

The University of Texas at San Antonio
UTSA Staff Senate

Fall 2022 Retreat

Wednesday, August 10th, 2022

9 a.m. – 1 p.m.; NPB 1.412

Attendance **Present:** Diana Almaraz, Lisa Alonzo, Tamala Boyd, Anna Boyer-Chadwick, Kathryn Carrillo, Estefania Casper, Claris DeLaFuente, Victoria Downing, Jake Erney, Angel Espinoza, Jaime Fernandez, Matthew Fey, Amy Fritz, Brandy Garcia, Wanda Guntz, Nnennaya Ikwuagwu, Matt Keneson, Olamiposi Kolajo, Diana Lomas, Sharon Martinez, Jade Martinez, Dominick Morales, Sapna Naik, Cynthia Orth, Veronica Salazar, Jerry Smith, Sara Tate, Jessica Vela, Drew Vincent, Justin Marmolejo, Brandy Barksdale, Xavier Santos, Robert Ripley, Destiny Jones

Absent (Excused): Xavier Loreda, Julie Fisher, Sara Cliff, Melissa Blanton, Amanda Perez, Demetrius Johnson, Terri Reynolds

Absent (Unexcused): Yasmin Codina, Jessica Dawson, Edward Garza, Norma Van Winkle (Gomez), Sylvia Mansour, Tymeeka Middleton, Olinda OnGay, Jenny Stokes, Danielle Williams

9:00 a.m. Welcome with VP for Business Affairs & Staff Senate Advisor, Veronica Mendez

- This is how we do shared governance at UTSA.
- Changes at UTSA.
- Business of transforming people's lives.
- Veronica and the chair talk a lot so that they're aligned.
- There's a lot of expertise in this room.
- Veronica's favorite was Staff Appreciation event.
- Wellness is important, with the Staff Olympics.
- We can contact Veronica.

9:15 a.m. Group Picture

9:30 a.m. Introductions

- Name and new or current Senator
- Position/Department
- Years at UTSA
- Advise you would like to give about keeping with your wellbeing and resiliency

2021-2022 Year In Review – Brandy Barksdale

- Our Mission

The Staff Senate shall serve as a consultative and deliberative body for Staff in:

1. **Addressing issues** of concern that are unique to Staff
2. **Fostering** expanded opportunities for Staff involvement in campus governance
3. **Building** a sense of community by **encouraging the exchange** of ideas and concerns
4. **Providing advice** on university policy and procedures impacting Staff
5. **Advising** the University on Staff nominations to University Standing Committees as equal members
6. **Promoting** the growth and welfare of Staff, **contributing** to the success of UTSA.

- Goals for 2021-2022

- **Continue to increase visibility & Senate accomplishments**
 - Continue to update Senate 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**
- **Create/Foster strategic partnerships**
 - **Inclusive Excellence:** Campus Climate Survey results & other trainings
 - **People Excellence:** Annual Evaluation preparedness
 - **Faculty Senate:** Governance awareness
 - **Other University leadership:** Staff professional development
- **Increase engagement, support, & accountability for Senators**
- **Continue to increase staff recognition for monthly acknowledgments & University Excellence Awards**
- **Create Ex-officio Position for Past Chair to provide continuity**

- 2021-2022 Highlights

- **Communication**
 - Added Instagram platform to social media options.
 - Collaborated with QIC Committee to enhance Senate Report Form and provide more visibility on social media platforms
- **QIC**
 - Collaborated with & provided feedback to People Excellence on policies related to work modality, education benefit, salary studies, & performance evaluation process.
 - Collaborated with Communication Committee on website enhancements to create FAQs, streamlined QIC form, & transparency of QIC issues.

