

General Meeting Agenda

Wednesday, May 15, 2024 | 8:30-10:30 A.M. | Teams

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8:30 a.m. Meeting Called to Order

- Guests: Eric Weber and Katlyn Briggs
- Attendees: Amy Fritz, Andrea McClure, Angie Lopez, Anna Boyer-Chadwick, Bev Ostmo, Cynthia Orth, Drew Vincent, Eric Uriegas, Eric Weber, Estefania Casper, Evette Flores, Gabriela Rodriguez, Harshan Raj, Heather Frazer, Jacqueline Ortiz, James Rodriguez, Jeffrey Miller, Jennilee Garza, Jenny Stokes, Jessica Vela, Josefina Fernandez, Julie Fisher, Justin Marmolejo, Katia Diamante, Lauren Smith, Lisa Alonzo, Lisa Johns, Matt Keneson, Matthew Fey, Mickie Tencza, Nikki MCGovern, Nnennaya Ikwuagwu, Olamiposi Kolajo, Peppy Garner, Sapna Naik, Sharon Martinez, Veronica J. Salazar, Victoria Downing, Xavier Loredó
- Excused: Angel Espinoza, Angela Trejo, Lauren Hoffmann

8:30 a.m. Lost & Found Presentation, UTSA Department of Public Safety

Sgt. Eric Weber and Katlyn Briggs – Property and Evidence Manager

- Presentation at the end of the minutes

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UTSA Staff Senate

- [Form](#) for completing if you have lost or found something
 - They record lost property and will keep a log to match it if something comes in
- Lockers in the Bosque Building for dropping off items
- UTSA keys go to Security Services and UTSA IDs go to Campus Services
- Do not accept clothing, blankets, biohazards (food), water bottles (instead put it back where you found it), lunch boxes, chemicals and OTC medicines, broken/leaking items, anything that can pose a hazard
- UTSA DPS, Main Campus, Bosque Building; 210-458-6247, Lostand.Found@utsa.edu
- Items are kept only for 60 days, after which it gets sent to Surplus; remaining items are also posted to the website.
- Found items often include chargers, jewelry, wallets, headphones, keys
- UTSA DPS, Main Campus, Bosque Building; 210-458-6247, Lostand.Found@utsa.edu
 - <https://www.utsa.edu/publicsafety/>
- Q&A
 - They reach out to students/employees when you find something with their name on it
 - Info desk in SU is often used. Are there any sub lost-and-found stations?
 - People can turn in items but those items are not often brought to DPS. Encouraging those groups to bring it to the official Lost and Found. People can check the hot spot areas.

8:50 a.m. Old Business

- April general meeting minutes: <https://www.utsa.edu/staffsenate/Minutes/2024-04-17-Staff-Senate-General-Meeting-Minutes.pdf>
 - Compensation study piece of minutes in 3rd bullet– PE is not putting together a program, it's a project.
 - 6th bullet – sentence isn't finished; end with "job descriptions and structures."
 - Minutes have been edited
 - Vote on Staff Senate April general meeting minutes
 - Motion made by Lisa A., and seconded by Mickie.
 - Edited minutes approved by a vote of 32, with 0 nay and 0 abstentions

9:56 a.m. Continuing and New Business

Communications

Katia Diamante and Drew Vincent – 10 minutes

- Three month lookahead

COMMUNICATIONS – 3 MONTH LOOKAHEAD

SUBMIT REQUESTS 3 WEEKS BEFORE FIRST COMMUNICATION

Date	Topic	Category	Committee Owner	Request Form
16-May	Virtual Coffee Chat	Senate	Elections	Yes
21-May	Great Staff Appreciation Event	Senate	Community Outreach	Yes
30-May	LEGO of Stress	Senate	Health and Wellness	Yes
Jun 10-21	Senate Elections: Nomination Period	Senate	Elections	Yes
Jul 15-25	Senate Elections: Voting Period	Senate	Elections	Yes
Jul 29	Senate Elections: Members Confirmed	Senate	Elections	Yes

