

The University of Texas at San Antonio
UTSA Staff Senate

Meeting Minutes

Thursday, January 28, 2021 | 8:30-10:30 A.M.
Virtual Meeting - Zoom

This regular meeting of the UTSA Staff Senate for fiscal year 2020-2021 was held virtually through Zoom. The meeting was called to order at 8:30 a.m., with Matt Keneson, Chair, presiding.

Members present: Amy Fritz; Angie Lopez; Anna Boyer-Chadwick; Brandy Barksdale; Brian Packer; Cynthia Orth; Damaris Ibarra; Danielle Williams; Diana Almaraz; Dominick Morales; Kelley (Elle) Marbach; Jade Martinez; Jaime Fernandez; Jason Trevino; Jeffrey Miller; Jerry Smith; Jessica Dawson; Judith Quiroz; Kathryn (Kat) Carrillo; Marcela Cabello; Matt Keneson; Nnennaya Ikwuagwu; Robert Ramirez; Sarah Sanchez; Shannon Rios; Sylvia Mansour; Tamala Boyd; Terri Reynolds; Wanda Guntz; Yvonne De Leon; John Schaffer; Kim Kline (Faculty Senate Liaison)

Members Absent (Excused): Amanda Perez; Crystal Martinez; Paul McDonald; Venetta Williams;

Members Absent (Unexcused):

WELCOME: Matt Keneson, Chair welcomed all to the January 28, 2021 meeting.

- ❖ Motion was made, seconded and carried to approve the Minutes for the Senate meeting held November 19, 2020.
- ❖ Vote on 12/17/2020 meeting minutes was pushed to February meeting.
- ❖ Business was paused to create a virtual group photo of the current Senate members
- ❖ Elle Marbach provided an update on previous discussions concerning Harassment Issues affecting UTSA student workers as well as university staff.
 - Elle met with the University Ombuds along with several members from the BIT team and was advised that such situations do need to be reported and assessed. In researching other universities, she found an event called “Civility Week” and from this research recommends moving forward in preparing an “Anti-Harassment Pledge” for presentation to upper administration as a tool to curb the problem
 - Wanda Guntz shared that she had spoken to UTSA Employee Relations and they also advised reporting such incidents. She also shared the ER office offers presentations and will have her contact reach out to the Chair with more information.
- ❖ **Elections overview & proposed changes to the bylaws**
 - Having discussed the proposed changes to the bylaws during the previous two meetings, the Chair called for any additional questions or comments. There being none, motion was made, seconded and approved to accept the changes to the Staff Senate Bylaws. The Chair advised he will prepare the report and present to the VPBA for review and administrative approval.
- ❖ **Revisiting the Staff Senate Goals – Break-out Discussions**
 - The idea is to review the goals put together in the initial retreat for the new year and discuss where we stand and if adjustments need to be considered:

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❖ **Revisiting the Staff Senate Goals – Break-out Discussions (reconvened, groups report)**

- Group 1 –
 - Potentially create a flyer or video that could be shared with new staff at Day ONE training.
 - Support staff advancement – Professional Development and promotion clear for faculty through tenure and promotion, however not so for staff; issues with staff development include consideration of workload especially during these past months since every office struggles with overload
 - Main option is to switch institutions for advancement
 - Set clear expectations for Senate committee – (for instance, UT-Austin mentions needing to spend at least 4 hours per month on meetings/activities)
 - Encourage staff – make sure they know we are here to represent them.
- Group 2 –
 - Also discussed the recurring theme across campus that everyone is overwhelmed and their time is stretched
- Group 3 –
 - Noted the “transition back to campus” will likely not be seamless
 - Good time to work on the civility/harassment issue – perhaps request a presentation by LT Robinson

❖ **New Business**

- The Office of People Excellence is updating their training. Ty Middleton is asking for volunteers in the pilot program for the new “Performance Management” process. It would likely occur in early March for 2 hours and would involve providing active feedback during the session.
- Elle presented the idea of “Open Meetings” asking why we do not host open meetings. Cindy offered that technically our meetings are open however we do not publicize the times. There have been drop-ins occasionally and those are advised they cannot vote, etc. Elle suggested we place information about the meetings on our website calendar. Brandy expressed hesitancy in opening general meetings referring to our commitment to providing information and suggested we host “Open Forums” instead. Jaime agreed adding we could hold a Town Hall twice a year. Cindy agreed that as a kick-off we could host open meetings twice per year to gauge participation. Wanda suggested a Newsletter. There would also be space concerns for general meetings once they return to an in-person format.

