

General Meeting Minutes

Wednesday, April 17, 2024 | 8:30-10:30 A.M. | NPB 5.140

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8:30 a.m. Meeting Called to Order

- Guests: Heather Shipley, Mary Hernandez, Katy Madden, Marie Kuehler, Brenda DeLeon
- Attendees: Amy Fritz, Andrea McClure, Angel Espinoza, Angela Trejo, Anna Boyer-Chadwick, Bev Ostmo, Cindy Orth, Drew Vincent, Eric Uriegas, Gabby Flores, Gaby Rodriguez, Heather Frazer, Jackie Ortiz, Jenny Stokes, Jessica Vela, Jo Fernandez, Julie Fisher, Justin Marmolejo, Katia Diamante, Lauren Smith, Lisa Alonzo, Mickie Tencza, Nikki MCGovern, Peppy Garner, Sapna Naik, Sharon Martinez, Stef Casper, Victoria Downing
- Excused: James, Vero, Lauren H., Angie, Matt K., Jeff, Matthew F., Lisa J., Olamiposi, Harshan
- Unexcused: Jennilee Garza, Nnenna Ikwuagwu, Xavier Loredó

8:30 a.m. Academic Affairs Updates

Dr. Heather Shipley, Provost

- Presentation appended to the end of the minutes

8:47 a.m. Old Business

- March general meeting minutes: <https://www.utsa.edu/staffsenate/Minutes/2024-03-20-Staff-Senate-General-Meeting-Minutes.pdf>
 - Vote on Staff Senate March General Meeting Minutes
 - Motion to vote, seconded
 - Voice vote
 - Abstain: 3
 - Passed on voice vote

8:57 a.m. Staff Compensation Study

Mary Hernandez, Katy Madden, Marie Kuehler, Brenda DeLeon

- Presentation appended to the end of the minutes
- The university has made a commitment to look at compensation during the past three years and they have increased compensation through various strategies including merit.
- They are putting together a project and are here to talk about the project, consultant, and project team.
- Working with a consulting firm called WTW.
- Looking at jobs, job descriptions, pay structures, change management support, including getting information out.
- Websites: <https://www.utsa.edu/people-excellence/current-employees/compensation/> > <https://www.utsa.edu/people-excellence/current-employees/compensation/staff-compensation-study.html>
- What are the benefits of the compensation study?
 - Ensure fairness and equity, internal equity
 - Retaining talent
 - Attract strong talent
 - Employee engagement
 - Legal compliance – compliance with Equal Opportunity and other laws
- Marie and Brenda have met with 20-30 senior leaders to discuss this compensation study and understanding the unique components of each area
- Project team includes Katy Madden, Marie Kuehler, Brenda DeLeon, budget teams, area leads, and stakeholders, and WTW
- During the compensation study, April 8 to September 30, there will be a pause on some compensation requests. They can still do counteroffers and fill vacant positions. They will not do equity adjustments and reorganization.
- The reason they are doing this pause right now is because of the concentration on their work. They want the WTW's decision making on most up to date data. For those who are doing extra work due to someone else leaving, they will work with the team on a stipend.
- Questions and Answers
 - This does not impact ability to hire a temp or other jobs. They will not create brand new titles. There's not a hiring pause. There's a pause on specific things that take a lot of work that would take away from the study and accurate date.

- Could there be title changes for staff? You can still get a promotion, but equity adjustments will be on a case by case basis.
- If we're not sure about something, can we reach out? Yes, partner with your HRBP.
- During this pause, unless there was an opening, they would not work on moving and changing existing positions. Because there are nuanced situations, please reach out.
- Timeline
 - Timeline will consist of 4 phases. The first phase is to review and analyze the job framework. Then they will conduct market analysis and pay structure design. Phase 3 will be job descriptions. Phase 4 will be focused on change management and communication. There will be communication throughout. As more information comes, or as more questions arise, they will update the website and FAQs.
- Questions and answers
 - They are collecting data and turning it over to WTW, who will analyze it and do market comparisons. They are collecting information including titles, pay grades, job descriptions.
 - They have to make sure there is a great structure and that positions are in alignment with the market with that type of position in other organizations.
 - What's being done with jobs that have had a stagnant job description for years? They are having conversations with leaders. Divisional representatives within the project teams are communicating with leaders and sharing that information back.
 - UTSA is not just sending the data. This is an interactive process with WTW. They will ask a lot of questions and as they are analyzing data, UTSA will be reaching out to share additional information.
 - Since the evaluation process is part of compensation and merit, will that be included in the study as well? No, they are looking at the job descriptions and structures.
 - How can we find out who our divisional representative is? They are still working on that information. They don't want to happen is that everyone from a department to go to that person so they will likely not share a list of those representatives. The representatives are sharing information to the project team. If you have questions, reach out to your HRBP.
 - Will there be ways to enforce guidance? They don't know that part yet. As a part of the study, if they do have career progression and job families, they want to make sure it's implemented in ways that are helping the employees. They want to have more career ladders. If you have specific concerns about your area and you think that things have not been followed, reach out to your HRBP or Marie so they can take that information into account.
 - Are there positions that are excluded from the compensation study? A&P and Classified positions are included. Coaches and some positions are a bit different.
 - After the compensation study is done, if there's a title change, that doesn't mean the reporting structure will change. It's still early to tell what changes will take place.
 - They will be coming back to us and sharing. We can reach out to them.
- There is an FAQs on the page: <https://www.utsa.edu/people-excellence/current-employees/compensation/staff-compensation-study.html>
 - Note, staff are not going to receive a pay decrease as a result of the study