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- New Senate PPT: [Staff Senate PowerPoint Template \(Public\).pptx](#)
 - Available in the Staff Senate Teams > General channel
 - Accessible as view only to Staff Senators. Please download it to edit it.
- Senate abbreviation
 - Reminder: When you're referring to Senate, please refer to it as Staff Senate or as Senate, not as SS.
- TEAMS sharing
 - Communications is pushing messaging via Teams because it's an effective way to message staff. Staff are receiving UTSA This Week but may not have time to review all of the information.
 - Lots of events are coming up with images to share:
 - Lego of Stress
 - Great Staff Appreciation prizes
 - Coffee Chat
- Questions
 - Are Staff Senators receiving any pushback from leaders when posting?
 - Most are encouraged to share
 - A few do not have Teams, or have received pushback for putting it in the wrong Teams
 - If a group wants to do a quick promo video, on Instagram, would that be a possibility?
 - There's a couple of things to do: Make sure that you make it into a reel and that you shoot in 4k60. Once you upload it, it downgrades the quality and it becomes blurry if it's not high enough resolution. Don't go longer than 90 seconds.
 - Let Communications know ahead of time if you need assistance. Don't use any trending audio because UTSA could get hit with a copyright violation.

Community Outreach and Events

Jessica Vela – 10 minutes

- Great Staff Appreciation is Tuesday, May 21, 11:30am to 2:00pm
- Thank you to everyone who has volunteered so far. We need 6 more volunteers for that. Please sign up by this Friday: [Volunteer Sign Up.xlsx](#). Volunteers will receive an email on Friday to confirm and provide additional details.
 - Majority of remaining slots are food tables. That entails handing out servings of food at the tables. Food handling: Aramark will provide supplies needed. Instructions will be shared in the email on Friday.
- Please communicate about Great Staff Appreciation!
- For those who want to donate but cannot be there, please ask them to work with people in their area, to bring donations or their confirmation letter to be included in the door prize drawing. People don't have to be present to win.
- If you have questions, please let Jessica know.
- Swag will be handed out to all attendees with a choice of items.
- Shout out to Nikki McGovern for getting the prizes for us!

Elections

Cindy Orth and Victoria Downing – 10 minutes

- We had a vote last time to increase membership to 42, by increasing A&P group by 2, to align proportionality.
- Met with Bylaws committee and updated representation but not putting in specific proportions to allow for flexibility for future growth
- Coffee Chat is Thursday, May 16 at 11:30am to 12:30pm
 - Register here:
<https://utsa.zoom.us/meeting/register/tJwkcOGuqTgqE9dd9L42g6C3PMWAcAHx3-9v#/registration>
- Elections timeline
 - Less than 1 month away!
 - We'll set up and open up nominations on June 10. We'll give an update during our June general meeting
 - Following nominations, go through a vetting process, and start the elections process
- Q&A
 - Probation does not count towards eligibility, so new staff can nominate or self-nominate.
- Amy has to draft a proposal for increase in number of representatives long with bylaws updates to Veronica. Amy will send out an email with voting instructions.

QIC

Bev Ostmo, Lauren Hoffmann, Olamiposi Kolajo – 10 minutes

- Vacation/sick leave payout idea. Idea is to use accrued time to substitute for pay. UT Health SA has this format of Take One Get One (TOGO).
- Discussion