- Community Outreach and Events

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- Homecoming Window Wars
- Holiday Service Project
- Great Staff Appreciation
- Rowdy Games
- Finances
 - Collaborated with Business Affairs to resolve any purchases
 - Assisted with the approval and maintenance of the annual Senate budget
- Elections
 - Continued review of election process and Senate representation to ensure the 40 positions across campus are filled
- Health and Wellness
 - Rowdy Games event
- Staff Appreciation and Scholarships
 - University Excellence Awards
 - Awarded 10 individual and 8 team monthly appreciation awards



- Ongoing conversations & collaborations
 - Veronica Salazar, Senate Advisor, and other University Leadership
 - People Excellence: Modality, Professional Development, Education Benefit
 - Inclusive Excellence: Equitable support of affinity groups, opportunity to support IE initiatives
 - Faculty Senate and SGA Chairs: Discussions regarding similar initiatives and promote awareness of governing bodies

10:00 a.m. 2022-2023 E-board and highlights of the year

10:20 a.m. Nominations Open – QR code voting

- Vice Chair – Dominick Morales and Amy Fritz running
 - Voting Results
 - Dominick – 12
 - Amy - 16
- Secretary – Sapna Naik running unopposed
 - Voting Results
 - Sapna - 28
- Parliamentarian – Anna Boyer-Chadwick and Jake Erney running
 - Voting Results

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- Anna – 9
- Jake - 19

10:35 a.m. Review of Sub-Committees

- Communications
 - How to get the word out about Staff Senate, started Instagram, updating Facebook and upcoming website
- Community Outreach & Events
 - Homecoming window wars, great staff appreciation event and fundraising for staff scholarship
- Elections
 - Making determinations about each of the VP areas, nominations in June, do outreach
- Finance
 - Supported great staff appreciation, rowdy games, appreciation awards, t-shirts
- Health & Wellness
 - Rowdy Games! Can also include new signature events for wellness/financial wellness
- Questions, Ideas, & Concerns (QIC)
 - When staff has questions, ideas, or concerns, they come to us. We bring them to committee, executive committee and general meeting.
- Staff Appreciation & Scholarships
 - Award staff and teams with appreciation awards each month October thru July. Also actively participate in University Excellence Awards, Staff Senate reviews and decides winners of staff awards.
- Committee Expectations
 - Actively participate in at least one committee
 - Meet at least once a month outside staff senate general meetings
 - Establish roles and responsibilities of chair, co-chairs, and senators
 - Create strategic plan for the year
 - Communicate plans, activities, and updates to the executive committee during monthly meetings

10:50 a.m. Break

11:00 a.m. Monthly Meetings

- Attendance policy and expectations
 - Attendance is located in Bylaws section 4, notify Damaris and Sapna if cannot attend a meeting.
- General Meetings – Will remain hybrid
 - 3rd/4th Thursday of each month from 8:30-10:30 a.m.
 - **Proposed dates:** Sept 15, Oct 20, Nov 17, Dec 15, Jan 19, Feb 16, Mar 16, Apr 20, May 18, Jun 15, Jul 20
- Executive Meetings
 - 1st/2nd Thursday of each month from 11:00 a.m. – 12 p.m.

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- **Proposed dates:** Sept 8, Oct 13, Nov 10, Dec 18, Jan 12, Feb 9, Mar 9, Apr 13, May 11, Jun 8, Jul 13

11:20 a.m. 2022-2023 Goals and Objectives

- Chair goals & objectives

- **Increasing the visibility of Staff Senate**
 - Pushing recognition information of our social media
 - Staff appreciation winners, University Excellence Award
 - Partner with PE on their efforts to connecting staff with resources
 - Deer Oaks, UTSA Wellness, EAP Benefits
 - Establish a minimum of 2 Staff Senate events for the Academic Year
 - Great Staff Appreciation, Rowdy Games, scholarship fundraising events
 - Tabling on various opportunities across campus
- **Collaborate with People Excellence on the professional development opportunities for Staff**
 - Advertise these professional development opportunities to Senators for its distribution among offices, units, departments, as well as social media for a wider outreach
 - Microsoft Office Products trainings and certifications availability
 - Research on professional development opportunities from the data related to the Performance Evaluation SMART goals
- **Create an inventory on the processes Staff Senate has been historically involved**
 - Have an on-going and updatable list on initiatives, programming, and events pertaining to Staff Senate
 - Review informational hubs related to Staff Senate, and update as needed
 - Websites, bylaws, Teams channel, and pertaining MOUs

