

## General Meeting Minutes

Wednesday, March 20, 2024 | 8:30-10:30 A.M. | Teams

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### 8:30 a.m. Meeting Called to Order

- Guests: Mary Hernandez, Jason King
- Attendees: Amy Fritz, Andrea McClure, Angel Espinoza, Angela Trejo, Anna Boyer-Chadwick, Cynthia Orth, Damaris Ibarra, Drew Vincent, Eric Uriegas, Estefania Casper, Evette Flores, Gabriela Rodriguez, Harshan Raj, Heather Frazer, Jacqueline Ortiz, James Rodriguez, Jeffrey Miller, Jennilee Garza, Jessica Vela, Josefina Fernandez, Justin Marmolejo, Katia Diamante, Lauren Hoffmann, Lauren Smith, Lisa Alonzo, Matt Keneson, Matthew Fey, Mickie Tencza, Nikki Mcgovern, Olamiposi Kolajo, Peppy Garner, Sapna Naik, Sharon Martinez, Victoria Downing, Xavier Loreda
- Excused: Angie Lopez, Bev Ostmo, Jenny Stokes, Julie Fisher, Lisa Johns, Nnenna Ikwuagwu, Vero Salazar
- Welcome Nikki Mcgovern!
- Congratulations to Senators who were nominated for University Staff Excellence Awards!

## 8:34 a.m. Old Business

- February general meeting minutes: <https://www.utsa.edu/staffsenate/Minutes/2024-02-21-Staff-Senate-General-Meeting-Minutes.pdf>
  - Vote on Staff Senate February General Meeting Minutes
  - Sharon moved to vote on the minutes, seconded by Lisa A.
  - Approve: 22, Deny: 0, Abstain: 0
  - Passed

## 8:36 a.m. Continuing Business

### Mission Statement

Amy Fritz

- [Mission Statement.docx](#)
  - Draft: The UTSA Staff Senate is committed to empowering and advocating for our staff community through shared governance, fostering a culture of excellence, well-being, and professional growth.
- Discussion
  - Suggestion to flip the words in a new proposed statement: The UTSA Staff Senate is committed to fostering a culture of excellence, well-being, and professional growth by advocating for and empowering our staff community through shared governance.
- Vote
  - Lisa A. moves to vote and Lauren S. seconds
  - Approve: 25, Deny: 1, Abstain: 0
  - New mission statement is approved.

## 8:39 a.m. New Business

### Community Outreach and Events

Jessica Vela – 5 minutes

- Giving Day (April 9-10) tabling and Ambassadors
- Tabling event in Sombrilla in front of the water fountain, with cornhole. Minimum \$5 to play cornhole. We need volunteers to staff that event at 11am to 2pm, so shifts are 10:30-2:30.
- [Volunteer sign up](#)
- Also looking for Ambassadors.
  - Sign up at <https://givingday.utsa.edu/giving-day/78693/signup> Giving Day/Annual Giving staff will provide materials, including a social media packet and a personal link. It's just about sharing the word.
- While volunteering is not mandatory, it is encouraged to volunteer for Staff Senate events!

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- We are not yet on the Giving Day webpage but will share once we are.
- Do we plan to share information about Staff Senate at tabling? Yes, there is a banner. Will work with Communications to share a flyer with information about scholarship etc.