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- If you have any additional questions, you're welcome to email Marie and Brenda or your HRBP
- Questions and Answers
 - Will there be a review of qualifications for positions during this process. WTW will be looking at that as well and are comparing to the market and staying competitive, and giving best practices.
 - Can information be added in Spanish on the page?
 - Will retention be reviewed in this process as well as "other duties as assigned"? They are engaging with leaders and learning about these pieces and unique recruiting challenges.
 - They are engaged with leaders but they welcome us reaching out to share our feedback.
 - The "other duties as assigned" piece will be reviewed.

Discussion

- We have to set up expectations about what will come from the study. There may not be budgets to support all of the recommendations, particularly for fee-based offices.
- They are already talking with budgets.
- Continuously talk with your teams and staff and keep things transparent.

9:44 a.m. Continuing and New Business

Communications

Drew Vincent and Jennilee Garza – 10 minutes

- Communication Strategy
- Three month look ahead

Date	Topic	Committee Owner	Request Form Sent?
25-Apr	Senate Newsletter Q3	Executive	Yes
30-Apr	University Excellence Awards	Staff Awards	Yes
16-May	Virtual Coffee Chat	Elections	Yes
21-May	Great Staff Appreciation Event	Community Outreach	Yes
30-May	LEGO of Stress	Health and Wellness	No
Jun 10-21	Senate Elections: Nomination Period	Elections	Yes

- Change: If you are involved in filling out a communications request, the deadline has been 2 weeks but they have to bump that back to 3 weeks due to other partners' two-week deadline. The Communications Committee has been reaching out proactively.
- Upcoming events
 - Senate Newsletter
 - University Excellence Awards
 - Congratulations to nominees and thank you to reviewers!

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- April 30
 - Virtual Coffee Chat
 - Great Staff Appreciation
 - Lego of Stress
 - Elections
- Thanks to Katia, Gaby, and Gabby who are working on social media.
- Follow us on our social media channels.

Community Outreach and Events

Jessica Vela – 10 minutes

- Giving Day
 - From tabling, raised \$215
 - Total donations were \$1002
 - We'll get a final total at the end of the month
- Great Staff Appreciation
 - Tuesday, May 21, 11:30am to 2pm in HEB SU Ballroom
 - Photobooth, Prizes, Food
 - Will need volunteers to staff the event. The volunteer sign up will be up on Monday. We'll need lots of volunteers so that everyone gets an opportunity to enjoy the event.


Elections

Cindy Orth and Victoria Downing – 10 minutes

- Representation Proposal

UTSA Staff Senate Elections Process – Membership by Area

UTSA STAFF SENATE ELECTIONS PROCESS - MEMBERSHIP BY AREA					
BASED ON CURRENT STAFF COUNT AS OF MARCH 13, 2024					
PROPORTIONAL MEMBER COUNT			PRELIMINARY REPORT		
REPRESENTATION BY AREAS	CURRENT STAFF COUNT	AREA REPRESENTATIVE COUNT	CURRENT PROPORTIONAL MEMBER COUNT	REQUEST ADDITIONAL MEMBER	NEW RATIO
ADMINISTRATIVE & PROFESSIONAL	532	7	76/1	2	59/1
PRESIDENT/VPUR/VP DEVEL/ATHLETICS - CLASSIFIED	136	3	45/1		45/1
VP UNIVERSITY TECHNOLOGY - CLASSIFIED	127	3	42/1		42/1
VP ACADEMIC AFFAIRS - CLASSIFIED	883	17	52/1		52/1
VP BUSINESS AFFAIRS - CLASSIFIED	416	8	52/1		52/1
VP RESEARCH - CLASSIFIED	115	2	58/1		58/1
TOTAL COUNTS	2209	40		2	
MULTIPLE AREAS UNDER A SINGLE GROUP					
UNIVERSITY RELATIONS	18				
ATHLETICS	49				
VP EXTERNAL RELATIONS	39				
PRESIDENT	30				
SUBTOTAL AREA SUMMARY	136				

-  1
- To get a better ratio, of less than 60:1 employee to Staff Senator, we want to increase membership by 2 in A&P.
- Our elections will be completed before the compensation study is over, so we will review potential changes to proportionality and representation next year.

