

Meeting Minutes

Thursday, December 17, 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; Amy Fritz; Angie Lopez; Anna Boyer-Chadwick; Brandy Barksdale; Brian Packer; Crystal Martinez; Cynthia Orth; Damaris Ibarra; Danielle Williams; Diana Almaraz; Kelley (Elle) Marbach; Jade Martinez; Jaime Fernandez; Jason Trevino; Jeffrey Miller; Jerry Smith; Jessica Dawson; Judith Quiroz; Kathryn (Kat) Carrillo; Matt Keneson; Nnennaya Ikwuagwu; Paul McDonald; Sarah Sanchez; Sylvia Mansour; Tamala Boyd; Terri Reynolds; Wanda Guntz; John Schaffer; Kim Kline (Faculty Senate Liaison)

Members Absent (Excused): Marcela Cabello; Shannon Rios; Robert Ramirez; Yvonne De Leon;

Members Absent (Unexcused): Dominick Morales; Venetta Williams;

WELCOME: Matt Keneson, Chair welcomed all to the December 17, 2020 meeting.

- ❖ VPBA Mendez presentation on Fiscal FY21 pushed to January meeting.
- ❖ Vote on 11/19/2020 meeting minutes pushed to January meeting.

❖ Elections overview & proposed changes to the bylaws

In by-laws an election will be held to fulfill a vacancy. We haven't traditionally done that, and what Matt sent out is to change the verbiage to align with what we're currently doing now. Will add language to clarify that replacement representatives will finish out the remainder of the current term. Updated language will be presented in January.

Current Language

Elections for vacant Staff Senate positions will be conducted through online balloting and carried out by the Elections Committee, in accordance with election procedures as established in these Bylaws.

Proposed Language

1. In the event of a vacancy, the position will be offered to the person with the next highest vote total from that year's election cycle. For instance, if someone elected in 2019 to represent Academic Affairs resigns, the position is offered to the person with the next highest vote total from the 2019 Academic Affairs election pool.
 - a. If the person with the next highest vote total does not accept the position, the process will continue with the next person on the list until the vacancy is filled.
2. A vacant position from the prior election cycle may be offered to someone from the most recent election cycle if there are no additional candidates from the prior year's election pool. For instance, if someone elected in 2019 to represent Business Affairs resigns, the position would first be offered to other nominees from the 2019 Business Affairs election pool. If the 2019 Business Affairs election pool is exhausted without someone accepting the position, the position could then be offered to someone from the 2020 Business Affairs election pool.
3. If a vacant position is not filled through one of the two methods listed above, Staff Senate will ask that the leadership of the respective area(s) nominate a replacement member.

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University Service Updates:

- ❖ University Committees
- ❖ Tactical Teams
- ❖ Others
 - COLFA Dean candidate, today is the last day. If you're available, please join the community forum. Mostly faculty, no staff, in these meetings so far. 1-2pm today and the link is in our TEAMS site. Search committee meeting with Dr. Espy Friday evening to review Pros/Cons list. If they don't find the right candidate. they will open the search back up.
 - Leadership Council met yesterday. SAHARA replacing MFR in PeopleSoft. All reconciliation done in PeopleSoft, so there's no longer a need for a separate process.
 - Strategic Investment Fund (SIF) Committee finishing review of different proposals for funding, and will meet in January to prioritize the proposals to see who will be approved for funding under SIF. Funds to be distributed in next year's budget cycle.
 - IRM Committee – Starting reviews in January.
 - Faculty Senate – No updates
 - Well Being Committee – Meeting in January. Broke up into three sub committees.
 - Public Health Committee – Vaccine marketing/communications chat, but no additional updates.
 - COEHD Dean search will move forward in January
 - Tactical Team 5 – Majority of the sub committees are starting to submit forms and documents for everything to be pulled together. Reports due this Friday. Lots of information coming in regarding student success and communication of information to faculty/staff.