### Elections

Cindy Orth – 10 minutes

- Representation. Goal was to analyze total number of eligible employees. There's about 2250 eligible staff members. Communications committee looked at proportionality and the committee has a proposal to increase the number of members from 7 to 8 in A&P. We used to have 8 members in A&P but that was decreased a few years ago. The bylaws would have to be amended to reflect the change.
- Discussion
  - Can the relevant sections of the By-Laws be written flexibly in regards to membership totals/portions so that we wouldn't have to actually update the By-Laws every single time we need to change membership numbers?
  - Found an error of representation numbers: There are 3 instead in president group and 2 in research and 3 in tech.
  - Suggestion is to add 2 more members for A&P. Then the ratio would be 1:59 for A&P, and the total number of Senators would be 42.
  - A&P is at large rather than considering their divisions.
  - What happens if we can't fill all of the positions within an area? Reach out but generally met the number. The number of nominations are increasing each year.
  - Is there a standard ratio in our bylaws? Not there but can be in the bylaws but would require an amendment to create a ratio or ratio range.
  - Harshan, as chair of bylaws committee, will work with the elections committee to talk about potential bylaws updates.
  - Standardizing the ratio and thinking about the maximum ratio, like 1:60 as a maximum. If it grows higher, then we'd add another person. It could be lower but never cross a threshold.
  - Does there need to be a minimum?
  - Historically, when you start to combine groups together, those areas are a mash up of unrelated areas often, which doesn't allow for representation of each of the areas.
  - There's an annual audit for each elections cycle.
- We'll come back in April with a proposal based on our discussion
- June 10 – nominations process will begin

### Communications

Drew Vincent and Jennilee Garza – 10 minutes

- Communication Strategy looking three months ahead and to show what is on the horizon

### Senate Communications Planning

3 Month Lookahead

Date	Topic	Category	Committee Owner	Request Form
23-Mar	Rowdy Games	Senate	Health and Wellness	Yes
9-Apr	Giving Day	UTSA Event	Community Outreach	Yes
25-Apr	Senate Newsletter Q3	Senate	Executive	Yes
30-Apr	University Excellence Awards	UTSA Event	Staff Awards	Yes
21-May	Great Staff Appreciation Event	Senate	Community Outreach	No
30-May	LEGO of Stress	Senate	Health and Wellness	No
Mid-May	Virtual Coffee Chat	Senate	Elections	No
Jun 10-21	Senate Elections: Nomination Period	Senate	Elections	No

- 
- Reminder: When to submit a communications request form? As soon as you have a confirmed date, submit it, even if you don't have all of the details.

### Health and Wellness

Heather Frazer and Vero Salazar – 10 minutes

- Rowdy Games on Saturday, March 23, 2024
- [We still need volunteers! Volunteer sign up sheet](#)
  - You don't need to stay the whole time if you volunteer
  - Especially need volunteers for sports scorekeepers (can bring co-workers or family members to help!)
- Rec Center staff will be officiating some of the sports.
- What should volunteers wear? Staff Senate t-shirt would be great!
- Players will be asked to sign waivers that will be available that day.

### Discussions

- SB17
  - Discussion not recorded here

### Tabled

- April Newsletter
- Energy Conservation Days
  - <https://www.hr.txst.edu/holiday-schedule.html>
  - <https://www.staffcouncil.txst.edu/>
  - <https://www.fcs.txst.edu/cdc/about/staff/leave-request/comp-information.html>

### Questions about Written Updates

- Note: For updates from Staff Senate Committees and University Service Committee Representatives, please review the written updates at the end of the agenda.

### Reminders

- Attendance and [Bylaws](#)
- Rowdy Games – Saturday, March 23, 2024

### 10:02 a.m. SB17 Presentation

Mary Hernandez and Jason King

- Mary Hernandez and Jason King met to with Staff Senate to discuss the handling of inquiries related to SB17. Please direct any questions regarding SB17 to the Office of Legal Affairs. For more information: <https://www.utsa.edu/president/campusandcommunity/SB17.html>

### 10:33 a.m. Adjourn

- Next General Meeting: Wednesday, April 17, 2024, 8:30-10:30 a.m., NPB 1.412

## Written Updates

### University Service Committees

- Enriching Campus Wellbeing Committee – Gabby and Vero
  - No updates
- Employee Advisory Council – Brandy and Matt
  - Amy: At last one, they had Senators from each institution introduce themselves. A lot of them are going through mission re-development. Hoping to be invited back to share some about the issues at each campus.
- Faculty Senate – Lauren H
  - Most recent meeting on March 7. Graduate Council bylaws were approved. Academic Innovation came to discuss micro credentialing for students and how to share that information with students.
- Hispanic Thriving Leadership Council – Eric
  - No updates
- HOP Committee – Andrea
  - HOP 10.19 for visiting scholars has been updated (just a few minor updates)
  - HOP 3.02 (Staff recruitment) is in the review process.
    - They are making some clarifications and changing some of the verbiage due to SB17. For the most part it's providing clarification of items that are already in there. External posting system clarification.
- Inclusive Excellence Advisory Board – Anna

