

**STAFF COUNCIL MEETING MINUTES - Wednesday, January 11, 2023****Voting Members Present:**

Executive Board: Melissa Thompson (President), Michelle Santana (Vice President), Gina Alvarez (Clerk and Meeting Recorder)  
Staff Council Members: Angelika Williams, Danielle Castillo, Donna Creasman, Elisabeth Merkel Baghai, Janice Chuakay, Jill Ballard, Joshua McDermott, Lamonte Stamps, Mary Bussi, Michael Fraley, Steph Carter, Tim Swift, Luwei Xie

**Voting Members Absent:** Amy Joseph

**Guests in Attendance:** Staff Members

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**I. Welcome/Roll Call (Determination of Quorum)/Approve Staff Council Meeting Minutes 12/14/2022 – Melissa (5-min)**

- Meeting called to order at 12:00 PM by the Staff Council President.
- Notice made that the meeting was recorded for note taking purposes.
- Bylaws state meetings are open to all staff including the President's Cabinet and Leadership Team and there will be a Q&A session at the end of the meeting for all staff in attendance.
- Staff Council Member Roll call conducted: 16 present, 1 absent, quorum reached.
- Approval of Staff Council Meeting Minutes 12/14/2022.

**Motion(s)**

- Meeting minutes from the December 14, 2022 meeting were approved. The motion to approve was made by Melissa Thompson. Second motion was made by Elisabeth Merkel Baghai. Motion carried.

**II. Update from Executive Board – Melissa (10-min)**

- The Staff Council began its term in June 2022 with 23 members. Since then, 6 members have resigned. We are currently down to 17 members - 3 represented staff and 14 non-represented staff. Article V of the bylaws states that we should have ~19 members, with 4-6 represented and 13-17 non-represented.
- Article V, section 8 and Article XII of our bylaws indicate that if there is a vacancy on the staff council due to a resignation that we shall hold an election at our next regular staff council meeting. Have not previously held elections because we met the threshold of ~19 members and 4-6 represented and 13-17 non-represented.
- The Executive Board met with the Elections and Governance subcommittee on 1/10/23 to discuss elections. It was discussed that the Staff Council does not have the capacity to run two elections within a 6-month period. A motion to not hold a special election and instead wait to hold elections until the regularly scheduled nomination in April and election in May of 2023 was made by Melissa Thompson. A second motion was made by Michael Fraley.
- The Executive Board met with the Elections and Governance subcommittee on 1/10/23 to discuss the bylaws. It was discussed that the Executive Board, with assistance from the Elections & Governance Subcommittee, would make edits to the current bylaws, track the edits made, consult with HR and submit revisions to the Staff Council for review and voting in Special meetings of the staff council. A motion to make edits to the current bylaws rather than submit several individual amendments was made by Melissa Thompson. A second motion was made by Elisabeth Merkel Baghai.
- The Staff Council Executive Board will meet with the Executive Committee on January 18<sup>th</sup> to discuss the Staff Council representative on the Board of Trustees.

**Action Items(s)**

- ★ The Executive Board will meet with the Executive Committee on January 18<sup>th</sup> to discuss the Staff Council representative on the Board of Trustees.

**Motion(s)**

- A motion that we do not hold a special election and instead wait to hold elections until the regularly scheduled nomination in April and election in May of 2023. The motion to approve was made by Melissa Thompson. Second motion was made by Michael Fraley. Motion carried.
  - A motion that the Executive Board, with assistance from the Elections & Governance Subcommittee, would make edits to the current bylaws, track the edits made, consult with HR and submit revisions to the Staff Council for review and voting in Special meetings of the
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staff council. The motion to approve was made by Melissa Thomson. Second motion was made by Elisabeth Merkel Baghai. Motion carried.

### III. Update on the Staff Council Subcommittees – Michelle (25-min)

Michelle reminded Executive Committees that the Executive Board would like to meet with all the subcommittees in the spring. Please invite the Executive Board to your first spring meeting by including us in your calendar invite using our USF emails.

