

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

## Meeting Minutes

Thursday, February 25, 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:** Amanda Perez; Amy Fritz; Anna Boyer-Chadwick; Brian Packer; Crystal Martinez; Cynthia Orth; Damaris Ibarra; Danielle Williams; Diana Almaraz; Dominick Morales; Kelley (Elle) Marbach; Jaime Fernandez; Jason Trevino; Jeffrey Miller; Jerry Smith; Jessica Dawson; Judith Quiroz; Kathryn (Kat) Carrillo; Marcela Cabello; Matt Keneson; Nnennaya Ikwuagwu; Paul McDonald; Robert Ramirez; Sarah Sanchez; Shannon Rios; Sylvia Mansour; Terri Reynolds; Wanda Guntz; Yvonne De Leon; John Schaffer; Kim Kline (Faculty Senate Liaison)

**Members Absent (Excused):** Angie Lopez; Brandy Barksdale; Jade Martinez; Tamala Boyd;

**Members Absent (Unexcused):**

**WELCOME:** Matt Keneson, Chair welcomed all to the February 25, 2021 meeting.

- ❖ Motion was made, seconded and carried to approve the Minutes for the Senate meeting held December 17, 2020.
- ❖ Motion was made, seconded and carried to approve the Minutes for the Senate meeting held January 28, 2021.
- ❖ Matt informed all he had invited LT Robinson (Dean of Students) to speak to our group at the March 25<sup>th</sup> General Meeting.
- ❖ Wanda will represent Staff Senate on the newly formed Public Safety Advisory Committee which will plan, creatively problem solve, and actively engage in innovative strategies that promote public safety and a sense of belonging and mutual respect between UTSA police and the campus community.
- ❖ Matt mentioned that Dr. Myron Anderson is going to offer his "How to Promote an Inclusive Culture" training again in March (originally offered in Spring 2020). We will help promote it once the details are finalized.
- ❖ Elle mentioned that it was confirmed at the recent Inclusive Excellence Advisory Board meeting that the Campus Climate Survey results are ready, and a communications rollout is being prepared.

### Committee Updates:

- ❖ Communications: Elle Marbach
  - Celebrating our 20<sup>th</sup> Year this year - In gathering more information on past achievements (one per year from the past) all are asked to participate in the Qualtrics. Matt mentioned there were concerns from new Senate members and their knowledge of the past. He encouraged all to provide input as much as possible even for the most recent years. Matt also shared our plans to keep better records going forward on the website in a bulleted list so that new members will be able to reference the things Staff Senate has done in the past.

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- Elle reported on her follow-up investigations in holding “Open Meetings” and that she had received positive feedback. (Ex: University of Houston set definite guidelines and reported increased staff participation and input.)
- ❖ Community Outreach & Events: Amanda Perez
  - Virtual Appreciation event ideas – Suggested the survey be delivered through members to their areas to gather input for ideas on timing and gifts. Amanda had spoken to Heather Green and had a commitment of support in the “Restaurant Fundraiser”
- ❖ Elections: Cindy Orth
  - Group met to discuss upcoming tasks to address and processes
  - Update to the bylaws on filling vacancies is pending with leadership
    - Matt mentioned Veronica also asked about removing the Presidential approval part from the bylaws change process. Cindy mentioned the president used to be directly over Staff Senate(Council), so that is why they originally required it. We could update them to show that only the Staff Senate Advisor (VPBA) needs to approve any changes.
  - Regarding the idea of increasing membership and the model for selection, the committee suggested we might wait until the recent restructure across campus is more settled.
- ❖ Finance: Damaris Ibarra
  - Finances are in good shape. Have about 25% of gen ops funding left and 100% of event funding.
- ❖ Health & Wellness: Crystal Martinez
  - Staff Emergency Fund – The President asked for the RSEF process to be temporarily adjusted to provide a streamlined approval process for those needing support as the result of the winter storm. We have \$75,000 in funding, but those funds could go quickly based on the number of staff we have. It was decided that a standard \$200 limit would be set under the temporary process to spread the funding as wide as possible. Cheri Weiss in Development is fielding requests.
    - There is a payroll processing issue in that it isn’t an immediate process (funds will be on the 4/1 check if submitted before 3/12). Therefore, the question is how is this actually an “emergency fund” when people might need support immediately. Matt reminded all that it was the intent of the Staff Senate to provide immediate support, but due to regulations, just not possible. We are still providing support to staff that experience “emergency situations” though.
    - We could look further into whether off-cycle checks could be issued, but there are reportedly issues with that as well (e.g. having to mail a check rather than being able to do direct deposit). We may also want to update the information online to make it clearer that payments are not immediate.
    - There was much discussion regarding the issue that this support is “taxable income”. This is common with other institutions’ emergency funds as well (e.g. UT-Austin). Nnenna works in Payroll and mentioned that the IRS guidelines require that the funds be taxed when distributed as we cannot provide a W-2 and 1099 at the same time. It was suggested we consider increasing the award to offset the taxes.
  - It was mentioned that there is SAWS community pipe repair support.
  - We are constrained by “on the fly” issues.
- ❖ QIC: Jerry Smith
  - Going to meet soon to further discuss feedback form