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- We talked about other potential changes but that would create barriers and combine unrelated areas.
- Timeline
 - Virtual Coffee Chat is May 16
 - Elections nomination process starts on June 10
 - [Timeline](#)
 - [Representation table](#)
- We will update the bylaws if this is approved that will allow flexibility
- Vote
 - Motion by Heather, seconded by Drew
 - Voice vote
 - Approved
- There will be 20 incoming or re-elected Senators this year.
- A&P is its own group and represent all divisions. Those were promoted during their term would still represent their previous position until the end of their term, or they can choose to step down.
- We're adding bios to the election process.
- What happens to the non-voting members? They are ex-officio members and are not part of the member count and do not represent specific areas. Past chairs move on to the Employee Advisory Council.

QIC – Tabled

Bev Ostmo, Lauren Hoffmann, Olamiposi Kolajo – 10 minutes

- Vacation payout idea

STARS

Sharon Martinez – 10 minutes

- Scholarship changes
- Right now, we have 2 undergraduate and 2 graduate scholarships at \$500 each. Proposal is to change to 4 total and/or change increase the amounts.
- Increasing the overall amount would require continuing to fundraise
- We're not utilizing the two undergrad scholarships often.
- We could try to prioritize scholarships.
- Anything we decide would not be applied until at least 2026.
- Review process – want to make sure that the review process is equitable.
- Who reviews the scholarship applications? Financial Aid with a general scholarship application committee.
- In some areas, they do have ability to review scholarship applications.
- There have been discussions about moving the fund into an endowment.
- We could create our own rubric and how it can be assessed, it could ensure more equity in the process. That's one piece that Sharon and committee have worked on the MOU.
- How are we doing in terms of number of applicants? Would need to find that out from financial aid. They have only share who has been awarded. A lot of people have not been aware of the scholarship.

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- Communications will be a big part of this. Curious about how many people are aware.
- Do we have the bandwidth to increase the fundraising we do?
- Regardless of who is reviewing it should be a blind review.
- Will look at marketing strategy to encourage undergraduate applicants.
- If someone is going for a second bachelor's they may not think they qualify for the application, even if they do. Could specify in the language.
- 20 minutes next meeting

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](#)
- Virtual Coffee Chat: Thursday, May 16, 11:30am to 12:30pm, Zoom
 - Register for the Zoom link:
<https://utsa.zoom.us/meeting/register/tJwkcOGuqTggE9dd9L42g6C3PMWAcAHx3-9v#/registration>
- Great Staff Appreciation: Tuesday, May 21, 11:30am to 2:00pm, HEB SU Ballroom

10:30 a.m. Adjourn

- Next General Meeting: Wednesday, May 15, 2024, 8:30-10:30 a.m., Teams

Written Updates

University Service Committees

- Enriching Campus Wellbeing Committee – Gabby and Vero
- Employee Advisory Council – Brandy and Matt
- Faculty Senate – Lauren H
- Hispanic Thriving Leadership Council – Eric
 - NA – haven't met yet
- HOP Committee – Andrea
- Inclusive Excellence Advisory Board – Anna
- Operational Review Committee – Amy
- Out-of-State Work Modality Committee – Lisa A.
- Parking & Traffic Committee – Heather, Lauren H., Harshan, Gaby
- People Excellence Working Group – Stef, Anna, Jennilee, Eric, Sapna
 - Heard from PACE regarding benefits for certificate and other continuing education programs at UTSA

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- Next meeting will be July 1
- Public Safety Advisory Council – Xavier
- Strategic Investment Fund Committee – Damaris
- Sustainability Council – Julie
 - Working on Blanco Hall achieving LEED Silver status
 - New Volleyball/Basketball building next to the RACE Center is in the design phase, but there are concerns it may not qualify for LEED due to budget
 - STARS Report is complete and UTSA earned GOLD!!!
 - The grant for Roadrunner Footprint which funded Beak Cycle, Tito Bradshaw Bicycle Repair Shop, and other events is ending. UTSA will extend all programs with permanent dollars.
- University Excellence Awards Steering Committee – Pebby and Sharon
- University Leadership Council – Amy
- University Scholarship Committee – Justin
- Ad Hoc: Research Interview Committees
 - On hold
- Placemaking Team – Heather, Gaby, Harshan

