

The University of Texas at San Antonio
UTSA Staff Senate

Fall 2020 Virtual Retreat
Friday, August 14, 2020

- Meeting called to order by Matt Keneson with welcome and overview of retreat agenda began at 8:33 am
- Introductions – all current and new Senator introduced themselves (34 participants)
- Highlights of the 2019-2020 Year
 - John Shaffer presented 2019-2020 highlights and previous e-board via presentation.
- Discussion & Voting for 2020-2021 Executive Officers – Matt Keneson reviewed the [bylaws](#) with the Senate via the [Staff Senate website](#)
 - Vice Chair – each candidate spoke on why they were interested, and Senate voted via Qualtrics
 - Brandy Barksdale – voted in as Vice Chair
 - Nnennaya Ikwuagwu
 - Dominick Morales
 - Secretary/Historian - candidate spoke on why they were interested, and Senate voted via Qualtrics
 - Terri Reynolds – voted in as Secretary
 - Parliamentarian - each candidate spoke on why they were interested, and Senate voted via Qualtrics
 - Amy Fritz – voted in as Parliamentarian
 - Nnennaya Ikwuagwu
- Discussion of [Committees](#) – each chair/members gave insight on the committees –previous events, involvement, responsibilities, etc. – members given the opportunity to sign up via Qualtrics during break
 - Communications - Brian Packer
 - Community Outreach & Events - Shannon Rios & Cindy Orth
 - Elections – Cindy Orth & Matt Keneson
 - Finance – Matt Keneson
 - Health & Wellness – Brandy Barksdale
 - Questions, Ideas, & Concerns (QIC) – Jerry Smith
 - Staff Appreciation & Scholarships – Sarah Sanchez
- Monthly Meetings – Matt Keneson to send next meeting invite
 - General Meetings via Zoom
 - 3rd/4th Thursday of each month from 8:30-10:30 a.m.
 - Proposed dates: Sep 17, Oct 22, Nov 19, Dec 17, Jan 28, Feb 25, Mar 25, Apr 22, May 27, Jun 24, Jul 22
 - [Attendance policy and expectations](#)
 - If needing to miss, should notify E-board
 - General meeting agenda discussion
 - Executive Meetings via Zoom

UTSA Staff Senate

- 1st/2nd Thursday of each month from 9:00-10:00 a.m.
- Proposed dates: Sep 10, Oct 8, Nov 12, Dec 10, Jan 14, Feb 11, Mar 18, Apr 8, May 13, Jun 10, Jul 8

- 2020-2021 Goals and Objectives review by Matt Keneson via presentation
 - Review goals from 2019-2020
 - Chair goals & objectives
 - Senate Mission
 - Group discussion & report out – Matt Keneson setup Zoom Breakout rooms
 - Sarah’s Group
 - Increase visibility – Day ONE presentation
 - Integrating SS in University Newsletter
 - Professional Development Opps on Tech resources
 - Shannon, Paul, John, Anna, Nnennaya group
 - Training & Development resources – soft skills/tech resources – increase our remote resources online
 - Self-care/Wellness – increase SS support
 - Universal “directory/database” on what areas do and contact info
 - SS discuss resources we could provide
 - Damaris, Jason, Venetta, and Crystal
 - Increase SS presence to the campus
 - Wellness – staff members gain access to the Rec or lesser prices and mental health of staff and dealing with staff
 - Amanda, Sylvia, Jade, Cindy’s group
 - Finding ways to connect people for non-work related topics
 - Positive language
 - Paul, Jessica, Kat, Terri
 - Fundraising – BBQ plates
 - Parking awareness/communication
 - Brandy, Jerry, Tamala, Brian
 - Broader Branding – signature block and/or door plaque and/or lapel pin identifying members
 - Give more of a historical background of Senate and awareness on site
 - Creating a rapport with other governing bodies –
 - Continue to add SS news to the weekly UTSA newsletter
 - Communication committee creating stronger rapport with other teams

- Vice President for Business Affairs presentation – Veronica Mendez
 - Spoke to everything staff is going though and reminder of some resources currently available through EAP.

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- Gave thanks to John Shaffer and all senators for their work this past 2019-2020 year.
 - Gave insight on fall planning and Do Your Part Campaign and Toolkit.
 - Expected about 1000 people to be on campus but also those working in a hybrid mode (approx. 544). Installing protective barriers in common areas. Face masks to be distributed by unit areas (initial focus on those returning to campus)
 - About 69 rooms on campus to be used – ex. McKinney and Business bldgs.
 - Approximate 750 students daily on campus
 - JPL/Student Union/Roadrunner café and other eateries will be open. No self-serving buffets and seating will be allowed w/ social distancing
 - No shuttles, but VIA pass is available
 - Parking will be enforced when school starts, 50% discount on telecommuting employee garage, but B parking is at \$17 and may be most beneficial.
 - Employee evaluations – performance review starting Sept. 1 and be completed by end of September.
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- Retreat adjourned at 11:31 am
 - Topics tabled for next meeting:
 - Discuss Activities Calendar for the Upcoming Year – pushed to September meeting.
 - Existing events/activities
 - New ideas
 - [University Service Opportunities](#)
 - Faculty Senate Liaison
 - Food Services Committee
 - HOP Committee
 - Inclusive Excellence Advisory Board
 - Parking & Traffic Committee (QIC Committee member)
 - Public Health Task Force
 - Technology Planning & Prioritization Committee
 - University Leadership Council (Chair)
 - Potential opportunities
 - Search committees
 - Ad-hoc committees/tactical teams/task forces (e.g. campus climate survey)