

The University of Texas at San Antonio  
**UTSA** Staff Senate

## Meeting Minutes

Thursday, November 19, 2020 | 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:** Amanda Perez, Angie Lopez; Anna Boyer-Chadwick; Brandy Barksdale; Brian Packer, Crystal Martinez, 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, Paul McDonald, 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):** Amy Fritz; Nnennaya Ikwuagwu, Venetta Williams,

**Members Absent (Unexcused):** Andrew Roybal,

**WELCOME:** Matt Keneson, Chair welcomed all to the November 19, 2020 meeting. Motion was made, seconded and passed to approve the Minutes for the Senate meeting held October 22, 2020.

- ❖ Matt introduced new members Marcela Caballo, Career Center; Angie Lopez, Provost's Office; and Daniele Williams, Campus Services.
- ❖ Matt reminded all about the holiday schedule being updated to move 12/21 to a work day and 12/28 to a skeleton day. Notification was not sent to all staff. Matt let the VPBA offices know.

### University Service Updates:

- ❖ Inclusive Excellence – Elle thanked everyone for participating in the Climate Survey. The Board is compiling data to prepare their presentation. The response rate for the survey was over 50%.
- ❖ Public Health – Crystal report they are focused on Covid-19 testing as students are going home for Thanksgiving; Reminded everyone to wear masks; Their group is partnering with Faculty Senate to focus on Well-being.
- ❖ HOP Updates – Jaime reported voting is in process to include vaping with the smoking restrictions listed; updates changing the faculty titles for Non-Tenure Track are being processed.
- ❖ COLFA Dean's Search – Screening Interviews are in process narrowing 12-15 top candidates to 4-5 invitees for campus interviews. Look for community forums to be announced.
- ❖ COEHD Dean's Search – Sylvia highlighted search status: job description drafted; job posting planned in December

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- ❖ Matt shared updates on the SIF and ULC groups. Proposals received for SIF by the October deadline are under review and completion is scheduled for late January; At the most recent ULC meeting Lynne Barnes provided updates on increasing enrollments; Paul Goodman (Facilities) reported updates in Accessibility and noted their website now provides an ADA Access Map and QR Code.
- ❖ Jason mentioned his Tactical Team is on-track to submit reports in December. His subcommittee is focusing on barriers and pathways for community college students (e.g. credit loss when transferring to UTSA).
- ❖ Terri gave a brief update on the COLFA Tactical Visioning Team working on reimagining the college after restructure in the past year and planning for the hire of a new Dean
- ❖ Brandy is part of the Tactical Team 5 working on related Core, more Inclusion, increasing retention of students
- ❖ Sarah reported on University Responsibility to support new staff and recognize challenges – (i.e. computers – cellular phones and Jabber issues)
- ❖ Staff Senate has been asked to sit on the College of Business Dean search committee, and Dominick has volunteered to be our representative.

## **Committee Updates:**

- ❖ Communications: Elle Marbach
  - We are working on the RSEF Announcement and Campaign; a Unified Message that has been reviewed by Strategic Communications
  - Looking at old meeting minutes to compile information on past achievements to add to the website.
  - Working on developing a request form to ensure they have the information needed for requests, and it will detail time frames to get items to University Communications
- ❖ Community Outreach & Events: Amanda Perez
  - The Homecoming Trivia Day was very successful
  - Discussing how to support the Virtual MLK Day
  - Committee is brainstorming fundraising ideas if we cannot hold our normal Strikes for Scholarships event in the spring
- ❖ Elections: Cindy Orth
  - Cindy also welcomed the new members to our group. We now have a full Senate.
  - Discussion continued on the process to look for options on membership selections/numbers
- ❖ Finance: Damaris Ibarra
  - Purchase Request Form has been finalized and can be found under the Finance channel in Teams. Forms and documentation will be submitted to [UTSAStaffSenate@utsa.edu](mailto:UTSAStaffSenate@utsa.edu).
  - Received and processed first purchase order already
- ❖ Health & Wellness: Crystal Martinez

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- February Event – Stress/Burnout
- RSEF application review committee – Matt provided update on MOU revisions: MOU no longer required so old MOU will be dissolved; he has asked for another document detailing the new processes. Over \$70,000 in the fund currently.
- ❖ QIC: Jerry Smith
  - Haven't been able to meet with the full committee, but some have looked at a framework UT Austin uses to handle inquiries/questions. Will look at potentially incorporating features of it with the one Jason put together previously.
  - Also discussed working up specific plans for answering the idea of categorizing ideas/issues into "buckets."
- ❖ Staff Appreciation & Scholarships: Sarah Sanchez
  - Monthly Appreciation: Kacey Neece Fielder and the Team recipient will be the Undergraduate Admission Processing team led by Eric Cooper. Look for invites.
  - University Excellence Awards – Met with Christal Cooper to establish processes and timelines on when nominations will begin. Also putting together teams to review nominations for 6 awards (will ask for volunteers soon). Will be reaching out to SGA & Faculty Senate about representation for the Howe award as well since it is open to faculty and staff that have served undergraduates.
    - They're also looking at recognizing others for years of service and potentially doing a remote recognition activity similar to last year.

## **FY20 Financial Presentation: Sheri Hardison & Veronica Mendez**

- ❖ Matt explained the expected presentation from Sheri Hardison and Veronica Mendez would be split between the November and December meetings. Today we would hear from Sheri regarding the Annual Financial Reports versus the upcoming IRM. He then introduced Sheri who shared her Powerpoint Presentation, which will be posted to the website for follow up review.

*(Matt – I took more notes here but not sure what you want added since it was presented on the powerpoint ??\_ Let me know and I can share more)*

## **General Discussion:**

- ❖ No updates about moving back to campus in spring. President Eighmy mentioned previously that services that have been working well virtually will likely continue in that format.
- ❖ Crystal shared an update from the Health and Wellness group regarding the online MDLive application. It is fully covered and anyone can get a live consultation with a Doctor for 30 minutes. It is easy and covers A-Z (allergies, etc.)

Break for Committee Meetings at 10:05 am

Meeting adjourned at 10:30 am.