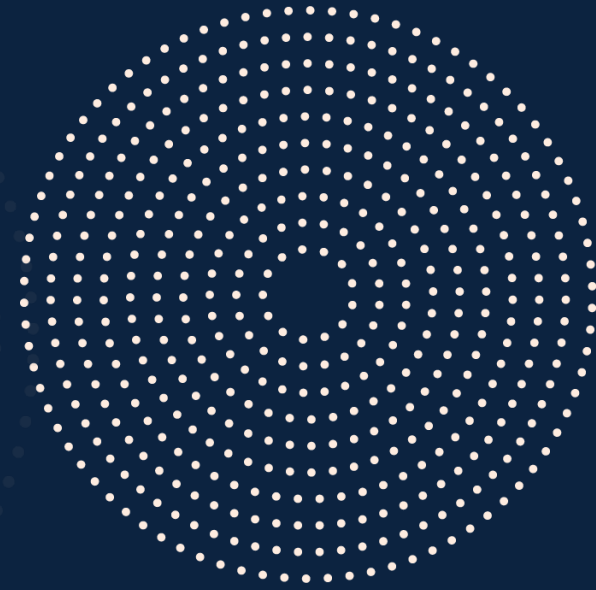
Staff Senate Committees

- Bylaws – Harshan
- Communications – Drew and Jennilee
- Community Outreach & Events – Jessica and Cindy
- Elections – Cindy and Victoria
- Finance – Angel and Lauren S.
- Health & Wellness – Vero and Heather
 - Rowdy Games
 - Saturday, March 23rd from 9am-12pm
 - 77 participants
 - A link has been sent to gather feedback from participants and volunteers; results will be shared at next executive meeting
- QIC – Lauren H. and Bev
 - Met on Friday, April 5.
 - Staff Retire Benefits - OPE Benefits created a new web page with info about retirement: <https://www.utsa.edu/people-excellence/current-employees/planning-for-retirement.html>
 - QIC submitted 3/18/24 Shred Days Pre-pandemic, the university would hold "Shred Days" and allow faculty and staff to bring documents that needed to be shredded. The one that was just announced specifies "work-related" documents. Can we please advocate for more "any document" shred days?! *Since we are using State appropriated funds to pay for the destruction of the documents, we only permitted work or school related documents to be sent for shredding. Although personal documents were accepted in the past, this may have been inappropriate.*
- STARS – Sharon and Pebby

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- Finalized MOU for Scholarship Changes, to include: essay statement, rubric, and eligibility criteria
- We are needing nominations for the STAR award. Let your departments know if they want to recognize employees they can do so by utilizing the STAR award.



Staff Senate

APRIL 17, 2024



Heather Shipley, Ph.D.

Interim Provost & Executive Vice President for Academic Affairs

ACADEMIC AFFAIRS

UTSA to launch new college planning process

Themes: artificial intelligence (AI), computing, cybersecurity, data science and related disciplines

- » A new AI, Computing, Cyber and Data Science Planning Advisory Task Force will lead the planning exercise.
 - Final report with recommendations expected in June
 - Initiative website with details and updates: utsa.edu/strategicplan/initiatives/academic/ai-cyber-computing-data-science/



Opportunities & Benefits



Support innovation & academic excellence



Redefine AI, computing, cybersecurity, & data science landscape



Solidify UTSA & San Antonio's status as the largest information security hub outside of Washington, D.C.



