

STAFF COUNCIL MEETING MINUTES - Wednesday, February 8, 2023

Voting Members Present:

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

Voting Members Absent: Donna Creasman, Michael Fraley, Tim Swift

Guests in Attendance: Staff Members

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: 14 present, 3 absent, quorum reached.
- Approval of Staff Council Meeting Minutes 1/11/2023.

Motion(s)

- Meeting minutes from the January 11, 2023 meeting were approved. The motion to approve was made by Melissa Thompson. Second motion was made by Amy Joseph. Motion carried.

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

- The Staff Council representative on the Board of Trustees: The Executive Board met with the Executive Committee on January 18th and unanimously decided that the Staff Council President should be the representative on the Board of Trustees. Starting Fall 2023, the Staff Council President will be invited to attend as a non voting representative at the Board of Trustees plenary meetings.
- Special guest attendee(s): invite special guests to certain Staff Council meetings (frequency TBD). Showcase someone on campus (highlight work people are doing). We reached out to Sabrina Kwist, Associate Vice Provost for Antiracism, Diversity, Equity and Inclusion, to see if she can attend the March meeting.

Other Discussion:

- Will the Staff Council President also be included in the Board of Trustees Finance Committee? The response the Executive Board received states that the invitation is to attend the plenary sessions only.
- If staff have suggestions as to who we can invite as a guest, please send suggestions to staffcouncil@usfca.edu

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

A special thanks to all the subcommittees for inviting the Executive Board to their first meeting in the spring.

- Announcements by Subcommittees:
 - **Awards and Recognition:** Lamonte Stamps (Chair), Elisabeth Merkel, Janice Chuakay
 - Continuing work with connecting with HR on Service and Merit awards (scheduled for May 10th), in particular those that took place during COVID.
 - Continuing work on reaching out to the different Schools/Colleges/Departments to understand what specific staff award ceremonies take place at each of these units to get a sense of equity and process.
 - Faculty/Staff Lounge: Temporarily closed due to other departments using the space due to the flooding that happened in Hayes Healy. It will be a few weeks before they reopen.
 - **Communications:** Steph Carter (Chair), Amy Joseph, Donna Creasman
 - Work with Awards and Recognition Subcommittee on how to highlight staff accomplishments and achievements and how to gather that information. The following link was shared by Angelika for us to review: https://www.nasfaa.org/movers_shakers. Some of the categories we have been discussing are things like professional accolades – conference presentation, written scholarship, certifications or education

completed, promotion, etc. What they have decided is to repurpose the comment box that is already on the website w/ categories. We can also highlight service on the page.

- **Elections and Governance:** Angelika Williams (Chair), Elisabeth Merkel
 - Bylaws: under construction w/ revisions that better aligned to some of the new elements since we have established the Staff Council.
 - Elections: strongly connected to the bylaws and should take place sometime in April.
 - Current Staff Council Members for Re-Election: If you are a staff council member for a 1-year term, you can run for re-election. We will work on streamlining the process since you already served as a staff council member.
 - Election Process: Currently working to determine the process.
- **Inclusion, Diversity for Education and Accountability (IDEA):** Danielle Castillo (Chair), Joshua McDermott, Luwei Xie
 - Special Guest: IDEA has a set of questions for when guest speaker, Sabrina Kwist w/ ADEI is able to attend.
 - Mental Health Care: IDEA has a list of questions for the Executive Board to pass on to HR re: Concern and the limited 8 sessions made available.
 - Available Training(s): Managing Bias Training by HR (announced on 2/3/2023); and ETS training (announced 2/8/2023).
- **Institutional Effectiveness and Safety:** Jill Ballard (Chair), Mary Bussi, Tim Swift
 - OneCard access: submitted a recommendation to the Executive Board who will review and then reach out to the Staff Council for final review before sending it to Diane Nelson with HR.
 - Health and Safety Committee: A member of IES is a member.
 - Natural and Man-Made Disasters/Emergencies: Drafting a recommendation to the Executive Board to address staff remote work.
- **Professional Development:** Michael Fraley (Chair), Danielle Castillo, Luwei Xie
 - Currently doing research on the different things that are offered around campus.
 - Subcommittee recommends reading the HR newsletters released as they list training made available.
 - Met with Suzy Kisylia, Senior Wellness Manger, to learn more about how she runs the Wellness Program and how we can utilize different colleagues within campus for professional development.

IV. Update on Other University Committee(s)

- **Shared Governance Working Group:** Amy Joseph
 - The last committee meeting was December 14th: looking at different models for shared governance.
- **University Budget Advisory Council (UBAC):** Elisabeth Merkel
 - Currently in discussion on enrollment and expenditures. Hope to have more information after the Census.

Other Discussion:

- Do we have an institutional process/guideline for Professional Development? One does not exist at this time.
- At a recent meeting with the Provost Office, the concern regarding retention and morale on campus was brought up. Individuals that attend that meeting were asked to bring this topic to their departments for ideas and feedback as to how retention and morale can be handled. Possibly do an anonymous survey via Survey Monkey.

V. New Business/Q&A (15-min)

- No update

VI. Meeting Adjourned at 12:59 PM by Melissa Thompson, Staff Council President

Next Meeting: Wednesday, March 8, 2023

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

SUMMARY OF MOTIONS

- A motion to approve the meeting minutes from January 11, 2023 was made by Melissa Thompson. Second motion was made by Amy Joseph. Motion carried.

SUMMARY OF ACTION ITEMS

- ★ Include Shared Governance Working Group and UBAC as standing items on future agendas.