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- UT Health has a different process than UT schools.
- Sick leave can be transferred between UT and UT Health, but vacation cannot be transferred.
- The only thing that be done with sick leave right now is donating. The only time it's paid out is if the person is deceased.
- Vacation payout only happens when the leave or they downgrade their positions from FT to PT.
- There was a discussion at UT EAC in the fall. One institution mentioned they could not do this; state statutes do not say you can or cannot do it. Some institutions were looking into this process. A lot of institutions don't have different categories anymore, just PTO. Pro is that there isn't a probation restriction. Other institutions front the PTO for the year.
- There are also options to use sick leave with TRS to "purchase" retirement time. We have seen people who have large accruals reach out to TRS to review those options.
 - Do you need to be near retirement? TRS will be able to give the guidelines.
- Donating sick time
 - <https://www.utsa.edu/hop/chapter4/4-26.htm>
 - <https://www.utsa.edu/people-excellence/documents/current-employees/time-and-leave/sick-leave-pool-donation.pdf>
 - More information in Leave Administration section of <https://www.utsa.edu/people-excellence/resources-tools/>
- QIC committee can do some additional research and reach out to payroll and EAC reps.
- Do any other public institutions in Texas have this type of policy? They will look. Expand search within Texas.
- Most of the policies are very similar. Vacation and sick leave transfer. Or vacation is paid out and sick leave is donated to a pool. If you come back to a UT institution within a year (I don't believe that has changed), your sick leave is reinstated to you.
- If this goes to a vote, it has to be approved by other campuses as well.
- Would like for there to be a notification or something when you are coming up on expiring hours
- Related discussion: Energy Conservation Days are at Texas State
 - <https://www.hr.txst.edu/holiday-schedule.html>
 - <https://policies.txst.edu/university-policies/04-04-16.html#section.06.03>

9:44 a.m. 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.

9:45 a.m. Reminders

- Attendance and [Bylaws](#)
- Virtual Coffee Chat: Thursday, May 16, 11:30am to 12:30pm, Zoom

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- Register for the Zoom link:
<https://utsa.zoom.us/meeting/register/tJwkcOGuqTgqE9dd9L42g6C3PMWAcAHx3-9v#/registration>
- Great Staff Appreciation: Tuesday, May 21, 11:30am to 2:00pm, HEB SU Ballroom
- Lego of Stress: Thursday, May 30, 11:00am to 1:00pm, Mesquite Room

9:46 a.m. Adjourn

- Next General Meeting: Wednesday, June 26, 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
 - No updates from EAC. Next meeting is this summer.
- Faculty Senate – Lauren H
- Hispanic Thriving Leadership Council – Eric CALL MARY ON THIS
 - No updates
- HOP Committee – Andrea
 - New Policy 9.52 – Prohibition of Camping on Campus. Added on 04/25. Defines camping (including the use of tents or sleeping on one’s car) and the limited guidelines for when camping would be allowed on campus.
 - Voted 3.02 – Staff recruitment. This is still in progress. We met with legal, etc. on 04/22 to review how to approach updates, revisions, etc. More updates to be made to this policy – I will continue to follow up.
 - Chief Legal Officer has made updates to the HOP in accordance with SB17.
- Inclusive Excellence Advisory Board – Anna
 - No updates
- Operational Review Committee – Amy
 - No updates
- Out-of-State Work Modality Committee – Lisa A.
 - The committee has met several times and has approved each of the submissions for Out of State Work Modality
- Parking & Traffic Committee – Heather, Lauren H., Harshan, Gaby
 - No updates
- People Excellence Working Group – Stef, Anna, Jennilee, Eric, Sapna
 - No updates. Next meeting isn’t until July 1
- Public Safety Advisory Council – Xavier
 - No updates
- Strategic Investment Fund Committee – Damaris

