The University of Texas at San Antonio
UTSA Staff Council

Meeting Minutes
September 26, 2019

The first regular meeting of the UTSA Staff Council for fiscal year 2019-2020 was held at the Main Campus in the MB Regents Room 3.106. The meeting was called to order at 8:30 am, with John Shaffer, Chair, presiding.

Members Present:

Staff Council Member	Representative Office	Representative Division
John Shaffer	Graduate School	Senior Vice President for Academic Affairs
Suzanne Stokes	Enrollment Operations – Registrar	Senior Vice President for Academic Affairs
Jerry Smith	University Planning	Vice Presient of Information & Technology
Elba Ramos	Institute for Economic Development	Vice President for Research, Economic Development, and Knowledge Enterprise
Elizabeth Corrales	Human Resource Services	Senior Vice President for Business Affairs
Mary Alice Morizen	Department of Biology	Senior Vice President for Business Affairs
Matt Keneson	Graduation Help Desk	Senior Vice President for Academic Affairs
Sabina Kapoor	Student Placement Advising Center	Senior Vice President for Academic Affairs
Courtney Balderas	Inclusion & Community Engagement Center	Senior Vice President for Academic Affairs
Cindy Orth	Business Information Systems	Senior Vice President for Business Affairs
Shannon Rios	Academic Advising – Social Sciences Advising Center	Senior Vice President for Academic Affairs

Brandy Barksdale	Academic Advising Administration - Resilience & Retention Advising	Senior Vice President for Academic Affairs
Daniel Arriaga	Office of Research Support	Vice President for Research, Economic Development, & Knowledge Enterprise
Kristee Phelps	Environment Health Safety & Risk Management	Senior Vice President for Business Affairs
Vincent Genco	Campus Services	Senior Vice President for Academic Affairs
Hillary Klingman	Campus Services	Senior Vice President for Business Affairs
Eric Weber	University Police	Senior Vice President for Business Affairs
Amy Fritz	Financial Affairs	Senior Vice President for Business Affairs
Cindy Orth	Business Information Systems	Senior Vice President for Business Affairs
Brian Packer	OIT Infrastructure Services	Vice President for Information Management & Techonology
Ed Riojas	Facilities Operations & Maintenance	Senior Vice President for Business Affairs
Leticia Longoria-Fisher	Tomás Rivera Center for Student Success – DT Campus	Senior Vice President for Academic Affairs
Wanda Guntz	Department of Biology	Senior Vice President for Academic Affairs
Judith Quiroz	Department of History	Senior Vice President for Academic Affairs
Venetta Williams	Department of Architecture	Senior Vice President for Academic Affairs
Jason Trevino	Academic Advising – Engineering Advising Center	Senior Vice President for Academic Affairs
Sarah Sanchez	Transfer & Transition Student Success Center	Senior Vice President for Academic Affairs
Dominick Morales	Operations & Advancement Services	Vice President for Development & Alumni Relations Vice President for Inclusive Excellence Vice President for University Relations

Members Absent (Excused):

Staff Council Member	Representative Office	Representative Division
Jaime Fernandez	Auditing & Consulting	Offices Reporting to the President
Morgan Beard	Enrollment Operations - Registrar	Senior Vice President for Academic Affairs
Anna Boyer-Chadwick	Academic Advising - Arts & Humanities Advising Center	Senior Vice President for Academic Affairs

Members Absent (Unexcused):

Staff Council Member	Reprsentative Office	Representative Division
Rueben Aleman	Vetarans & Military Affairs	Senior Vice President for Academic Affairs
Joe Alderete	Facilities Housekeeping	Senior Vice President for Business Affairs
Paul Lazano	Facilities Utilities Operation	Senior Vice President for Business Affairs
Mark Ottinger	Facilities Operations & Maintenance	Senior Vice President for Business Affairs

Chair Announcements and Committee Updates: Due to expected length of two key presentations, the following updates were sent via email (9/19/2019 @ 8:14am)

Other Updates:
- ❖ New Budget Process for Staff Council
    - o Ad-Hoc Finance Committee created (Daniel Arriaga is chair)
    - o Workflow process defines steps for committees to follow when requesting funds
    - o Will help committees to strategic plan for events, resources, etc.

- ❖ New Communication Process for Staff Council
    - o Communications Committee created (Brian Packer is chair)
    - o Purpose is to ensure that events sponsored by Staff Council are marketed in a timely manner
    - o Committee chairs were sent the workflow process via email (9/17/2019 @ 3:42pm)

- ❖ "Main Campus" name will remain based on survey results

❖ Goals & Objectives: An email was sent on 9/19/2019 @ 8:14 that includes a handout listing the goals and objectives for this academic year. Two goals mentioned in meeting.