11:40 a.m. Group discussion & report out

- Sub-committees Senators' appointment
- Committees work
 - Meeting day and time
 - Select chair for committee
 - Review plan and expand on goals
 - Elections
 - Chair – Cynthia Orth
 - Members – Brandy Garcia, Sara Tate, Lisa Alonzo
 - Ideas – No new ideas, but all members were briefed on the overall goals and timelines
 - Staff Appreciation
 - Chairs – Sara Tate & Sharon Martinez
 - Members – Xavier Santos, Angel Espinoza, Melissa Blanton, Wanda Guntz, Diana Almaraz, Demetrius Johnson
 - Ideas – Continue to award individuals and teams, and will meet every third Wednesday of the month from 230p-3
 - Finance
 - Chairs – Angel Espinoza & Estefania Casper
 - Members – Sharon Martinez, Justin Marmolejo
 - Creating inventory list, and to find storage for inventory, find/buy new table cloth(s)
 - QIC
 - Chairs – Dominick Morales & Sapna Naik
 - Members – Olamiposi Kolejo, Lisa Alonzo,

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Matthew Fey, Jaime Fernandez, Estefania Casper

- Ideas – Spanish options for forms and communication, tables and events, include forms on all of our emails out, Staff Senate Newsletter
- Community Outreach & Events
 - Chairs – Diana Lomas & Jessica Vela
 - Members – Clarissa DeLaFuente, Justin Marmolejo, Cynthia Orth, Amanda Perez
 - Ideas – Great staff appreciation, silent auction and fundraising for scholarships, homecoming window wars, adopting a family. Meeting day and time will be 2nd Monday of the month 4-5p
- Health & Wellness
 - Chairs – Anna Boyer-Chadwick & Wanda Guntz,
 - Members – Victoria Downing, Robert Ripley, Veronica Salazar, Norma VanWinkle (Gomez)
 - Ideas – Partner with people excellence (EAP) trainings, host cooking demos, free Friday at the Rec, more visibility for staff emergency fund, corporate cup (staff senate team) and walking trails.

12:10 a.m. Break

12:20 a.m. Overview of University Service Committees

- Enriching Campus Wellbeing Steering Committee
- Faculty Senate Liaison
- HOP Committee
- Inclusive Excellence Advisory Board
- IRM Strategic Investment Fund Committee
- Out of State Work Modality Committee
- Operational Review Committee
- Parking & Traffic Committee
- University Excellence Awards Steering Committee
- University Scholarship Committee
- University Leadership Council (Chair)
- Wellbeing Employee-Facing Workgroup
- Potential opportunities
 - Search committees
 - Ad-hoc committees/tactical teams/task forces (e.g. work modality and education benefits)

12:35 p.m. New Business

- Discuss new places for potential fundraising events
 - Interest in bringing back the Strikes for Scholarships event at the bowling alley at DeZavala and I-10. It was before the Great Staff

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Appreciation. The cost of \$20 per person was a fundraiser, and the silent auction was held during that time to award \$500 staff scholarships to staff members.

- Fundraising events like “sink your senator” or dunking booths. Food booths at Best Fest or Fiesta UTSA, or charging \$5 entry fee for Rowdy Games. Fiesta Medals
- Ask every staff member if they are interested in donating \$1 for Staff Senate from their salaries.
- Professional development opportunities to pursue
- Looking forward
 - People Excellence
 - Modality
 - Professional Development
 - Education Benefit
 - Inclusive Excellence
 - Equitable support of Affinity Groups
 - Opportunity to support IE initiatives
 - Faculty Senate & SGA Chairs
 - Discussions regarding similar initiatives & promote awareness of governing bodies.
 - Discuss new places for potential fundraising events
 - [Professional development opportunities to pursue](#)

