

The University of Texas at San Antonio
UTSA Staff Senate

Meeting Minutes

Thursday, April 22, 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: Abreetta Bonner; Amanda Perez; Amy Fritz; Angie Lopez(?); Anna Boyer-Chadwick; Brian Packer; Crystal Martinez; Cynthia Orth; Damaris Ibarra; Diana Almaraz(?); Dominick Morales; Kelley (Elle) Marbach; Jade Martinez; Jaime Fernandez; Jason Trevino; Jeffrey Miller; Jerry Smith; Jessica Dawson; John Schaffer; Judith Quiroz; Kathryn (Kat) Carrillo; Marcela Cabello; Matt Keneson; Nnennaya Ikwuagwu; Paul McDonald; Robert Ramirez; Sarah Sanchez; Shannon Rios; Sylvia Mansour; Tamala Boyd; Terri Reynolds; Wanda Guntz; Yvonne De Leon; Kim Kline (Faculty Senate Liaison)

Members Absent (Excused): Brandy Barksdale; Danielle Williams;

Members Absent (Unexcused):

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

Presentations:

- ❖ Sylvia Enriquez, Associate VP-Human Resources –2021-2022 Holiday Calendar, the new HR (People Excellence) and Fall Work Modality Systematic Process – PowerPoint
 - Holiday Schedule – The 2021-2022 proposed Holiday Schedule was presented.
 - Sylvia presented the 2021-2022 Holiday Schedule with two options for the Winter Holiday break. Option 1 offered leave beginning 12/21/2021 – 12/27/2021 (returning to work 12/28/2021) and including two skeleton days and three holidays. Option 2 began 12/24/2021 – 12/31/2021 (returning to work 1/3/2022) and including three skeleton days and three holidays. After some discussion and questions, members present were in support of Option 2. Sylvia would take our recommendation back for administration to consider.
 - Sylvia then shared information on the new Job Description template available through the new process of posting position for staff hiring.
 - Work Modalities Plan
 - Staff Senate was presented information regarding the Planning Workforce Modalities involved in the return to campus for the Fall semester. There is a systematic process in place for all stakeholders to follow. However, at this time nothing is set in stone and will be reassessed as everything falls into place. Things to consider are individuals working out of state; health conditions; space issues.
 - Vaccine is not required to return to campus. Supervisors cannot ask about vaccination status either due to HIPPA. Those with concerns about returning to campus would contact HR Business partners, but it may not be covered unless related to ADA or other documented medical conditions.

General Announcements, Old Business and New Business:

- ❖ Minutes for February and March meetings were approved as presented.
- ❖ Matt introduced new member, Edward Garza. Edward has been with UTSA for 20 years and handled Distribution Services for the downtown mailroom.
- ❖ Meeting dates for June 24th and July 22nd were confirmed.
- ❖ Matt explained that People Excellence was looking for volunteers to participate in a Pilot Training for Staff Performance Management. Matt gathered names and will send a list after the meeting.

The University of Texas at San Antonio
UTSA Staff Senate

University Service Updates:

- ❖ Sylvia mentioned the COEHD Dean Candidate Forums were the following week
- ❖ Amy reported the search committee for the new VPUR is reviewing candidates
- ❖ Anna reported the COLFA Dean search had narrowed to two candidates
- ❖ Matt shared an announcement regarding an extension on Telecommuting agreements until July 31st
- ❖ Elle reported that our Inclusive Excellence had improved to “Silver”
- ❖ Matt heard from Dr. Anderson and Sylvia regarding the Climate Survey. It has been presented to the President and will be presented to other areas in summer and fall. Employee focus groups will be conducted as well to gather more information on certain topics.

Committee Updates:

- ❖ Communications: Elle Marbach
 - An email will go out shortly for the Burnout session
 - Input is needed regarding updates for the homepage blurb; “Landing Pages” for senator bios to include Senate member responsibilities
- ❖ Community Outreach & Events: Amanda Perez
 - We are going ahead with Great Staff Appreciate Event – May 26th, 10:30– 1:30; Drive-through; Balloons; Cookies; Giveaways - Option to give more than one prize
 - We may hold a second event in August for those that aren’t able to attend
- ❖ Elections: Cindy Orth
 - The team met and discussed the Timeline for FY21 Election Process; current membership (35) and potential increase to 40. Cindy explained the breakdown of eligible employees to serve on Staff Senate.
 - The impending proposal for changing the Bylaws and the timeline for Elections was discussed. Motion was made, seconded, and passed to send out notice and poll members regarding the increase in membership.
- ❖ Finance: Matt on behalf of Damaris Ibarra
 - “Thank you” to Matt for transferring scholarship funds
 - Will be updating the scholarship MOU to specify that Staff Senate members can qualify (voted on in a prior year but has not been updated officially)
 - Thanks to Elle for helping with a significant amount of fundraising
- ❖ Health & Wellness: Crystal Martinez
 - There will be off-site sessions Wellness – a link will be sent out to share with departments
 - Discussion – Promote Blood Donations – the new leave policy allows sufficient time away with supervisor approval to donate blood
- ❖ QIC: Jerry Smith
 - No updates
- ❖ Staff Appreciation & Scholarships: Sarah Sanchez
 - Monthly Appreciation Winners: Individual – Andie Watson, Veteran Certifying Official & Team – Arts & Humanities Advising Center
 - Shared link outlining work facilities did during the winter storm in February – 9-minute video
 - University Excellence Award feedback is appreciated. A lot of information is already being gathered to provide to the Events office in preparation for next year’s event. For instance, it is recommended that the process be presented to Staff Senate by January at the latest and then finalized in time for the February meeting (all before nominations close and the review begins). John reported we needed to increase the number of Excellence awards for staff as there is inequity in comparison to Faculty.
 - Friday 1:30 Community Gathering RowdyLink shared in Chat

Meeting adjourned at 10:30 am.