Committee Updates:

- ❖ Communications: Elle Marbach
 - History of activities/accomplishments: current priority of the committee
 - RSEF communication plan: complete and ready to go.
 - Group photo: will be done in January meeting
- ❖ Community Outreach & Events: Amanda Perez
 - Virtual MLK march being handled by the President's office
 - Alternative fundraising ideas
 - Amanda not here today, no major updates to discuss.
 - Cindy Orth – How do we take fundraising to the next level? Discussing these options as a committee.
 - Matt – Anyone who has done virtual fundraising that worked, please let us know or submit to committee.
- ❖ Elections: Cindy Orth
 - Gathering data from other institutions regarding how they handle their staff council/senate, regarding # of staff and # on council. Should we be increasing the number by 5, as we sit at 35 members currently? And should those additional 5 be from DTC only, so that they could relay information back to DTC?
 - Matt to go back to the other institutions and see if they have designated members from separate campuses.
- ❖ Finance: Damaris Ibarra
 - One additional request that's in the works.
 - TEAMS updated with current information on financial standings.
- ❖ Health & Wellness: Crystal Martinez

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- Switching Off Preventing Digital Burn-Out Event 1/26/21, time TBD.
 - Find information on People Excellence (Formerly HR) Website
- Rowdy New U looking for Wellness Champion
 - Still looking for champions, application will be put in the chat.
 - Applications due December 18th
- RSEF launch pending
- ❖ QIC: JerrySmith
 - Possible use of website to gather information from staff
 - Met to develop goals/priorities
 - Looking at better ways to connect to Staff and get information to staff/to our representatives. Possibility a revamp of Staff Senate's Website to aid in that type of connectivity/communication
- ❖ 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
 - Welcomed Paul McDonald to committee
 - November winners
 - Undergraduate Admission Processing
 - Kasey Neece-Fielder
 - December winners
 - Updating matrix
 - 66 nominees are falling off
 - Winner will be selected by Friday and Sarah will update everyone.
 - ◆ Virtual presentations for these December winners will take place in January.
 - 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.

New Business:

- Damaris Ibarra: Concerns for UTSA Community and Preferred Names
 - Concerning the process to handle name changes. Does anyone have input/expertise in this situation? Jessica Dawson mentioned ASAP tool was helpful with a student. HR contact necessary for hiring regarding email address, etc. We are limited on how we can help if no official name change is in place. Anna Boyer-Chadwick added, "it is hard to find in ASAP/Banner at first, but a lot easier after the update "legal/official name change" – not very complicated. Matt Keneson suggested we need to explore ways to address this issue, perhaps HR training.
- Amanda Perez responded to a concern on how to engage with staff more efficiently during working virtually. Her recommendation related to the website and providing divisional updates in our meetings. Commonalities of issues and solutions should include Staff Senate, Departments and UTSA System as a whole.
- Follow-up on Administration/Staff behavioral concerns discussed during our November 19, 2020 meeting. Everyone agreed this was a disturbing concern, especially if observed on a

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continual basis. John Shaffer mentioned we should remember that Donna Edmondson had good resources as University Ombudsman for UTSA Staff towards potential advice, but her office is not generally involved in taking particular actions.

- Amy Fritz mentioned concerns regarding Departments now being required to cover 25% of the costs for Work Study position salaries. Cindy Orth added that historically UTSA has waived the 25% not covered by the State. Others expressed their concerns.
- The question was presented that perhaps Human Resources (People Excellence) should speak to Staff Senate regarding evaluation and Smart Goals.
- Staff Professional Development areas were suggested:
 - Webinars
 - How to prevent digital burnout
 - Help to promote Sponsor/Resources available, such as SkillSoft, LinkedIn Learning, etc.
- Matt Keneson shared information from the HOP that Staff can take approved leave to donate blood. The process must be approved by the supervisor and staff need to provide documentation upon returning to work. Staff can take this leave up to four times per year (no charge to vacation or sick leave). Veronica Mendez is confirming the requirements with People Excellence.
 - It was mentioned that some locations offer a “points” system that qualifies donors for gift cards once they reach certain levels.

Meeting adjourned at 10:30 am.