Feed demand for technically advanced professionals in emerging fields

Task Force Members

Jonathon Halbesleben, Co-chair

Jianwei Niu, Co-chair

Adel Alaeddini

Nicole Beebe

Eric Brey

Rebecca Bria

Gabriela Ciocarlie

John Frederick

Ginny Garcia

Cie Gee

Mitra Hosseini

Dhiresha Kudithipudi

Charles Liu

Chad Mahood

Panagiotis Markopoulos

Fred Martin

Rita Mitra

David Mongeau

Hunter Pfeiffer

Jeff Prevost

CJ Qian

John Quarles

Paul Rad

Arkajyoti Roy

Vanessa Sansone

Fidel Santamaria

Rebecca Schroeder

Wenbo Wu

Pragyan K C

Task Force Resource Members

Siobhan Fleming

Shannon Heuberger

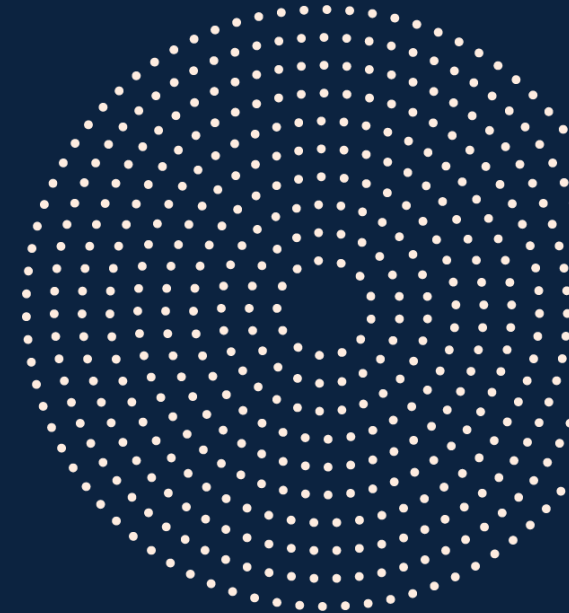