12:50 p.m. Close Retreat

2022-2023 Staff Senate Retreat

August 10, 2022

Agenda

Welcome by VP For Business Affairs & Staff Senate Advisor – Veronica Salazar

Group Picture

Introductions

2021-2022 E-board and Highlights

Review of Sub-Committees

Monthly Meetings

2022-2023 Goals and Objectives

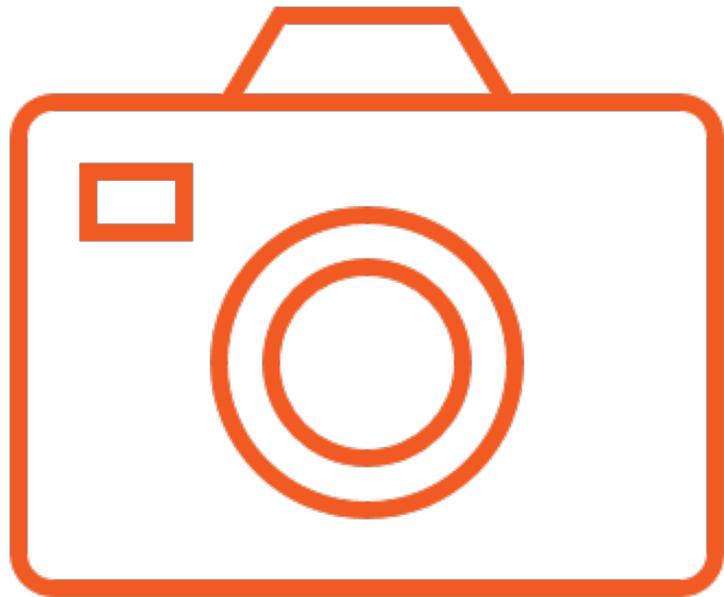
Group/Committees Discussion

Overview of University Service Committees

New Business

Welcome by
Veronica
Salazar





Picture Time!

Introductions

Name and new or current Senator

Position/Department

Years at UTSA

Advise you would like to give about keeping up with your wellbeing and resiliency



Bylaws - Mission

- **The Staff Senate shall serve as a consultative and deliberative body for Staff in:**
- **Addressing issues** of concern that are unique to Staff
- **Fostering** expanded opportunities for Staff involvement in campus governance
- **Building** a sense of community by **encouraging** the **exchange** of ideas and concerns
- **Providing advice** on university policy and procedures impacting Staff
- **Advising** the University on Staff nominations to University Standing Committees as equal members
- **Promoting** the growth and welfare of Staff, **contributing** to the success of UTSA.





2022-2023 E-Board and Highlights

Nominations for 2022-2023 E-board

Chair - Damaris Ibarra

Vice Chair – voting via QR Code

- Dominick Morales

Parliamentarian – voting via QR Code

- Jake Erney

Secretary – voting via QR Code

- Amy Fritz
- Sapna Naik



Let's Hear from our Staff Senate Committees!

- Communications (4-5)
- Community Outreach & Events (7-8)
- Elections (4-5)
- Finance (4-5)
- Health & Wellness (5-6)
- Questions, Ideas, & Concerns (QIC) (5-6)
- Staff Appreciation & Scholarships (6-7)

**Ad-hoc committees as needed



Committee Expectations

- Actively participate in at least ONE Staff Senate sub-committee
- Meet at least once a month
- Establish roles and responsibilities
- Create a strategic plan for the year
- Communicate plans/activities/updates to the executive committee during monthly meetings

Committee Membership

2022-2023 STAFF SENATE COMMITTEES (UPDATED 8-9-2022)

Communications (4-5)	Community Outreach & Events (7-8)	Elections (4-5)	Finance (4-5)	Health & Wellness (4-5)	Questions, Ideas, & Concerns (5-6)	Staff Appreciation & Scholarships (6-7)
Jake Erney	Jessica Vela	Lisa Alonzo	Angel Espinoza	Norma B. VanWinkle	Dominick Morales	Xavier Santos
Destiny Jones	Clarissa De La Fuente*	Sara Tate	Amy Fritz		Sapna Naik	Angel Espinoza
Ty Middleton*	Justin Marmolejo	Brandy Garcia	Estefania Casper*		Matthew Fey	Amy Fritz
	Amanda Perez*	Cindy Orth*			Lisa Alonzo	Sharon Martinez
					Yazmin Codina*	Melissa Blanton*
					Jaime Fernandez*	Anna-Boyer Chadwick*
						Diana Lomas*

Assignments for committees are based on the Staff Senate Interest Survey & Feedback.

Senators' assignment with a "*" next to their name are on committees they were part of in 2021-2022.

All Senators – if you wish you be added to a new or different committee, connect with me during our break.

