Brandy Barksdale, Damaris Ibarra, Anna Boyer-Chadwick, Amy Fritz, Wanda Guntz, Matt Keneson, John Shaffer, Diana Lomas, Sylvia Mansour, Tamala Boyd, Crystal Martinez, Kat Carillo, Jade Martinez, Terri Reynolds, Yasmin Codina, Estefania Casper, Edward Garza, Sapna Naik, Marlys McKinney, Sara Tate, Danielle Williams, Jake Erney, Clarisa de la Fuente, Melissa Blanton, Dominick Morales, Cindy Orth, Norma Gomez, Yvonne De Leon, Destiny Jones, Nnennaya Ikwuagwu, Destiny Jones, Jake Erney, Olinda Ongay, Jerry Smith, Jessica Dawson, Xavier Santos,  
Members Absent (Excused): Jaime A. Fernandez, Demetrius Johnson, Diana Almaraz  
Members Absent (Unexcused):
- 8:35 a.m. People Excellence Presentations: Employee Evaluation Cycle & Campus Climate Survey Planning – **Sylvia Enriquez & Ty Middleton (Attached at end of Notes)**
- **Evaluation Cycle**
    - Made adjustments to the PE system to create a more meaningful performance review.
      - Adding the calibration period.
      - Shifting the timeline.
      - Changing and communicating the final rounding after self-evaluations were complete. (EXAMPLE: 4.6 and above rounding to 5.0 role model.)
    - New job aids available, detailed instructions and links, as well as, new training for all employees.
    - Merit information potentially coming out in November.
  - **Campus Climate Survey**
    - Employee Focus Groups coming in Spring 2022
      - In planning phase
      - Sign-ups for focus group participation will be available to all faculty and staff on Inclusive Excellence Survey website.
      - This data will drive institution-wide action plans and initiatives.
    - Areas of Focus
      - Reground UTSA in the mission, vision and values.
      - Address staffing capacity and workload issues.
      - Respond to concerns around compensation.
- 9:25 a.m. General Announcements & Old Business
- Vote on meeting minutes (September)
    - Approved
  - Vote on Ex Officio position
    - Matt Keneson would serve on behalf of Staff Senate
    - Approved
  - **Reminders:** Submit photo for website & upload/update 2021-2022 planning document in TEAMS

9:30 a.m.

University Service Updates (5 min each)

- Alvarez COB Dean search – **Dominick Morales**
  - Met and went over criteria, and have met to discuss candidates.
  - First week of November would be 1<sup>st</sup> round of interviews.
  - Potential to have a new dean by Summer FY22/Fall FY23
- Enriching Campus Wellbeing Steering Committee– **Jade Martinez**
  - Wellness focused mini grant application will be available starting tomorrow (contingent on funding).
    - Fall = application process. Same application for students and employees. Up to \$1500 for employees and up to \$500 for students. Amounts will be flexible and applicants will be asked to provide a budget breakdown. Dates for application are TBD.
    - Spring = programming
    - Summer = reflection
    - Programs should include a pre/post assessment available in Rowdy Link
  - Assessment Data
    - NCHA – National College Health Assessment survey will be available the last week in October
    - Plan to review National Survey of Student Engagement (NSSE) which surveyed first year students and seniors, and compares 2015 data with 2020 data for trends relating to wellness
  - The Wellbeing Project WISE network
    - Focuses on facilitating wellbeing and social change in organizations
    - UTSA has been invited to participate. UNT is a participant.
    - No membership fee.
    - Virtual semester meetings to gather and support one another
    - Wellbeing Summit for Social Change in Bilbao, Spain in June 2022 (Conference Presentations with Speakers) would provide networking opportunity and shared ideas on an international level
  - Proposal Idea for Wellness Course for Students
    - University of Wisconsin Madison – Center for Healthy Minds has a course called “The Art and Science of Human Flourishing”
    - Course would provide a proactive approach to address dimensions of wellness (i.e. mental health, coping strategies, nutrition, financial wellness) and could include service learning and projects
    - Could be piloted with residence life (Student Affairs will be piloting a living learning community residence hall)
- Hispanic Thriving Institution (HTI) Leadership Council – **Jessica Dawson**
  - No update
- HOP Committee - **Jaime Fernandez**
  - Reviewing policies and making edits when necessary. Non-faculty performance evaluations/grievances/dismissal/person with disabilities updates
  - Reminder regarding website HOP feedback due Nov. 1
- Out of State Work Modality Committee - **Amy Fritz**
  - We are currently gathering information to get a final count of how many we have working out of state.
  - They had 7 pre-approved before committee was appointed and as a

committee, they have recommended 4 to SLT, which were then approved by SLT.