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- Sustainability Council – Julie
 - STARS Report was reviewed (reminder of gold status)
 - They are working to ensure LEED Status for new buildings as often as possible
 - They are developing a Green Runner Badges program to allow students to opt in to earn virtual badges for sustainable practices
 - They are looking at texting systems allow mass messages to be sent to students regarding sustainability topics (events, air quality days, conserve energy days, etc.)
 - A Request for Proposals (RFP) will go out soon to purchase e-bikes for campuses. They are hoping for a system similar to Bird Scooters.
 - The Sustainability Office now has positions for work study students as Eco Reps, who complete sustainability-focused projects around campus, and bike mechanics for the Shop
 - The Sustainability Council will go dormant until September
- University Excellence Awards Steering Committee – Peppy and Sharon
 - Thank you to volunteers who passed out the milestone awards!
 - President is on board that we need more staff awards. Faculty have 20 awards and staff have 6, whereas there are more staff.
 - Committee has an idea board and has shared the original staff award recommendations shared.
- University Leadership Council – Amy
 - No updates
- University Scholarship Committee – Justin
 - No updates
- Ad Hoc: Research Interview Committees
 - A majority of the positions have been filled or offers are out and waiting to be accepted
- Placemaking Team – Heather, Gaby, Harshan
 - No updates

Staff Senate Committees

- Bylaws – Harshan
 - Committee sent over changes to Amy.
 - Amy is drafting a proposal that needs to go to Veronica.
 - It'll be brought to the general meeting.
- Communications – Drew and Jennilee
 - Coming Soon: Updated Comms Request Form
 - Abbreviating Staff Senate: Senate, Not SS
 - New Resource: Senate Branded PowerPoint
 - Remind your teams to share TEAMS posts - Coffee Chat (May 16), Great Staff (May 21), LEGO of Stress (May 30)
- Community Outreach & Events – Jessica and Cindy
 - Great Staff Appreciation is on track!
 - Pres Eighmy will be there to give remarks.

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- We need more volunteers!
- Elections – Cindy and Victoria
 - Bylaws are being updated
 - Website being drafted for elections
 - Coffee Chat on Thursday, May 16 - we hope to see you there!
 - Please register for Coffee Chat
- Finance – Angel and Lauren S.
 - Permanent budget increase of \$5000!
 - Making purchases to support Great Staff Appreciation
- Health & Wellness – Vero and Heather
 - We got some feedback from Rowdy Games (13 responses).
 - Link to feedback: [Spring 2024 Rowdy Games feedback results.csv](#)
 - LEGO of Stress – Thursday, May 30th, 11am – 1pm, Mesquite Room (SU 2.01.24)
- QIC – Lauren H. and Bev
 - Resolved some QIC questions/comments
 - Name changes: There will be a one-page information added to the PE website
 - Salary transparency and career ladders: The compensation study is in progress
 - Shred days: Restricted to business shredding, so we cannot bring personal items
 - Longevity pay: Andrea responded and shared that it's determined by the state of Texas
 - Outstanding QICs: Childcare center concern (campus experience task force did bring it up, and it's part of the value proposition but not necessarily a priority); Compliance training, conflict of commitment concern of having to disclose spouse's employment
- STARS – Sharon and Peppy
 - Sharon is scheduling time with Diana S. Martinez to ask questions. Sharon is holding off on sending the MOU right now until they have the meeting.
 - The committee is determining May winners and scheduling sessions.

E-Board Updates

- Justin is looking at in-person location for retreat and meetings for next year.
- [UTSA Mental Health Resources](#) (as shared by Lisa Alonzo)
 - These resources are directed towards the safety and well-being of our community. UTSA has assembled information so that faculty, staff, friends and family members are aware of the university's mental health resources.
 - [Employee Assistance Program](#) (EAP): EAP is a free service provide for you and your dependents by UTSA. The program offers a wide variety of counseling, referral, and consultation services to assist you and your family. The services are confidential and can be accessed by calling the toll-free helpline 24/7
 - Contact information:
 - Phone: 1-888-993-7650 (24-hour access)
 - Online: www.deeroakseap.com Username & Password are utsa (all lowercase)
 - Mobile: [iConnectYou App](#)