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- No updates – add for Mary H. to talk about this advisory board.
- Operational Review Committee – Amy
  - No updates
- Out-of-State Work Modality Committee – Lisa A.
  - No updates
- Parking & Traffic Committee – Heather, Lauren H., Harshan, Gaby
  - Sneak peek at the Little Runner, downtown campus shuttle. Addressed Brennan Ave. closure – there are plans to reopen late March or by mid-April. Continuing to review parking ticket appeals.
- People Excellence Working Group – Stef, Anna, Jennilee, Eric, Sapna
  - No updates. Next meeting is Monday, April 1
- Public Safety Advisory Council – Xavier
  - No updates
- Strategic Investment Fund Committee – Damaris
- Sustainability Council – Julie
  - STARS Report
    - Should be published by the end of March
    - Currently on track to earn gold
    - SB17 negatively impacted score on equity and diversity
    - Increased academic programs focused on sustainability positively impacted the score
  - Earth Day Fair – 4/22 @ 11:30 AM (location TBD)
    - Hosted by SGA
    - Focus is on recycling and composting on campus
    - Office of Sustainability will be participating as well as other campus partners
  - Campus Waste
    - Office of Sustainability is looking for better ways to track waste through AI
    - Hazardous and lab waste is tracked by mandate, but solid waste, construction/renovation waste, and surplus waste need better options
    - The Office hopes to reuse surplus locally
    - Currently working on an EPA grant that will hopefully allow UTSA to build a facility
  - Recycling
    - There is currently a significant amount of contamination in recycling (trash and food)
    - The Office hopes to work on educating the campus
    - Trash and Recycling Cans
    - The Office is going to purchase a pilot program that digitally tracks and levels trash and recycling cans
      - The software alerts when the can is full and needs to be emptied
      - It also reports on the area of campus and how often it is full
      - The pilot is about \$2400

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- If the pilot is successful, the full program is about \$5000 annually per building
- Habitat Conservation Plan
  - UTSA houses 2 endangered species on east campus – a beetle and a spider
  - UTSA is working with Texas Parks & Wildlife to reserve about 50 acres indefinitely to protect the species
  - Biologists are currently in field studying how to best reserve the land
- Other Updates
  - Consultant coming this month for a greenhouse gas report
    - UTSA's goal is a 20% reduction in greenhouse gas by 2030 and net zero by 2050
  - UTSA is targeting LEED silver status for any new buildings costing \$10 million and above
  - Bike program has moved to a new building
  - TXDoT grant money will be used to create a hike and bike track on campus
  - Another grant is allowing the purchase of 14 electric vehicles  
<https://www.utsa.edu/campuservices/runner/little-runner.html>
  - UTSA will hire an Executive Director of Energy this year
- University Excellence Awards Steering Committee – Pebby and Sharon
  - Nomination review process is complete.
  - Shout out to Sharon and anyone who participated in nomination reviews!
- University Leadership Council – Amy
- University Scholarship Committee – Justin
  - No updates
- Ad Hoc: Research Interview Committees
  - On hold
- Placemaking Team – Heather, Gaby, Harshan
  - Subcommittees on that team, there will have guidelines for summer to have events in the fall.