Rebecca Luther

Katie Meersman

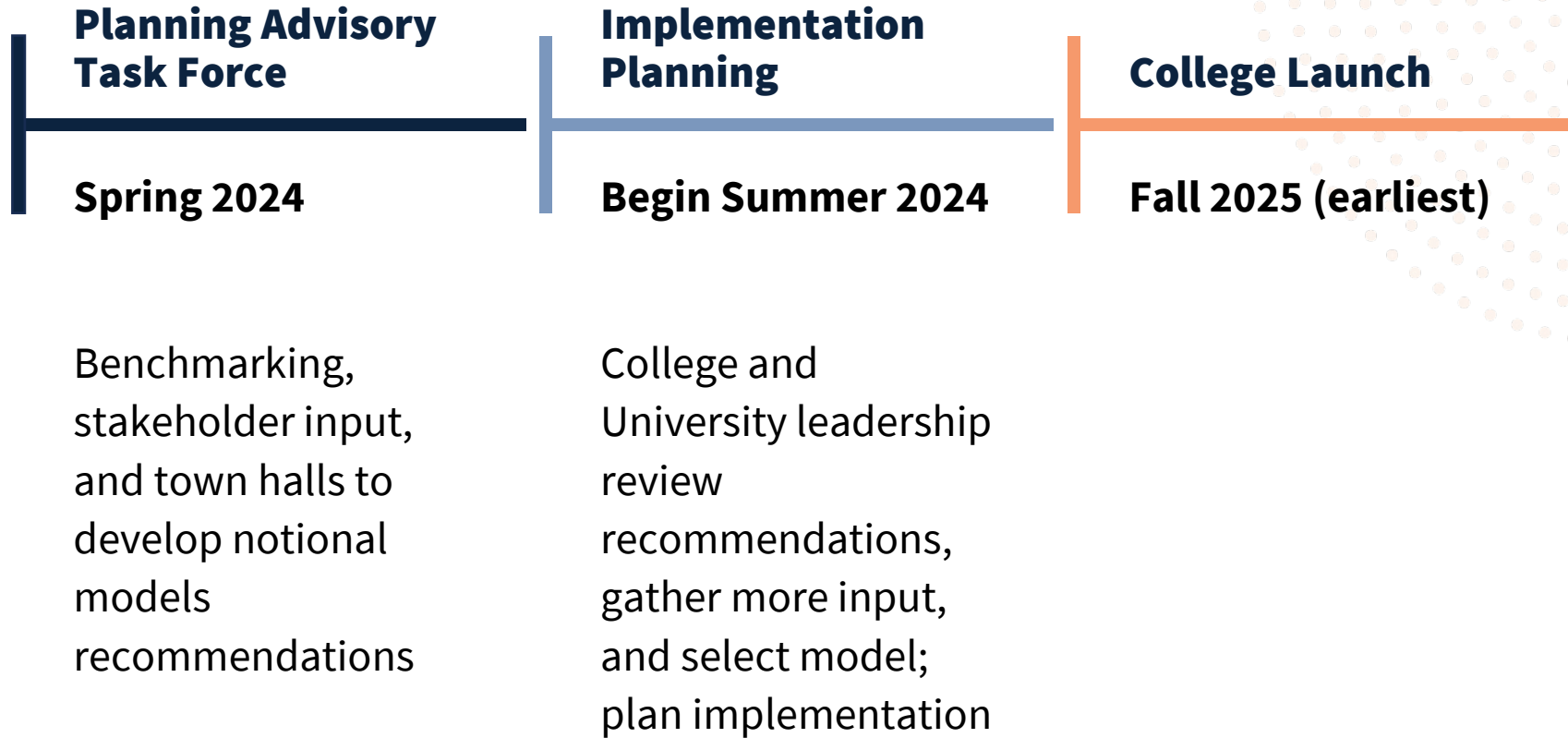
Steve Wilkerson

Task Force Charge

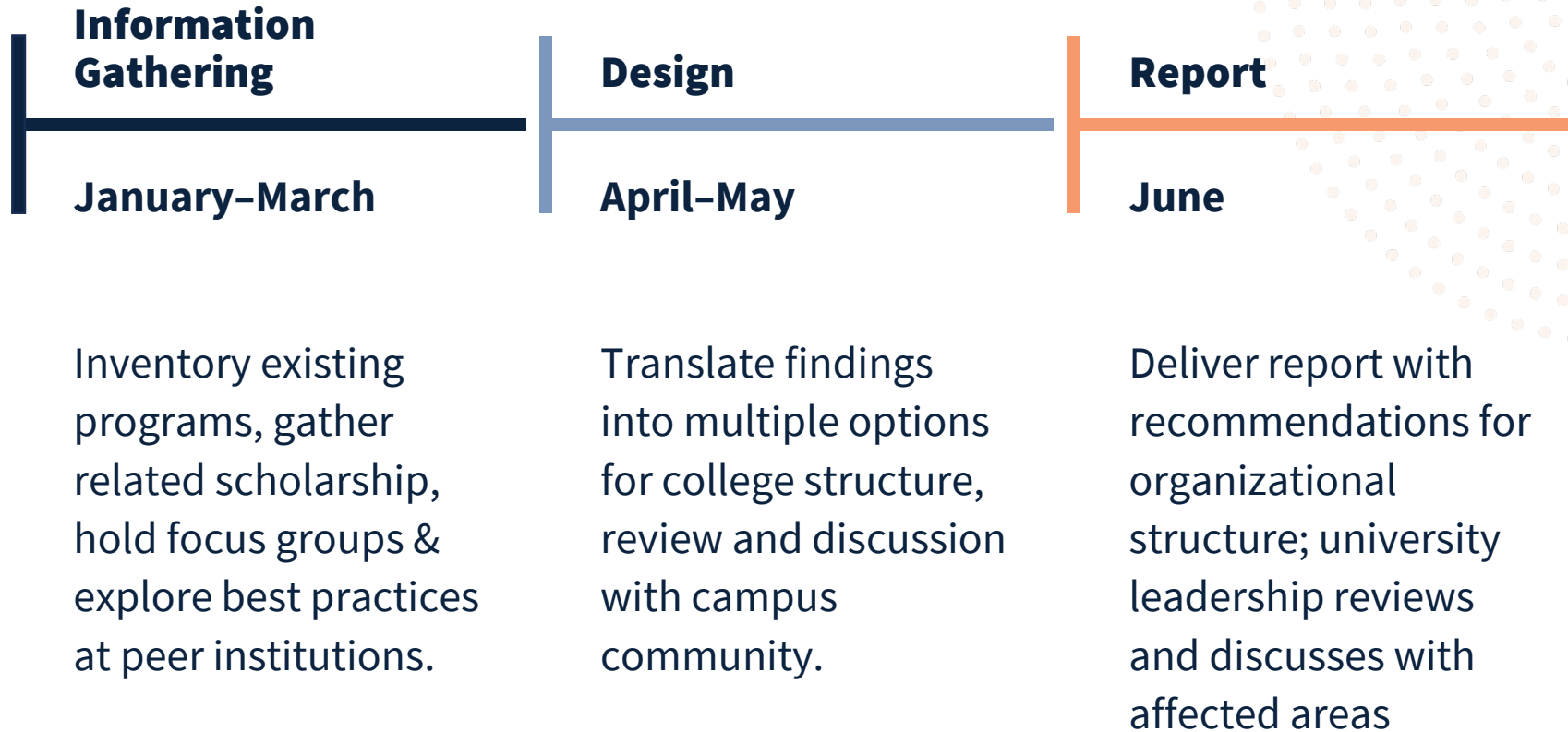
1. Consider the landscape of UTSA student interests, regional workforce needs and partnering opportunities, and multidisciplinary research opportunities related to AI, data science, computing and cybersecurity—from science to policy.
2. Recommend a college organizational structure that aligns AI, data science and computing related programs to enhance student success, career readiness and partnering opportunities, transdisciplinary research and funding competitiveness.