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❖ Staff Appreciation & Scholarships: Sarah Sanchez

- Did not meet – Nominations are coming in and suggestions to assign one award to each Staff Senate Committee to review applications. This committee will “scrub” nominations prior to review. At this time there are 30 nominations across 6 awards. This is not a large commitment at this time.
- Monthly Appreciation Winners – Support needed to present awards:
  - Tymeeka Middleton
  - Payroll
- 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.

**Talent Acquisition Presentation (Sylvia Enriquez, Wanda Boller, Manny Garcia-Rubio)**

- ❖ Sylvia Enriquez introduced and presented a PowerPoint Slide Show explaining the new process for Full-Cycle Recruitment. In this process, hiring at all levels are more efficiently handled. The PowerPoint is located in the Staff Senate TEAMS files and is a very helpful document. Recruitment has been rebranded and a Bold New Future is the way going forward.
- ❖ Manny Garcia-Rubio provided explanation on the screening and selection of applicants. Once through this process, he also explained managing the offer and onboarding.
- ❖ Wanda Boller explained the One-on-One Communication between Talent Acquisition Advisors and the Hiring Managers with active recruitments. She explained the Website and Training.

**UTSA Day of Giving – April 6&7 (Heather Green)**

- ❖ Ms. Green presented a slide show detailing the expectation of the event which are as follows:
  - The day is set to focus on building community
  - The event will last 1,969 minutes (32 hours, 49 minutes) to represent the start date of UTSA
  - The goal is to get 1,969 donors with everyone participating as this is our first time
  - Why scholarship/research funding in important was discussed
  - Intended to replace the “Alumni Phone-A-Thon”
  - The Staff Senate Staff Emergency Fund was on the platform in the plan to replenish the fund
  - The goal of “Beat Texas State” was shared

**Winter Weather Emergency Response (Veronica Mendez)**

- ❖ VP Mendez shared a slide show detailing support for employees during the unexpected winter storms:
  - Building issue – 150 work orders for busted pipes, water pressure, etc.
  - Several employees stayed on campus to monitor issues and had cots brought in for use
  - UTSA PD provided huge support.
  - UTSA Warming Stations were set up for support to our community.
  - VPBA provided social projects in support of the RoadRunner Pantry.
  - During this time, UTSA research did not stop, labs were supported.
  - During this time, the pandemic management has continued, reminding all that we are a closed vaccine site. The process works according to availability and supply. We were given 100 doses initially and are expecting 400 more soon based on the survey that was sent out to employees.
  - Veronica mentioned she would return closer to the Fall semester to discuss our return to campus.
  - She made sure we understood her appreciation, support and collaboration.

Meeting adjourned at 10:30 am.