- Technology (TPPC) Committee – **Damaris Ibarra**
  - Damaris, is stepping down, so we will need a new representative
- Other University Service updates
  - Brandy: ULC met – Campus Climate Survey – Looking at similarities between Students and Faculty/Staff side

09:40 a.m. Committee Updates

- Communications – **Jake Erney**
  - New social media/communication request form in progress
- Community Outreach & Events – **Jessica Dawson & Clarisa De La Fuente**
  - Homecoming Window Wars winner
    - College of Science Business Service Center
  - Adopt-A-Family Option
    - Complete the link regarding potential participation by tomorrow (10/29/2021)
    - <https://rowdylink.utsa.edu/submitter/form/start/512228>
  - Great Staff Appreciation Event Coming in Spring
  - Fundraising Options
    - Golf Tournament – Top Golf
    - Concert Under the Stars – local band participation
    - Send suggestions if you have any
- Elections – **Cindy Orth**
  - No updates
- Finance – **Estafania Casper**
  - Budget confirmed
  - Request for 1-2 more Senators to serve on committee
- Health & Wellness – **Crystal Martinez**
  - Collaboration with Rowdy New U for Staff Olympics 8am-12pm
  - Tentative dates: Sometime in April, possibly April 2<sup>nd</sup>
  - Need for volunteers
  - Prizes for winners
  - Send sports or team sports related games for Staff Olympics
    - Volleyball
- QIC – **Sapna Naik**
  - New QIC website form in progress
- Staff Appreciation & Scholarships – **Amy Fritz**
  - October winners
    - Caitlin Farias – Advising
    - No Team winner, but we are holding the award and perhaps we can award two winners next month.
    - We're going to rotate leading each award presentation so everyone has an opportunity to boost their public speaking skills
    - Will remain virtual for Fall FY22 and revisit possible
  - Reminder to encourage nominations
    - They ask that senators help get the word out about our appreciation awards by letting your network know that this is available to recognize outstanding individual staff or teams of

staff!

Other Discussion

- Recognizing new employees and retirees- **Jerry Smith**
  - If someone wants to put together a proposal for Brandy to review.

10:00 a.m. Adjourn meeting and sent everyone to committee break out rooms.

- Next General Meeting: November 18<sup>th</sup> at 8:30 AM

# People Excellence Update

Presented to Staff Senate

10/28/2021



# Agenda

- Performance Management Update
- Campus Climate Employee Focus Groups

# Overview

The conclusion of Year 1 (implementation year) for ePerformance and the new Performance Management process will end on October 29, 2021.

The following milestones occurred during Year 1:

- |  |                |
|--|----------------|
| • SMART Goals Completion                     | November 2020  |
| • Mid-Year Check-In                          | March 2021     |
| • Completion of Self and Manager Evaluations | August 2021    |
| • Calibrations                               | September 2021 |
| • Close-Out Process                          | October 2021   |

# Process Improvements and Enhancements

**“Integrity” language change** - Added mandatory compliance language to the Core Value “Integrity” to cover all three levels of employees.

**SMART Goals editing** – SMART Goals are still due in November; however, the system has been enhanced to allow SMART Goal editing by employee and manager through out the year (until the self-evaluation has started).

**Mid-Year Check-In** – Due to overwhelming feedback, a checkpoint feature has been added to the mid-year check-in process to allow employees and managers to “check the box” for the mid-year check-in. This additional step also allows managers and employees to review/edit/adjust SMART goals as needed.



# Process Improvements and Enhancements

**Gender Neutral Pronouns** – we were able to add gender neutral pronouns throughout ePerformance during the final phase of the FY21 cycle.

**Balancing the weighting for the Individual Contributor template** – The IC template weightings will be adjusted in next year's evaluations.

# **We built in a few new process improvements to create more meaningful performance reviews:**

**Adding the calibration period** – we added the calibration period in August to allow a formal review process for our leaders. This process ensures fairness and standards across UTSA.

**Shifting the timeline** – the timeline was posted on the PM website stating that Self-Reviews were due on August 31. That timeline was adjusted and communicated in early August to move up the due date by two weeks. This was to ensure that we had time for the new calibration process.

**Changing and communicating the final rounding after self-evaluations were completed** – after seeing how the current scoring in the system impacted employees, we decided to change the scoring to make a positive impact. For example, it was impossible to achieve a “role model” unless the employee had all 5’s, so the scoring was adjusted. Unfortunately, we did not notice this until after self-evaluations were submitted.

# Enhanced Training

**New job aids** will be available on November 1; KPI instructions will be added along with Performance Conversations 101 for leaders.

**Detailed instructions and links** to job aids were added to each tab of the evaluations (both self and manager).

**Upcoming:** New training for all employees on various stages of performance management.

# Staff Senate Questions

1. For the evaluation process is there a post audit after the final evaluation review process? To look for disparities between the mid-term review, final self-evaluations and supervisors final review?
2. Future forward how can Staff Senate partner with People Excellence in helping employees to become equipped/prepared for the coming evaluation cycle?
3. What is the cutoff for receiving a 5 overall? The system averages the scores, so would they need to have a 5 in every single area, or would they just need to have a 4.5, 4.75, etc. average to have a “5” overall?
4. When the evaluations are tied to merit, will there be a distinction between someone who receives a score of 3.1 vs someone who received a 3.9, or would they both receive the same merit rate for someone that got a “3” overall?

# Campus Climate Employee Focus Groups

# Campus Climate Focus Groups Sessions

- ❖ We will begin hosting campus wide Climate Survey Employee Focus Groups sessions in Spring 2022.
- ❖ Currently in the planning phase; focusing on issues that scored in the Bottom 10 of the survey results.
- ❖ Sign ups for Focus Group participation will be available to all Staff and Faculty on the Inclusive Excellence Climate Survey website.
- ❖ The data from the Focus Groups will help to create institution-wide action plans.

# Areas of Focus

- ❖ Reground UTSA in the mission, vision, and values  
Strategic Planning Refresh
- ❖ Address staffing capacity and workload issues
- ❖ Respond to concerns around compensation  
University Compensation Initiative

**UTSA<sup>®</sup>**  
**CREATING**  
**BOLD**  
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