New College Timeline



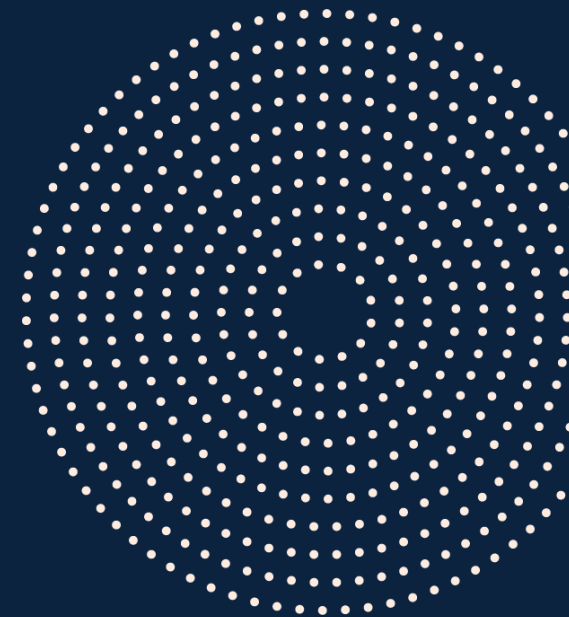
Detailed Task Force Timeline

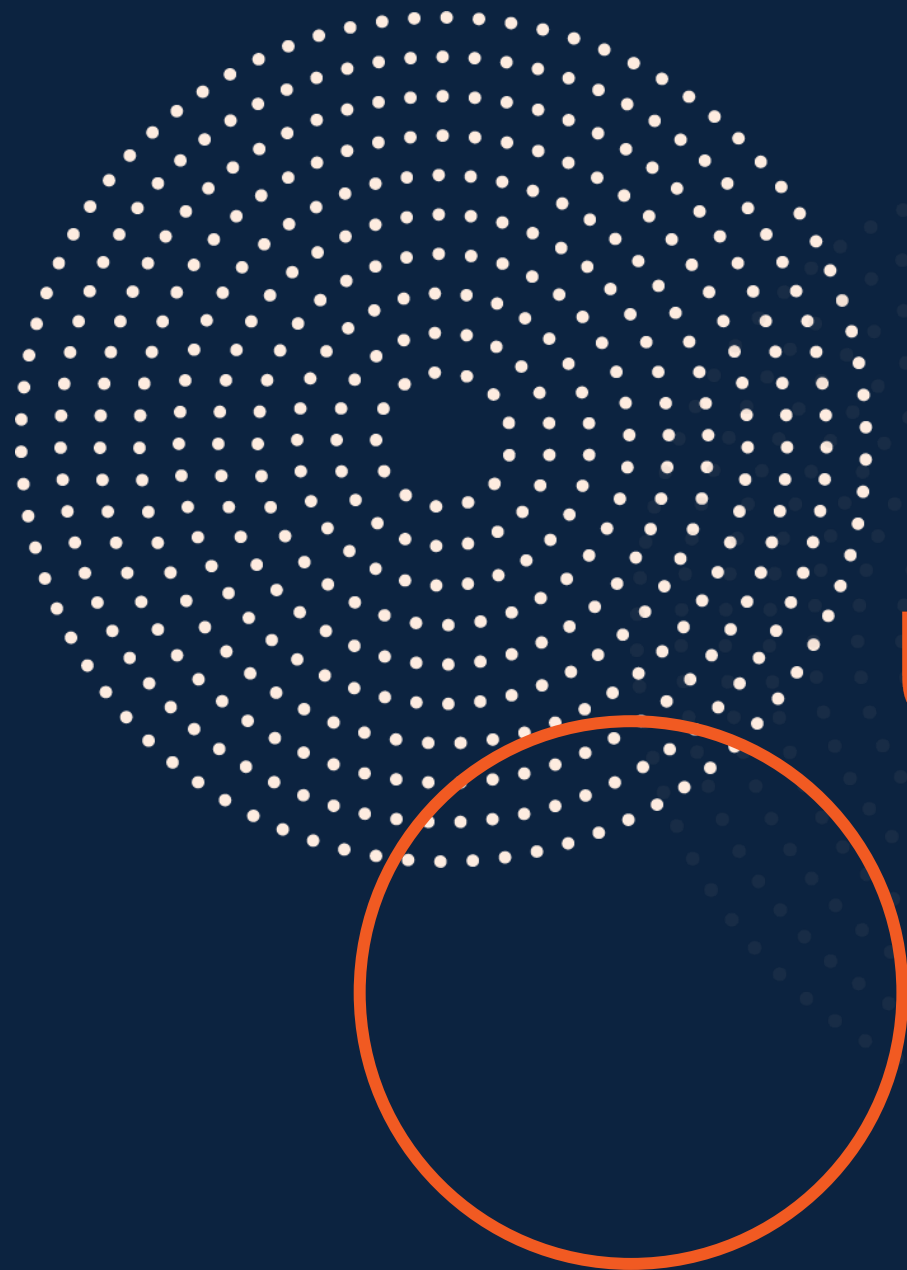


UTSA's National Impact Travel Award

Support for faculty & staff travel to enhance pedagogical skills and showcase the university's accomplishments on a national scale

- » Open to T/TT and FTT faculty and college or academic support division staff
- » Reimbursement up to \$2,000 for full-time FTT faculty with no matching funds required by the sponsoring college or support unit.
- » Reimbursement **now up to \$2,000** for T/TT faculty with 4:1 fund matching required by the unit (\$500 provided by the unit for the full \$2,000 AA support)
- » Reimbursement **up to \$1,500** for staff with 3:1 fund matching by the unit (\$500 provided by the unit for the full \$1,500 AA support)





UTSA Academic Affairs



Staff Compensation Study

April 2024

COMPENSATION STUDY

Agenda

- ➔ Compensation Study Overview
- ➔ Project Scope & Team
- ➔ Timeline
- ➔ Temporary Pause on Certain Compensation Requests
- ➔ Q&A

COMPENSATION STUDY

Scope

Objective:

To make UTSA an even better place to work by optimizing our compensation practices to attract, retain, and motivate our employees.

