

The University of Texas at San Antonio
UTSA Staff Senate

Meeting Minutes

Thursday, May 27, 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; Anna Boyer-Chadwick; Brandy Barksdale; 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; John Schaffer; Judith Quiroz; Kathryn (Kat) Carrillo; Marcela Cabello; Matt Keneson; Paul McDonald; Robert Ramirez; Sarah Sanchez; Sylvia Mansour; Tamala Boyd; Terri Reynolds; Wanda Guntz; Yvonne De Leon; Kim Kline (Faculty Senate Liaison)

Members Absent (Excused): Angie Lopez; Brian Packer; Nnennaya Ikwuagwu; Shannon Rios;

Members Absent (Unexcused):

WELCOME: Matt Keneson, Chair welcomed all to the May 27, 2021 meeting.

Presentations:

- ❖ Mary Hernandez, ASST VP, BUS AFFAIRS ADM & OPS—Update for Fall Return to Campus Plans – PowerPoint
 - All should expect a final report from the Public Health Task Force by late June with town halls in July
 - Masks not required but encouraged
 - Safety strategies are still in place
 - June 3rd scheduled Vaccines – giveaways; San Antonio has surpassed 1,000,000 and plans are in place to promote vaccines to incoming freshmen
 - All domestic travel will be approved following pre-pandemic procedures
 - International travel will be reviewed on a case-by-case basis but strongly discouraged
 - Event guidelines from the Public Health Task Force: using 50% of space and up to 250 participants
- ❖ Denise Moore and Compensation Team from People Excellence – New Compensation Road Show- PowerPoint
 - The team presented an impressive explanation of the new and improved processes utilizing the Agile principles and the scrum process in their department. They showed examples of new job description templates, understanding supplements, pay structure, compensation services and options.
 - Matt asked if pay scales for A&P would be available as they are for classified employees. Denise explained PE is working on a SharePoint product but departments would still need to call for information
- ❖ Sylvia Mansour – Wellbeing Initiative: Support System for Return to Campus
 - The Employee-facing Wellbeing Committee is discussing ideas to support staff/faculty coming back to campus since many are anxious about it. Potential partnership with PE and Staff Senate.
 - EAP is offering some workshops, so we could help to promote those.
 - Brandy asked if there would be funding for “welcome back” survival kits for those coming back (materials on stress/anxiety, stress ball, healthy snack, sanitizer, etc.).
 - It was also suggested that we hold at least 1 joint session with Faculty Senate each year to discuss common concerns and initiatives like this.

Announcements, Old Business and New Business:

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- ❖ Vote on the minutes for April were pushed to June meeting.
- ❖ Updates on Bylaws changes: Decision expected before voting timeline.
- ❖ Feedback on the Performance Management Pilot Training was mostly positive. Suggestions included training needs to be specialized for the individual contributor as well as managers.

University Service Updates:

- ❖ Brandy reported the Operation Review Committee's final presentation was last month. Planning to continue 3-5 years.
- ❖ Matt reported that the University Leadership Council is expecting a full report recommendation from HURON soon on the IRM budget model. Biggest concern is that communication needs to be better.
- ❖ Matt also shared that Working Group and Tactical Team tasks are winding down and reminded everyone to send reports of groups they have served on for count and records.

Committee Updates:

- ❖ Communications: Matt
 - Elle Marbach has left UTSA, and Damaris accepted the position of Chair in her place. No real updates to mention except that all communications recently were related to the Great Staff Appreciation Event.
- ❖ Community Outreach & Events: Amanda Perez
 - Everyone did an amazing job helping with the event. The weather was warm but not bad and turnout was very impressive.
 - We are looking into doing a walk-up event in August as a welcome back event/GSAE part 2. We have some funding remaining, but it won't be as big as traditional events have been.
- ❖ Elections: Cindy Orth
 - Great job everyone and kudos to Amanda. Regarding conversations with Veronica, kick-off for election timeline is actually next week. Thanks to Matt for preparing Qualtrics. Decision on number of members allowed needed after the nomination process (6/7-6/17).
- ❖ Finance: Damaris Ibarra
 - Would like to brainstorm best way to utilize remaining funds. We don't have much left in the general ops budget, so we might need to see what the event budget can be used for. For instance, t-shirts for members might qualify since they would be used to identify members at events like the GSAE.
 - We could ask for quotes from ASC since cost will depend on type, # of shirts, # of colors, etc.
- ❖ Health & Wellness: Crystal Martinez
 - Had a new RSEF request recently that has been reviewed
 - Wellness Champions A.C.E.S. Program – PowerPoint
 - Roles and Responsibilities as a Wellness Champion: Announce – Check – Encourage – Share
 - Corporate Cup is happening but spread out (July-Aug) with some events that are hybrid/virtual.
- ❖ QIC: Jerry Smith
 - No updates
- ❖ Staff Appreciation & Scholarships: Sarah Sanchez
 - Monthly Appreciation Winners: Individual – Stacey Wells, Registrar's Office & Team – Student Health Services. An idea was discussed to announce the winners each month through UTSA This Week which will bring more recognition to the winners and potentially serve as a reminder to submit nominations.
 - It was mentioned again that the University Excellence Award, specifically the Howe awards, show inequity between faculty and staff. Steering committee is going to discuss it further.
- ❖ With 20 minutes left, Matt asked committees to meet in breakout rooms and discuss their activities from 2020-2021 and plans/goals for 2021-2022.

Meeting adjourned at 10:30 am.