

## Fall 2021 Retreat Minutes

Thursday, September 9, 2021 | 9:00 A.M. - 12:00 P.M.

Virtual Meeting - Zoom

Present: Amy Fritz, Anna Boyer-Chadwick, Brandy Barksdale, Brandy Garcia, Clarisa De La Fuente, Crystal Martinez, Cynthia Orth, Damaris Ibarra, Danielle Williams, Demetrius Johnson, Destiny Jones, Diana Almaraz, Diana Lomas, Dominick Morales, Edward Garza, Estefania Casper, Jade Martinez, Jaime Fernandez, Jake Erney, Jerry Smith, Jessica Dawson, John Shaffer, Kat Carrillo, Marcela Cabello, Marlys McKinney, Matt Keneson, Melissa Blanton, Nnennaya Ikwuagwu, Norma Gomez, Olinda Ongay, Sapna Naik, Sylvia Mansour, Tamala Boyd, Terri Reynolds, Tymeeka Middleton, Wanda Guntz, Xavier Santos, Yasmin Codina, Yvonne De Leon

- Meeting called to order at 9:00 a.m. by Brandy Barksdale with welcome and introduction of the Staff Senate advisor, Veronica Mendez
- Remarks from Staff Senate Advisor Veronica Mendez, Senior Vice President for Business Affairs
  - Has been working with Staff Senate going on 3 years now.
  - Regularly meets with the Chair to discuss staff and university topics.
  - Senate is part of the shared governance structure of the university. Chair serves on University Leadership Council (ULC).
  - Wants Senate to communicate information back to their teams as well.
  - Wants to continue good relationship and candor. Values the work and experience that staff contribute to the diversity of opinions and perspectives.
  - Spoke to everything staff has gone through over the past year with COVID, the winter storm, etc. Many people were impacted personally, financially, etc., but she knows she can always rely on staff to do what they need to do.
  - University focus this year includes compensation strategies to support staff, Climate Survey outcomes and initiatives, supporting students and mental health overall, etc.
- Introductions – all current and new Senator introduced themselves (name, position/department, years at UTSA, new/current/former senator, fun fact).
- Brandy provided an overview of retreat agenda
- Matt Keneson presented 2020-2021 highlights and previous e-board members.
  - A summary of activities and highlights can be found on the [Minutes page](#) of the website.
- Discussion & Voting for 2021-2022 Executive Officers
  - Brandy Barksdale asked if there were any others that would like to nominate themselves for an officer position.
    - Amy Fritz nominated for Secretary.
  - Vice Chair – each candidate spoke on why they were interested, and Senate voted via Qualtrics
    - Kat Carrillo
    - Damaris Ibarra – voted in as Vice Chair
    - Dominick Morales
  - Secretary/Historian – each candidate spoke on why they were interested, and Senate voted via Qualtrics
    - Amy Fritz – voted in as Secretary