- ➔ Defined job framework across staff positions
- ➔ Market analysis & pay structure design
- ➔ Job description development
- ➔ Compensation guidelines
- ➔ Change management support

COMPENSATION STUDY

Benefits



Fairness & Equity

Ensure fair and equitable compensation based on factors such as skills, experience and responsibilities



Retaining Talent

Offer competitive compensation to retain top talent and reduce employee turnover



Attracting Talent

Benchmark our compensation against peers, making UTSA more attractive to prospective employees



Employee Engagement

Boost morale and engagement levels, leading to higher productivity and job satisfaction



Legal Compliance

Ensure continued compliance with laws regarding fair pay and equal opportunity

COMPENSATION STUDY

Team

Project Team

- Katy Madden, *project sponsor*
- Brenda DeLeon, *project leader*
- Marie Kuehler, *project leader*
- Compensation Team
- HRBP Team
- FA & AA Budget Representatives
- Divisional Representatives, as needed

Executive Sponsors

- Veronica Salazar
Executive Vice President for Business Affairs and Chief Enterprise Development Officer
- Heather Shipley
Interim Provost and Executive Vice President for Academic Affairs
- Mary Hernandez
Senior Associate Vice President for Administration and Operations
- Katie Meersman
Assistant Vice Provost for Academic Operations and Strategic Initiatives

Stakeholder Groups

- President's Cabinet
- University Leadership Council
- Staff Senate

Consultant

- [WTW](#)

COMPENSATION STUDY

Temporary Pause on Certain Compensation Requests

Period: April 8 - September 30

What may continue:

- Counter-offers
- Filling vacant, open positions

What will be paused:

- Equity adjustments
- Re-organizations

If necessary for someone to take on additional work, a stipend could be a potential temporary solution until the study is completed.



Ensures team has the bandwidth to complete the study on time and accurately



This short-term pause, will create major long-term wins across UTSA



We need leadership support & consistent communication to make this a success

COMPENSATION STUDY

Timeline

The staff compensation study will consist of four phases, which we anticipate will span from early April through late November 2024.



COMPENSATION STUDY

Q&A

Q: What is a compensation study and why is it being conducted?

A: A compensation study is a comprehensive examination of the university's compensation practices in comparison to industry standards and benchmarks so we can be more competitive within the market. This involves updating our classification and compensation structure by establishing job families and career ladders, providing clarity on job opportunities available and the skills required for each.

The compensation study is part of the [University's comprehensive strategic plan](#) and is a tool that will help us optimize our compensation practices to attract, retain, and motivate our employees. Ultimately, we aim to offer our staff the opportunity to have a fulfilling career at UTSA.

Q: Who is conducting the compensation study?

A: UTSA selected WTW to lead the study in partnership with People Excellence. WTW is a global consulting leader recognized for their work with numerous higher education institutions.

Q: How will I be kept up -to-date on the study and what is the anticipated timeline?

A: This website—including these FAQs—will be updated regularly during the project period. We will use additional communications strategies as needed to share significant updates. In terms of timeline, the project kicks off in April 2024 and should be completed in late fall.

Q: How is PE ensuring they have accurate and updated information to be shared with WTW?

A: People Excellence is working with leaders campus wide to ensure they have the most updated information for WTW to review. In addition, each college and divisional area will have a representative that will be a liaison between People Excellence and appropriate leaders within their area to ensure a clear understanding of duties for various positions associated with their department, clarify job hierarchy, provide input on department hiring issues and highlight any unique factors that may be relevant to their department.

COMPENSATION STUDY

Q&A

Q: What are the expected outcomes of the compensation study?

A: The compensation study will result in an improved classification and compensation structure by updating and aligning job families and career ladders and providing clarity on job opportunities available and the skills required for each.

Q: What happens if someone's role changes, e.g. a change to title or pay grade? Is there a risk of a pay decrease?

A: No. Staff will not receive a pay decrease as a result of the study.

Q: During the compensation study, can I still apply for posted positions?

A: Yes. Employees can apply for posted positions.

Q: If I have specific questions, who can I contact?

A: You can email hr@utsa.edu with your questions or you can discuss your questions with your leader.

The Wins

Great Place to Work

Attract Talent

Retain Talent

Fairness & Equity

Employee Engagement



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BOLD
FUTURES[®]

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