

The University of Texas at San Antonio
UTSA Staff Senate

Meeting Minutes

Thursday, October 22, 2020 | 8:30-10:30 A.M.
Virtual Meeting - Zoom

The first 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: Amanda Perez, Amy Fritz, Anna Boyer-Chadwick; Crystal Martinez, Cynthia Orth, Damaris Ibarra, Diana Almaraz, Kelley (Elle) Marbach; Jade Martinez, Jaime Fernandez, Jeffrey Miller, Jerry Smith, Jessica Dawson, Judith Quiroz, Kathryn (Kat) Carrillo; 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): Brandy Barksdale, Dominick Morales, Jason Trevino, Paul McDonald, Venetta Williams, ,

Members Absent (Unexcused): Andrew Roybal, Brian Packer, Reuben Aleman, Wanda Guntz

WELCOME: Matt Keneson, Chair welcomed all to the October 22, 2020 meeting. Motion was made, seconded and carried to approve the Minutes for the Senate meeting held September 17, 2020.

- ❖ Matt also provided updates on conversations that took place since the previous meeting. Actions have been taken to move forward with the process of transitioning Staff Senate historical information into the new website. Meeting notes and other files will eventually be available. Also we have received verification that we do indeed still have a budget (\$12,500) even after the 10% budget cuts.

Campus Wellbeing Initiative Employee-facing Working Group

- ❖ John Schaffer informed the Senate that the Student Wellbeing Initiative had launched and the Staff and Faculty working group has been established. Crystal Martinez (Staff) and Mary McNaughton-Cassill (Faculty) will be the representatives on those groups. The initial meeting was held mid-October and it is expected they will move quickly with possible activation in the upcoming Spring.

University Service Updates:

- ❖ Tactical Groups – Matt and Sarah reported on the group charged with reinvisioning the Catalog. They will consider the Student experience and Degree Tools through Peer Modeling.
- ❖ Updates were provided regarding our involvement in several new university service committees: COLFA Dean Search Committee, COEHD Dean Search Committee, Strategic Investment Fund (SIF) Review Committee, Operational Review Committee, and VP for University Relations Search Committee.
- ❖ John provided updates from the EAC – Elisa Perkins was elected to serve as Historian. The following new committees have been formed: Diversity, Equity and Inclusion; Campus Safety; Telecommuting/Future Work; Future; Mentoring and Coaching. The next meeting is In January.

New Business:

- ❖ The following were presented and discussed
 1. **Potential Expansion of Membership** a. The group discussion leaned toward a positive consideration for an increase in our numbers. Given the growth at the university (enrollments, university committees, etc) and increasing requests for input/support of the Staff Senate it makes sense. The staff to faculty ratio is about 2:1 and the membership of Faculty Senate is 53 to the Staff's 35. Things to consider were discussed such as how the Faculty Senate are selected; percentage vs representation; perhaps using a tiered system.
- ❖ Information was shared about the new Faculty Senate ad-hoc committee on Faculty Diversity & Inclusion. They are asking for a representative from Staff Senate to be a part of the group.

Committee Updates:

- ❖ Communication: Elle Marbach
 - Campus Climate Survey - All processes are moving forward with the survey and multiple reminders are already planned by University Communications.
 - We are working on the RSEF Announcement and Campaign; a Unified Message
- ❖ Community Outreach & Events: Amanda Perez
 - Spirit Friday - Nov. 13th
 - Working on promotion flyer for Homecoming and will work with Communications to promote
 - Question on how to Market Zoom Bombing – Elle says we can register
 - Discussion on “What is Community Outreach in the Future (e.g. Virtual MLK march)?”
- ❖ Elections – Cindy Orth
 - Cindy explained the need for three replacements and discussion regarding process. It was agreed to offer to the next with highest votes in each area.
- ❖ Finance: Damaris Ibarra
 - Met to discuss upcoming projects
 - Happy for Budget update
 - Ready with updated Purchase Request Form

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- ❖ Health & Wellness: Matt on behalf of Crystal Martinez
 - RSEF application review committee – Matt met with Legal Affairs to initiate MOU revisions. Should be ready soon. We have over \$70,000 in the fund currently.
- ❖ QIC: Jerry Smith
 - Requests for support – Questions regarding communications
 - Looking for a process to evaluate inquiries according to need and planned response
 - Veronica has asked us to categorize issues we receive into “buckets” so that we can determine who may need to address them.
- ❖ Staff Appreciation & Scholarships: Sarah on behalf of Amy Fritz
 - Monthly Appreciation: They sent an email in the summer asking for nominees. Each month nomination team sends follow-up emails. Nominations slow but want to build.
 - University Excellence Awards – University meeting set for next week; Presented the idea to create Evaluation Teams consisting of Staff/Faculty/Students – with a “Scrubbing” team to assist in making the applicants anonymous.
 - The committee decided to end the Rowdy Remote Recognition & #RoadrunnersOnCampus recognition campaigns since no new submissions have been received in some time.

General Discussion:

- ❖ Concerns were raised about the SMART goals information not filtering down to all staff. There are a lot of resources and trainings on the website, but not everyone is aware of them or even of the SMART goals requirement. Emails were sent to supervisors previously, but we would prefer for that information to go to all staff directly as applicable (Matt will follow-up with HR about this).
- ❖ Concerns were also raised about burnout of staff due to higher workloads related to the RIF. People are wondering if the enrollment increase will allow any increases in staff. For positions that are approved, the hiring process seems to be slower as well.
- ❖ It was mentioned that the optics of new buildings, furniture (Student Union), etc. isn't great after the RIF. Funds are often dedicated for those things and cannot be diverted elsewhere (e.g. salaries), but many would like for there to be more transparency and communication about the RIF, current funds, etc.

Break for Committee Meetings at 10:10 am

Meeting adjourned at 10:30 am.