

Meeting Minutes

Thursday, July 22, 2021 | 8:30-10:30 A.M.
Virtual Meeting - Zoom

This regular meeting of the UTSA Staff Senate for fiscal year 2020-2021 was held virtually through Zoom. The meeting was called to order at 8:30 a.m., with Matt Keneson, Chair, presiding.

Members present: Amanda Perez; Amy Fritz; Anna Boyer-Chadwick; Brandy Barksdale; Brian Packer; Cynthia Orth; Damaris Ibarra; Danielle Williams; Dominick Morales; Edward Garza; Jade Martinez; Jaime Fernandez; Jason Trevino; Jerry Smith; Jessica Dawson; John Schaffer; Kathryn (Kat) Carrillo; Marcela Cabello; Matt Keneson; Nnennaya Ikwuagwu; Robert Ramirez; Sarah Sanchez; Shannon Rios; Terri Reynolds; Wanda Guntz; Yvonne De Leon;

Members Absent (Excused): Angie Lopez; Crystal Martinez; Jeffrey Miller; Sylvia Mansour; Tamala Boyd;

Members Absent (Unexcused): Diana Almaraz; Kim Kline (Faculty Senate Liaison)

WELCOME: Matt launched a poll to vote on the June minutes. They were approved.

Presentations:

- ❖ Sheri Hardison and Jaime Ontiveros – “Huron Report on IRM Budget Model” – Slide Presentation
 - Jaime mentioned there have been many changes since the original plan was introduced with periodic evaluations
 - IRM was scheduled for AY 20-21 prior to the Pandemic
 - UTSA did well in communications regarding the budget reduction exercise
 - Stakeholders were interviewed in Fall 2020, Report was reviewed, Drafted Report was clarified
 - According to the survey, UTSA stakeholders are generally supportive of the budget model as they feel they have an impact on departmental income. There is inconsistent understanding of the model, timeline, and other factors though.
 - Sheri shared some aspects of the UTSA response to the Huron Evaluation:
 - Added collaboration to IRM Guiding Principles and increased regular discussion with department heads for overall planning; Simplified unpredictability of expense activity by using a support rate concept; Discussions with Deans as a group and separately regarding strategic investment allocation strategy; Presentations and discussions with unit representatives and stakeholders on AY 21-22 planning and 20-21 update; created SIF Committee and Operational Review Committee
 - Questions: How are funds being spent and what is the return? Sheri explained the oversight group will assess the areas with a higher review in terms of how the budget is handled within the area. Learning about the mechanisms within units will allow for strategic growth. It’s still early
 - Jaime closed stating “UTSA is on the right path, considering we are still in a pandemic, things are remarkable.

- ❖ Veronica Mendez – Report on Fall 2021 Work Modalities – Slide Presentation
 - The various options for Fall 2021 were explained
 - On Campus: Primarily works only on campus
 - Remote: Primarily works remotely and only comes to campus as needed
 - Hybrid (reg): Works remotely and on campus 5+ days per month
 - Hybrid (occas): Works remotely and on campus 1-4 days per month

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- Notifications: Managers are to notify staff of their assigned work modality; for on-campus staff this includes providing a “return-to-campus date; dates may vary from office to office depending on business needs; staff working remote or either hybrid situation must complete and sign a new Work Modality Conditions and Agreement Form which replaces previous telecommuting agreements; new assignments go into effect August 1; processes for faculty are in development and will be announced soon; Critical that special attention be made to anyone working out-of-state
- Reminders that the new Performance Management program is in place
 - Points of notice: timeline; self-evaluation; calibration; one on one meetings; acknowledgment
 - Remarks from Senate: All staff need training; Did we get a mid-year review (73% said No); staff needs transparency; little detail; has potential to improve process but not there yet

❖ Agenda Update: President Eighmy presentation postponed to Fall 2021

University Service Updates:

- ❖ Matt Keneson reported on legislative funding and possibilities (more information coming from leadership very soon)
- ❖ Sarah Sanchez reported while in Starbucks was approached by a Union Representative who asked questions and offered a petition regarding pay raises; Discussion led to confirmation UTSA employees have a Union (pay monthly dues if participate). Website provided was: <https://cwa-tseu.org/> Texas State Employees Union

Committee Updates:

- ❖ Communications: Damaris
 - A 1-2 week notice is needed to publish in UTSA This Week. We should take advantage to promote Staff Senate, especially the monthly appreciation winners and nominations.
- ❖ Community Outreach & Events: Amanda Perez
 - On campus event next month (August 11th 11:30-1:00). Sylvia reported Wellbeing Steering Committee is planning to provide water bottles
- ❖ Elections: Cindy Orth
 - Elections process is complete; notifications are underway and with increase in membership & renewals we will have 22 new members; Thanks for the support
- ❖ Finance: Damaris Ibarra
 - Reported on quotes for t-shirts
 - How many shirts
 - 75 shirts - \$6.75 each, gray shirts with orange and white lettering; majority voted to use word cloud on back.
- ❖ Health & Wellness: Jade Martinez
 - Emergency Fund request was approved; stress balls are being passed out
- ❖ QIC: Jerry Smith
 - No updates
- ❖ Staff Appreciation & Scholarships: Sarah Sanchez
 - Staff award for June is coming up if all can attend; no nominees for July; discussion on possible new staff awards for University Excellence Awards; recommendations to more closely match faculty awards

Future Planning:

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- ❖ Brandy reported more information is coming about the transitional meeting and expressed hope for in person meetings next year.
- ❖ Matt shared that he really appreciated everyone's efforts and everyone's willingness to work through changes; he will pull a list of activities from this past year; he isn't going to disappear.

Official meeting adjourned at 10:20 am.