❖ The October 24th, 2019 meeting will be at the DT Campus
   o *Update: Room location has been confirmed for MNT 4.420 -Monterrey Building*

❖ ***Presentation: Sr. VP for Academic Affairs Provost Espy & Sr. Vice President Veronica Mendez***
   o New college approved by UT System: College for Health, Community, & Policy
      ▪ Majors: Criminology & Criminal Justice, Demography, Nutrition and Dietetics, Psychology, Public Administration, Public Health, Social Work, Sociology, & Kinesiology
   o Campus Master Plan:
      ▪ Roadmap to Success:
         • Advance academic excellence
         • Promote socioeconomic vitality in communities
         • Amplify economic development for San Antonio
      ▪ Board of Regents approved expansion for Park West at Main Campus
      ▪ Participatory Governance Framework
         • Values that drive decision making
            o External/Reputational
            o University Initiatives
            o Academic Programs, Support & Services
         • President's Cabinet
         • University Leadership Council
         • Academic Council
         • Space & Planning Advisory Committee
      ▪ Planning for the future
         • Strive toward projection of growth – 45,000 students & 3.3M additional square footage by 2028
         • Have UTSA Blvd. to have more living and retail space
         • Make more changes to lecture halls and working spaces in the Flawn Bldg.
   o Incentivized Resource Management (IRM):
         • 10 year goals:
            o A model for student success
            o A great public research university
            o An exemplar for strategic growth and innovative excellence
         • There are key performance indicators (KPIs) for each of the three goals.
         • In addition to the projected growth of 45,000 students by 2028, have the following benchmarks to reach
            o Increase faculty from current 1300 to 2000 by 2028
            o Increase amounts of endowments from current $164M to over $400M by 2028

- Improve first year retention rates from current 73.4% to higher than 85% by 2028
- Raise graduation rates from current 39.6% to above 60% by 2028
- Increase annual research expenditures from current $69.6M to over $300M
  - IRM Budget Model:
    - Connects and aligns institutional KPIs/goals, academic planning, and financial management
    - Provides a clear path and gives formal communication that shows links between central investments and campus-wide strategic policies
    - Provides a coordinated process for stakeholder groups to inform about budgetary decisions
    - Gives data driven reviews of unit-level performances
    - Allows for longer term outlooks (3-5 years)
    - Revenue has been divided into two categories: academic units & auxiliary units
    - There is a strategic investment fund – Units to provide a percentage of their allocated budget to a centralized "bucket"
      - Based on two parts:
        - Common Strategic Investment Fund (CSIF): Fee assessed on unrestricted revenues such as net tuition, state appropriations, sales & services, etc. Each area under this category submits a 14% participation fee
        - Strategic Investment Fee Fund (SIFF): This is a mandatory fee such as student services fee, UTSA Card fee, medical services fee, etc. Each area under this category submits a 5% participation fee
      - Areas can request funding from this centralized source. A protocol is in place for request review

❖ **Presentation: VP for Inclusive Excellence**
  - 3 big phases for campus feedback
    - Faculty/Staff – current review
    - Students – will be in the future (Based on student feedback, they felt that they were surveyed too much. So, the focus is on faculty and staff.)
  - 2 big incentives: Campus Climate Survey & compliance trainings
  - Inclusive excellence ecosystem – develop the ecosystem and then have it focus on one goal
  - Compliance training:
    - 3 tier for on-line courses
      - Required

- o Harassment & discrimination
- o Diversity: Inclusion in modern workplace
- o Management biases
- o Accommodation for disabilities
- o Checkpoint data security
- o UTSA Publishing
  - Recommended
  - Resources
    - Announcement of revised compliance training will be announced via email Oct. 8th, 2019 (Update: email was sent out on 10/8/2018 @ 5:31pm)
- o Campus Climate Survey:
    - Survey looks at 15 core areas within the UTSA environment for faculty and staff. It is the survey is the next step from the diversity survey that was administered in 2017. The survey goes live Nov. 4th – 15th
      - Raffle tickets will be given to participants. Raffle prizes include garage parking and a smaller prize. (*Update: Reserved parking has now been included in the list of prizes*.)
    - It is a confidential survey, with a third party that is conducting the survey (Modern Think). They will also analyze the results (likely by March 2020).
    - This is the webpage for the power point presentation given by Inclusive Excellence https://www.utsa.edu/inclusiveexcellence/programs/climatesurvey/index.html

Discussion & Vote:
- ❖ The motion to vote on having a UT System Employee Advisory Council representative also be a non-voting member of Staff Council was seconded. Voting results showed it was approved. Because Shannon Rios was already serving as an EAC representative, she will serve both roles.
    - o The EAC member would travel 3 times per year to UT Austin. But the travel is connected to role as EAC representative and not Staff Council member. This means that travel expenses would not be deducted from Staff Council budget.

- ❖ The motion to vote on a name change from Staff Council to Staff Senate was seconded. Voting results showed that it was approved. The chair will now propose to Veronica Mendez.
  Committee Break-out: Committees were allocated time to meet.

Closing

- ❖ Meeting adjourned at 10:00AM.