### Staff Senate Committees

- Bylaws – Harshan
- Communications – Drew and Jennilee
  - Will present at the GM about the upcoming communications – 10 minutes
  - Working on communicating with Amy and BA about website.
  - Rowdy Games – communicate via Teams by using messaging that's in the Staff Senate Teams that you can copy-paste.
- Community Outreach & Events – Jessica and Cindy
  - Giving Day – April 11-12. Will include tabling by the Sombrilla, and there will be a cornhole game for donations. They will submit information to Communications.
  - Great Staff Appreciation – finalizing details, include quote for swag items. Rowdy will be there to take photos at the photobooth with staff. Also waiting to hear back from UTSA

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Mariachi.

- Elections – Cindy and Victoria
  - Might need time at the GM. We'll meet on Monday, March 18 to evaluate the proportionality and bring up recommendations – 10 minutes
  - We have a new Senator, Nikki McGovern who is replacing David Dominguez.
- Finance – Angel and Lauren S.
  - Processing purchases for Rowdy Games, and ready for Great Staff Appreciation purchases.
- Health & Wellness – Vero and Heather
  - Rowdy Games is Saturday, March 23, 9am-noon in the Rec Center. Register by Friday, March 15 at [https://utsa.az1.qualtrics.com/jfe/form/SV\\_5o09YEA0JHiyBQW](https://utsa.az1.qualtrics.com/jfe/form/SV_5o09YEA0JHiyBQW)
    - Shout out to Comms for their communications!
    - Pickleball capacity is filled. There are slots for a few more for the other games. May need to adjust communications about these.
    - T-shirts and medals are in.
    - Shots of medals and t-shirts can also be used for promotions.
    - Also shout out to Angel and Finance committee
  - [Rowdy Games volunteer sign up sheet](#) Volunteer and you'll get a t-shirt!
  - Do we need to address that for Rowdy Games, the closure of Brenan Ave? Vero and Heather will look into this and how to best communicate it.
  - Can family members come to volunteer or hang out? Yes.
  - This is being funded by Rowdy New U and transferred funds to Staff Senate cost center.
  - 10 minutes at GM
- QIC – Lauren H. and Bev
  - Met on Friday, March 1.
  - Salary transparency and career ladders – Andrea and Lisa J. were doing investigations. Compensation review process is beginning with an outside consulting agency. It'll be a comprehensive compensation review to address salaries and career ladders. It will be an extensive process so we won't have answers right away.
  - Continuing to discuss ways to share about staff retiree benefits. The benefits team created a milestone report within COS. Exploring doing that for other groups. Bev was going to reach out to the STARS committee about retiree recognition.
  - Electric vehicle charging QIC was submitted – forwarded to Ricardo for inclusion in the last parking meeting. They are only in the garage so far, so you have to pay for a garage permit or hourly rate, and charged for the charging. They would be looking at peer institutions to see how they handle EV charging. Lauren will bring this up with Ricardo.
    - Where is the nearest EV charging station to UTSA? Perhaps we can find the nearest locations off campus and provide that as a courtesy on our QIC update spreadsheet until Parking can get it together.
  - There isn't a forum for staff to ask questions – A QIC was submitted for hosting an online space for tech questions for Outlook, Excel, etc. Maybe adding DYK section about the Viva Engage app or utilizing Teams.



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- Who would manage/moderate that platform?
- Another thing is where you can find tech skills training or where to access training for those.
- STARS – Sharon and Peppy
  - STAR nomination process is open right now so the committee is reviewing those.
  - Sharon met with Diane to change the memorandum to change the essay. Sharon is initiating that process. It'll need to end up at Karl Miller-Lugo.
  - For the last year, only two applied, so those amounts were higher than usual. They see mostly grad students applying. The new essay wouldn't be introduced until next year. Sharon asked about increasing the amount, which we could do sooner. There may need to be changes to the rubric that the committee uses.
  - Maybe look into 4 awards rather than 2 for undergrad and 2 for grad, so that'd it open it up to more who are graduate students or to allow for shifting if there are no/few undergrad applications to allow for more flexibility. Changing the description may be important for compliance as well and to prevent confusion.
  - The intent is to request the spreadsheet of awardees for our records. This will help with the Finance committee reconciling the cost center.