

Meeting Minutes

November 21, 2019

The third regular meeting of the UTSA Staff Council for fiscal year 2019-2020 was held at the Main Campus, MB 3.106. The meeting was called to order at 8:32 am, with John Shaffer, Chair, presiding.

Members Present: John Shaffer, Matt Keneson, Brandy Barksdale, Sabina Kapoor, Elizabeth Corrales, Suzanne Stokes, Jaime Fernandez, Vincent Genco, Joe Alderete, Hillary Klingman, Leticia Longoria-Fisher, Judith Quiroz, Reuben Aleman, Jason Trevino, Edward Riojas, Brian Packer, Morgan Beard, Dominick Morales, Anna Boyer-Chadwick, Amy Fritz, Paul Lozano, Wanda Guntz, Eric Weber, Kristee Phelps, Sarah B. Sanchez, Jerry Smith, Cynthia Orth, Daniel Arriaga, Kim Kline (Faculty Senate liaison)

Members Absent (Excused): Shannon Rios, Elba Ramos, Courtney Balderas, Venetta Williams

Members Absent (Unexcused): Mary Alice Morizen

Presentation: Veronica Mendez, Senior Vice President, Business Affairs

- ❖ Recognition programs
 - Each unit across campus should have streamline process for staff recognition
- ❖ New Dining Provider to be coming that can support UTSA programs
- ❖ Operational Excellence Initiatives
 - Looking at efficiencies across campus
 - Co-Chairs are Kendra Ketchum, VP for Information Management & Technology, & Can Saygin, Senior Vice Provost University Planning
 - There will be three taskforces
 - Myron Anderson, VP for Inclusive Excellence, will lead with keeping faculty and staff involved
 - Kendra Ketchum will focus on management systems across UTSA
 - Veronica Mendez will target processes (how we do business on campus)
- ❖ Tuition/Fee Proposal (on Business Affairs website-
 - Tuition increase to 2.6% has been approved, so now all Texas systems (UT, A&M, etc.) are all equivalent
 - Details on council members, types of fees that have increased, and other related information can be found at <https://www.utsa.edu/businessaffairs/initiatives/tuitionandfees/>

University Service Update:

- ❖ University Parking & Traffic Dominik Morales): No updates at this time.

- ❖ Inclusive Excellence Advisory Council (Courtney Balderas-Jacob):
 - Campus Climate Survey has been delayed. New release is scheduled for January 2020.
 - Inclusivity Statement Mission Statement – going through some changes and will be circulated for review in December. Thanks to everyone who gave input.
 - Process for Inclusivity/Affinity Group Initiatives:
 - The Inclusive Excellence Advisory Board asks that if any affinity groups have concerns about diversity inclusivity, to first outreach to the Board.
 - The Inclusive Excellence Advisory Board will begin exploring creating and utilization of a diversity rubric for all campus vendors.
 - The Board would also like to take a more active role in funneling diversity and inclusivity concerns to the community. It would not serve as a vetting unit, but rather, it would create a space for dialogue to encourage community support and input.
 - The Inclusive Excellence Leadership Symposium is set for February 24-26, 202.
 - Diversity Awards Committee is preparing for the selection of recipients.
 - An accessibility committee is currently being formed.
 - When approached with relevant concerns will be to refer to the Board, since we have a Staff Council representative on the Board.
- ❖ Faculty Senate (Sabina Kapoor):
 - Kim Kline is the Faculty Senate liaison to Staff Council.
 - The senate is primarily focused on teaching/research workload; however, the senate does want to also look at ideas that can help enhance faculty success. Some of these areas may overlap with staff. There is a possible collaborative effort.
- ❖ HOP Committee (Mary Alice): No update at this time.
- ❖ University Leadership Council: No update at this time.