The University of Texas at San Antonio

# UTSA Staff Senate

- Parliamentary - each candidate spoke on why they were interested, and Senate voted via Qualtrics
  - Tamala Boyd
  - Anna Boyer-Chadwick – voted in as Parliamentary
- Discussion of [Committees](#) – Brandy provided an overview of the senate's committees.
  - Brandy tried to give first/second choice for committees (members were able to sign up in Qualtrics ahead of time).
  - Senators must participate in at least 1 committee, but all senators still support the work of the other committees, not just their own (e.g., all senators review nominations for the University Excellence Awards even though the Staff Appreciation & Scholarships committee oversees the process).
  - Committees are expected to meet at least once per month. When possible, time will be reserved at the end of the General meeting for committees to meet.
  - Committees should establish a plan for the year.
- Meetings
  - Brandy discussed the proposed dates for both the General and Executive Board meetings.
  - General meetings are usually held the 3rd/4th Thursday of each month from 8:30-10:30 a.m.
    - Proposed dates: Oct 28, Nov 18, Dec 16, Jan 27, Feb 24, Mar 24, Apr 28, May 26, Jun 23, Jul 28
    - General Meetings will be conducted via Zoom for fall, but we will re-evaluate whether we can return to in-person/hybrid in the spring.
    - Brandy will send monthly meeting invites
    - [Attendance policy and expectations](#) were discussed. If need to miss, should notify Chair & Secretary for it to be excused.
  - Executive Meetings via Zoom
    - 1st/2nd Thursday of each month from 9:00-10:00 a.m.
    - Proposed dates: Oct 14, Nov 11, Dec 9, Jan 13, Feb 10, Mar 17, Apr 14, May 12, Jun 9, Jul 14
    - Includes committee chairs and representatives on university committees
- 10-minute break
- Mission and 2021-2022 Goals and Objectives presented by Brandy
  - Continue to increase visibility & Senate accomplishments
    - 100% of senator photos on website with brief bios
    - Continue to update website with current/historical impacts
  - Improve service & outreach to campus community
    - Implement at least ONE service project
    - Host webinars, lecture series, wellness events, etc.
    - Meet & Greet OR tabling events to create Senate awareness
  - Continue to review & update elections process, including looking at potentially breaking up some of the larger divisions into smaller groups to improve representation.
  - Create strategic partnerships
    - Inclusive Excellence: Campus Climate Survey results & other trainings
    - People Excellence: Annual Evaluation preparedness
    - Faculty Senate: Governance awareness

The University of Texas at San Antonio

# UTSA Staff Senate

- Other University leadership: Staff professional development
- Increase engagement, support, & accountability for Senators
- Continue to increase staff recognition for monthly acknowledgments & University Excellence Awards
- Breakout sessions on 2021-2022 goals (20 minutes) - (reference page 5 for committees)
  - Brandy provided a document for each group to use in order to document their feedback (will send to the Staff Senate email account).
  - Communications (Jake Erney reported out)
    - Creating more transparency and visibility with more social media, kudos, etc.
  - Community Outreach & Events (Jessica Dawson reported out)
    - Fundraising options for Strikes for Scholarships (alternative bowling alley, other events, etc.)
    - Including Downtown in GSAE
  - Elections (Cynthia Orth reported out)
    - Will continue to monitor vacancies and positional needs
  - Finance (did not meet)
  - Health & Wellness (Crystal Martinez reported out)
    - Partnering with Rowdy New U throughout the year to do staff wellness assessments
    - Creation of a Staff Olympics event
  - Questions, Ideas, & Concerns (QIC) (Sapna Naik reported out)
    - Evaluations and its connection with merit increases
  - Staff Appreciation & Scholarships (Amy Fritz reported out)
    - Get more nominations for the monthly awards: sharing more amongst the units, have a graphic to share regularly on social media
    - Continue refining the UEA criteria and review process
- University Service Opportunities
  - Requests for representation can have a short turnaround, but Brandy will always try to give as much time as possible for people to submit interest, check with their supervisor, etc.
  - Examples from last year can be seen in the [2020-2021 summary](#).
- New Business
  - Potential proposal to create an Ex-Officio position
    - The prior year's Chair would roll into this position to aid continuity and provide support for the new Executive Officer team.
    - General support for the idea was expressed, so Brandy will work on a formal proposal.
  - Campus Climate Survey Update
    - Leadership is expecting to conduct the survey every few years, but a full plan has not yet been established.
    - We are waiting to hear more about how Senate will be involved with the prior survey.
  - Professional Development Feedback
    - Document submitted to Executive leadership 9/3 summarizing Senate feedback/ideas for supporting staff professional development (reference page 6).
  - Staff Senate Shirts Update

The University of Texas at San Antonio

# UTSA Staff Senate

- Prior quote/design obtained by Damaris was shown. We will continue to explore the order under the 21-22 budget.
- Brandy offered closing remarks and thanked everyone for their commitment to Senate. She also reminded everyone to submit their committee reports from today's discussion and photos for the website.
- Retreat adjourned at 11:50 a.m.