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- If an employee is needing time off I would recommend they look into FMLA:
 - [Family and Medical Leave Act](#) (FMLA): Up to 12 weeks of unpaid job protected leave for eligible and qualified employees for specified family and medical reasons.
 - To initiate a leave of absence - Complete and submit the [Request for Leave of Absence](#) and Physician Certification ([Self/Employee](#) or [Family Member](#)) *forms can be found on the [FMLA website](#)
 - Submit the Request for Leave of Absence and the FMLA Physician Certification form to People Excellence at hr@utsa.edu or by (Fax) 210-458-4644.
 - [DOL Employee Rights](#) (please click on the link and review your rights as an employee)

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Lost & Found

Department of Public Safety

Lost & Found

An overview

- ▶▶ Who we are.
- ▶▶ Lost & Found, what is it?
- ▶▶ What we do not accept.
- ▶▶ Where are we located?
- ▶▶ Contact information



Lost & Found

Who we are

- ▶▶ Katlyn Briggs – Property and Evidence Manager
- ▶▶ Raina Dougherty – Work Study
- ▶▶ Joseph Guerra – Work Study
- ▶▶ Georgina Chavez – Work Study



Lost & Found

What is Lost & Found?

- ▶▶ We receive found property from all campuses.
- ▶▶ We take Lost Property Reports for all UTSA campuses.
- ▶▶ There are lockers in the Bosque Building lobby at Main Campus that offer secure after hours found property drop off and lost property pick up, when requested.
- ▶▶ All property accepted into Lost & Found must be documented.
 - ▶▶ This is done by completing a form inside of the lobby lockers or by scanning the QR code.
- ▶▶ UTSA items are ID Cards and Campus Keys.
 - ▶▶ UTSA IDs go to Campus Services
 - ▶▶ UTSA Building keys go to Security Services



Lost & Found

What we do not accept.

- ▶▶ Used Clothing or blankets
- ▶▶ Biohazards- food, anything with bugs (lice, fleas, fly larvae, etc.), soiled items or items that present a sanitation risk
- ▶▶ Water bottles, Thermoses, serving ware, lunch boxes, food containers, etc.
- ▶▶ Dangerous Chemicals and over the counter medication
- ▶▶ Broken/Leaking/wet items
- ▶▶ Items of little to no value
- ▶▶ Items that can and/or do pose a hazard to include, but are not limited to, batteries, paints, lighters, and any other items that have special disposal requirements

Lost & Found

UTSA DPS, Main Campus, Bosque Building

- ▶▶ Hours of Operation:
 - ▶▶ Monday to Friday
 - ▶▶ 8:00 to 12:00 & 1:00 to 5:00
 - ▶▶ Closed on University Holidays

- ▶▶ Contact Information:
 - ▶▶ 210-458-6247
 - ▶▶ Lostand.Found@utsa.edu



Lost and Found

April 2024

24 items

Found Property

24 times this month we identified property owners before the owner even knew their item(s) were missing!

65 Items

Sent to Surplus

After the 60 day holding period, if an item has any monetary value, it is sent over to Surplus to be auctioned.

159 Items

In our inventory

After we send items to Surplus for the month, we do an inventory of the items that remain and post a list to our website.

182 Items

New Items Added

During the month, we added an additional 182 items to our inventory. That's a lot of found items!

26 key sets

Found Items

We received 26 sets of keys. Unfortunately this item is often unclaimed and set off for destruction after the 60 day holding period.

Lost and Found

April 2024

Monthly Statistics

21.42%

Return Rate

Out of the 182 items we received, only 39 were returned to owners. This is largely due to unknown owner information on the items we receive.

63 UTSA Id cards

Turned over to Campus Services

We don't accept these into our inventory and we turn them over to Campus Services. Same with building keys, we turn those over to Security Services.

107 Lost Reports

Items reported missing for that month

We keep a log of these items so when items are found we can match them up to the items that were reported missing.

182 Found Items

Items turned in to us during the month

Items Found

April 2024

Other includes:

- Debit cards
- ID cards
- Books
- Calculators
- Notebooks/Binders
- Umbrellas
- Glasses/Sun Glasses
- Small Bags/Backpacks