Chair Announcements:

- ❖ Questions/Issues/Concerns (QIC) (Chair is Jerry Smith):
 - Sylvia Esparza is the manager for compliance and risk and is point of contact for the annual compliance training
 - This year, a concern was brought up because only two trainings had Spanish speaking option (Title IX and Diversity and Inclusion). For next year, the goal is to have all of the modules with a Spanish speaking option.
- ❖ Health & Wellness (Chair is Kristee Phelps):
 - Physical Activity Challenge - Throughout UT System
 - Campus Flu Shots - (*Dates have passed*)
- ❖ Communications (Chair is Brian Packer):
 - “Meet the Reps” Email- Staff Council has received several compliments on the organization’s website.
 - Mike Edwards, from University Communication & Marketing, can put Staff Council events with his department’s strategies, which would then be marketed campus-wide.
- ❖ Staff Appreciation & Scholarships (Chair is Mary Alice Morizen):
 - Sarah Sanchez & Amy Fritz are now the co-chairs for this committee.

- An email was sent out to all staff, and as a result, the committee has received more nominations for the monthly recognitions. (*Update: An appreciation was scheduled for Dec. 16, 2019 to recognize Yu Ning, Software Systems Specialist III from the Research and Finance and Operations Office*)
- ❖ Community Outreach & Events Committee (Chair is Shannon Rios)
 - MLK March is scheduled for Jan. 20, 2020. Bus transportation is being looked into.
 - Events Calendar – No updates at this time.
- ❖ Elections (Chair is Cindy Orth):
 - One member can no longer continue. Original alternate is now no longer available to serve. Currently looking at subsequent alternative.
- ❖ Ad-Hoc Finance Committee (Chair is Daniel Arriaga):
 - As part of the workflow, a purchase request form will be created for executive committee members to submit for funding requests. (*Update: the form has been created and sent out to the executive committee members.*)
 - Cost Center(s) Report – Have two separate cost centers. One is specifically for the Great Staff Appreciation Event (\$13, 850), and the other is for Staff Council M&O (\$1,150).
 - Reduction in GSA event budget based on amount spent last year.
 - Alumni Relations has approached about donating funds for the GSA event. This would offset the dollar reduction. Or, Alumni Relations may work with vendors to provide items for event.

New Business:

- ❖ University Excellence Awards (Sabina Kapoor)
 - This event used to be with HR Employee Relations, but it will now go under University Relations.
 - Award event is set for April 21, 2020, 2pm-3pm.
 - Nominations are currently being accepted.
 - Deadline is February 21, 2020.
 - The planning committee has proposed that Staff Council review the nominations related to staff awards. (There are 7 awards.)
 - For more information on types of awards, can review this website: <http://www.utsa.edu/hr/EmployeeRelations/UEAP.html>
- ❖ Professional Development Collaboration with Student Affairs (John Shaffer):
 - Staff Council is to collaborate with Senior Vice-Provost & Dean of Students, LT Robinson, for professional development trainings.
 - A pilot program would be set for spring 2020.
 - Would work with HR so that participants would be awarded credit.
 - Format idea is to have a “lunch and learn”.
 - Motion for Staff Council to accept pilot program was seconded and all members voted to move forward with pilot.
- ❖ Staff Emergency Fund Update (John Shaffer):
 - Crowd funding account is to be set-up with Alumni Programs.
 - Funds would be to help fellow staff in need.
 - Would be a non-profit (501C) funding source.
 - Suggested name is “Staff Helping Staff”
 - Fundraising campaign scheduled for Spring and Summer 2020.

- Program launch (being able to apply for funds) is set for Fall 2020.
- ❖ Requests for Support from Staff Council (Matt):
 - Discussion looked at possible workflows for when support from Staff Council is requested. The Council will need sufficient time to discuss topics that are brought to them, usually in a General Meeting, and perform any due diligence, as needed. We may need to abstain from providing formal support when short timeframes are involved.
 - The QIC committee will look into creating a process flow for requested support from Staff Council.

Closing

- ❖ Meeting adjourned at 10:25AM.