# UTSA Staff Senate

Fall Retreat 9.9.21

Staff Senate Sub-Committees			
Communication	Community Outreach & Events	Elections Committee	Finance Committee
Destiny Jones – Co-Chair	Amanda Perez	Brandy Garcia	Estefania “Stef” Casper - Chair
Jake Erney – Co-Chair	Clarisa De La Fuente - Co-Chair	Sylvia Mansour	Damaris Ibarra
Ty Middleton	Cindy Orth	Cindy Orth - Chair	Clarisa De La Fuente
Damaris Ibarra	Diana Lomas	Nnennaya Ikwuagwu	
	Jessica Dawson – Co-Chair		
	Yvonne De Leon		
Staff Appreciation & Scholarships	Questions, Ideas, & Concerns	Health & Wellness	
Amy Fritz - Chair	Estefania “Stef” Casper	Jade Martinez	
Demetrius Johnson	Yasmin Parra Codina	Sara Tate	
Wanda Guntz	Jaime Fernandez	Tamala Boyd	
Xavier Santos	Jerry Smith	Crystal Martinez – Co-Chair	
Diana V. Almaraz	Dominick Morales	Kat Carrillo	
Anna Boyer-Chadwick	Sapna Naik – Co-Chair	Norma B. Gomez – Co-Chair	
Melissa Blanton	Terri Reynolds – Co-Chair	Wanda Guntz	
	Edward Garza	Olinda Ongay	
	Danielle Williams		
	Marlys McKinney		

**Volunteer opportunities** and continued focus on **mental and physical health**.

Continue to **network with other members from different areas** to learn about their role within UTSA.

Activities related to **wellness** among staff.

I am open to any opportunity that involves **improving UTSA work atmosphere and wellness** for staff and faculty

An instructor or **mentor** who can bring their skill and **training based upon popular themes**. Staff Senate can select top 5 topics and we could determine speakers that bring those topics best.

**Technology training**, optimal use of Qualtrics, Teams, Zoom, Webi, Excel, etc.

**Financial education** is one sector of personal development that is rarely touched that I feel we should address and offer.

**Leadership certification; Training Certification**

I would like to participate in **opportunities that enable me to interact with different leadership and organizational models**.

**Future administrator training**

I would like to be able to take advantage of UTSA's existing continuing ed programs/certifications at little to no cost if possible. It could be seen as an extension of the Employee Educational Benefit program.

**Leadership development workshops**

**Stress management/ work-life balance workshops**

**How to be a better representative.** Listening and following through with concerns from staff. Create an environment where ALL inclusiveness is considered. Know the staff we represent.

Host a **professional development series quarterly**, where a guest speaker would come for an hour, or virtually speak.

Professional development opportunities tied to core values, community service projects/public service opportunities

**\*\*Additional ideas:**

- Technological Certifications such as Six Sigma, Microsoft Suite, etc.
- Mentoring and/or sponsorship program
- Workshops on how to network, branding, and/or creating e-portfolios
- Increase to the Employee Educational Benefit (EEB) Credit hours or amount to help balance fees assessed
  - <https://www.utsa.edu/hr/EEB/>
- Funding towards UTSA and non-UTSA certifications or courses not covered by EEB
  - <https://www.tpctraining.com/collections/custodial-maintenance-training>
  - [https://www.ifma.org/professional-development/facility-management-professional-\(fmp\)](https://www.ifma.org/professional-development/facility-management-professional-(fmp))
  - <https://grow.google/certificates/>
  - <https://www.utsa.edu/academics/certificates.html>
- Provide funds for LinkedIn Learning to allow employees to have access to continuing education style courses
  - <https://learning.linkedin.com/for-higher-education>