Break



Monthly Meetings

General Meetings – Hybrid

- All Senators
- 3rd/4th Thursday of each month from 8:30-10:30 a.m.
- Proposed dates: Sept 15, Oct 20, Nov 17, Dec 15, Jan 19, Feb 16, Mar 16, Apr 20, May 18, Jun 15, Jul 20

Executive Meetings - Virtual

- Committee Chairs, E-board
- 1st/2nd Thursday of each month from 11:00 a.m. – 12 p.m.
- Proposed dates: Sept 8, Oct 13, Nov 10, Dec 18, Jan 12, Feb 9, Mar 9, Apr 13, May 11, Jun 8, Jul 13
- Provide Updates and points for agenda

Attendance Policy – Bylaws Section 4

- If an elected representative has two unexcused absences from regular monthly Staff Senate meetings, meaning they did not notify the Secretary of their need to be absent, the Executive Committee shall be notified and the representative will be contacted to confirm knowledge of the attendance policy.
- If an elected representative has three unexcused absences from regular monthly Staff Senate meetings, the Executive Committee shall be notified and the representative shall be contacted and removed from Staff Senate. The vacated position will then be filled using procedures set forth in Article VII, Section 2, of the by-laws.
- An elected representative who has been removed from Staff Senate due to the above policy shall be ineligible to accept a nomination in the next election cycle unless reviewed and approved by the Executive Committee.





Goals – 2022-2023

- **Increasing the visibility of Staff Senate**
 - Pushing recognition information of our social media
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Meet with your Committee



Goals

Group discussion & report

- 30 minutes
- Meeting day and time
- Select chair for committee
- Review plan and expand on goals

Break



University Service Committees

- Enriching Campus Wellbeing Steering Committee– **Jade Martinez**
- Faculty Senate Liaison - **Sylvia Mansour**
- Hispanic Thriving Institution Leadership Council – **Jessica Dawson**
- HOP Committee - **Jaime Fernandez**
- Inclusive Excellence Advisory Board – **Damaris Ibarra**
- IRM Strategic Investment Fund Committee – **Brandy Barksdale**
- Out of State Work Modality Committee - **Amy Fritz**
- Operational Review Committee - **Brandy Barksdale**
- Parking & Traffic Committee – **Estefania Casper, Wanda Guntz, & Dominick Morales**
- Public Health Task Force – **Kat Carrillo**
- Technology Committee – **Sylvia Mansour**
- University Excellence Awards Steering Committee – **Amy Fritz, Brandy Barksdale, & Matt Keneson**
- University Scholarship Committee – **Damaris Ibarra & Diana Lomas**
- University Leadership Council (Chair) – **Brandy Barksdale**
- Wellbeing Employee-Facing Workgroup - **Sylvia Mansour**

Other Campus Opportunities

- University Search committees'
 - VPREDKE – **Brandy Garcia (in progress)**
 - ITC – **Amanda Perez (in progress)**
 - AVPPE – **Brandy Barksdale (in progress)**
 - Alvarez COB – **Dominick Morales (completed)**
- Ad-hoc committees/tactical teams/task forces (e.g. campus climate survey focus groups)
 - Campus Climate SS Representatives – **Brandy Barksdale, Tamala Boyd, Anna Boyer-Chadwick, Clarisa De La Fuente, Wanda Guntz, Sylvia Mansour, Sapna Naik, & Sara Tate**
 - PE Modality & Education Benefit Collaboration (ongoing) – **Sapna Naik, Estefania Casper, Diana Lomas, Xavier Santos, Damaris Ibarra, & Anna Boyer-Chadwick**



Looking Forward to 2022-2023

- People Excellence
 - Modality
 - Professional Development
 - Education Benefit
- Inclusive Excellence
 - Equitable support of Affinity Groups
 - Opportunity to support IE initiatives
- Faculty Senate & SGA Chairs
 - Discussions regarding similar initiatives & promote awareness of governing bodies.
- Discuss new places for potential fundraising events
- [Professional development opportunities to pursue](#)

Last Comments & Thank you!

Remember to add us on your favorite social media platform

Instagram: @UTSAstaff

Twitter: @UTSAStaff

Facebook: @UTSAStaffSenate

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