- Announcements by Subcommittees:
  - **Awards and Recognition:** Lamonte Stamps (Chair), Elisabeth Merkel, Janice Chuakay  
- No update
  - **Communications:** Steph Carter (Chair), Amy Joseph, Donna Creasman  
- No update
  - **Elections and Governance:** Angelika Williams (Chair), Elisabeth Merkel  
- No update
  - **Inclusion, Diversity for Education and Accountability (IDEA):** Danielle Castillo (Chair), Joshua McDermott, Luwei Xie  
- No update
  - **Institutional Effectiveness and Safety:** Jill Ballard (Chair), Mary Bussi, Tim Swift  
- Mary will be attending the upcoming USF Safety Committee meeting.  
- The OneCard issue is still under discussion.
  - **Professional Development:** Michael Fraley (Chair), Danielle Castillo, Luwei Xie  
- Inviting Suzy Kisylia, Senior Wellness Manager, to attend an upcoming meeting.  
- In communication with Maggie Karaman, Human Resources, for data on staff retention and turnover trends.  
- LinkedIn Learning: looking into trainings to staff and promoting non-technical skills.

#### Other Discussion:

- Service and Merit Awards: No other information other than what was sent on 12/7/2022 stating they are planning to hold an in-person Service and Merit Ceremony in the spring of 2023.
- Are Staff Council subcommittee meetings open to non-Staff Council members? Currently the methods of communication for staff include:
  1. Bring up topic/concern at monthly Staff Council meeting
  2. Email Staff Council at [staffcouncil@usfca.edu](mailto:staffcouncil@usfca.edu)
  3. Use webform provided on Staff Council website <https://myusf.usfca.edu/staff-council/contact>
  4. Email any member of Staff Council
- At the Staff Council meeting on 10/12/2022, Sarah Blackburn, offered to provide advice/suggestions and share the process that is used in Development. She suggested training on things like how to hire managers with a DEI focus to eliminate implicit bias from the hiring process and how to work on coaching for staff. She also chairs a committee of campus Business Managers called the Unit Business Officers. She would be interested in meeting with the Professional Development Subcommittee.
- Michelle Santana shared that the Executive Board was invited to meet with Dean Fung on 1/16/2022 regarding CAS Strategic Plan and how they are focused on 8 priorities, staff engagement being one of them. While CAS has the largest number of staff (33 OPE and 80 exempt), Dean Fung wanted to discuss what parallel projects we can work on together; especially since one of her staff, Michelle Santana, is one of their PA leads and also a member of the Staff Council Executive Board.

#### Action Items(s)

- ★ Awards and Recognition Subcommittee to follow-up with the timeline of the annual Service and Merit Ceremony.
- ★ The Executive Board will have a discussion with the Executive Committee at the next meeting regarding opening the subcommittee meetings to non-Staff Council members.
- ★ Professional Development Subcommittee contact Sara Blackburn about synergies she is already involved in and can share.

- ★ The Executive Board would like to meet with all the subcommittees in the spring. Please invite the Executive Board to your first spring meeting by including us in your calendar invite using our USF emails.

#### **IV. New Business/Q&A (15-min)**

- No update

#### **V. Meeting Adjourned at 12:45 PM by Melissa Thompson, Staff Council President**

#### **Next Meeting: Wednesday, February 8, 2022**

- Full schedule on [staff council webpage](#)

#### **SUMMARY OF MOTIONS**

- A motion to approve the meeting minutes from December 14, 2022 was made by Melissa Thomson. Second motion was made by Elisabeth Merkel Baghai. Motion carried.
- A motion that we do not hold a special election and instead wait to hold elections until the regularly scheduled nomination in April and election in May of 2023. The motion to approve was made by Melissa Thompson. Second motion was made by Michael Fraley. Motion carried.
- A motion that the Executive Board, with assistance from the Elections & Governance Subcommittee, would make edits to the current bylaws, track the edits made, consult with HR and submit revisions to the Staff Council for review and voting in Special meetings of the staff council. The motion to approve was made by Melissa Thomson. Second motion was made by Elisabeth Merkel Baghai. Motion carried.

#### **SUMMARY OF ACTION ITEMS**

- ★ The Executive Board will meet with the Executive Committee on January 18<sup>th</sup> to discuss the Staff Council representative on the Board of Trustees.
- ★ Awards and Recognition Subcommittee to follow-up with the timeline of the annual Service and Merit Ceremony.
- ★ The Executive Board will have a discussion with the Executive Committee at the next meeting regarding opening the subcommittee meetings to non-Staff Council members.
- ★ Professional Development Subcommittee contact Sara Blackburn about synergies she is already involved in and can share.
- ★ The Executive Board would like to meet with all the subcommittees in the spring. Please invite the Executive Board to your first spring meeting by including us in your calendar invite using our USF emails.