❖ **University Service Updates:**

- Tactical Team 2 – Closeout – “How to Come Back” gateway for students and implementing our roles to Fall
- Tactical Team 5 – What will be implemented on student success and training faculty
- IRM reviews have begun
- Elections – Still in review of information
- COLFA Dean – Offer extended, not accepted – back to list for review of other eligible candidates
- COB & COEHD – Getting started, still working
- HOP: new Cleary Act responsibilities and guidelines coming (work in progress)

Committee Updates:

❖ **Communications: Elle Marbach**

- Still gathering more information on accomplishments & activities (will send out Qualtrics to submit info)
- Developed a communications request form (submit info, images, etc.)
- Updating various parts of the website and exploring using right sidebar for submission form
- Matt thanked Elle for all her work on these items and the communication items for the RSEF
- Were reminded we should be Celebrating our 20th Year this year

❖ **Community Outreach & Events: Amanda Perez**

- Will be meeting soon to discuss virtual appreciation event ideas

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- ❖ Elections: Cindy Orth
 - Group did not meet since last Senate meeting
- ❖ Finance: Damaris Ibarra
- ❖ Health & Wellness: Crystal Martinez
 - Preventing Digital Burnout seminar on 1/26 (had over 200 attend)
 - RSEF communication launched 1/27
- ❖ QIC: Jerry Smith
 - Going to meet soon to further discuss feedback form
- ❖ Staff Appreciation & Scholarships: Sarah Sanchez
 - Need additional communications regarding nominations. Amy suggests quarterly reminders sent out to submit nominations since many old nominations are “dropping off” after 90 days.
 - Monthly Appreciation Winners
 - University Excellence Awards Updates
 - If you want to join the evaluation teams, Sarah will send out an email.
 - Our committee doesn’t want to be the only ones evaluating these awards.
 - Amy suggests assigning an award to each committee for evaluation.

FY21 Budget & IRM Presentation – Sheri Hardison & Veronica Mendez

- ❖ First Dr. Mendez congratulated the Staff Senate on their 20th year in service to UTSA Staff. She and Sheri then shared a presentation detailing the UT System Budget Mid-Year Update. Certain items of interest were:
 - Explanation – IRM (strategic investment decisions) vs. UT System Budget (Legislation – BOR approval)
 - Budget Assumptions – Revenue Outlook, Expense Outlook
 - Budget Reduction Results – All factors combined resulted in reduction of \$34M in E&G and Designated Tuition-funded expenditures; Targeted reduction of 9% for Academic Colleges and 10% for all other areas; \$27M in permanent reductions; shift of expenditures in these funds to other sources; no merit increases for FY 2021
 - Final FY 2021 UT System Budget
 - Total Budget Revenues \$598.1M with Tuition & Fees as the top revenue source (35%) and State Appropriations second (23%)
 - Expenditures \$598.1M – Instruction largest (57.5 for salaries, wages, benefits) and Research second
 - Where are we now?
 - COVID-19 has caused deeper negative impacts on most auxiliary areas requiring us to reduce budgets and operations further
 - We are cautiously watching enrollment for Spring 2021 and sustainability for Summer 2021 vs Summer 2020; Fall 2020 enrollment was higher than expected. Colleges will see the increase next year while others receive mid-year or immediate increases
 - CARES funding has been vital to enrollment optimization, retention, and student support
 - 87th Legislative Session begins with uncertain outlook on the state’s budget due to the pandemic
 - FY 2022 Budget Planning – High-level budget timeline; Spring 2021 enrollment certification, etc.
- ❖ Additional Updates: UTSA has been designated as a closed COVID Vaccination Site and will follow official guidelines for eligibility (Healthcare Workers, First Responders, etc.). There is a slight increase of staff on-campus in spring but still around 28%.

Meeting adjourned at 10:30 am.