

STAFF COUNCIL MEETING MINUTES - Wednesday, March 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, Joshua McDermott, Lamonte Stamps, Luwei Xie, Mary Bussi, Michael Fraley, Steph Carter, Tim Swift

Voting Members Absent: Donna Creasman, Jill Ballard

Guests in Attendance: Staff Members

I. Welcome/Roll Call (Determination of Quorum)/Approve Staff Council Meeting Minutes 2/8/2022 – Melissa (3-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: 15 present, 2 absent, quorum reached.
- Approval of Staff Council Meeting Minutes 2/8/2023.

Motion(s)

- Meeting minutes from the February 8, 2023 meeting were approved. The motion to approve was made by Melissa Thompson. Second motion was made by Danielle Castillo and Elisabeth Merkel. Motion carried.

II. Update from Executive Board – Melissa (2-min)

- Special guest attending today's meeting: Sabrina Kwist, Associate Vice Provost for Antiracism, Diversity, Equity and Inclusion.
- Bylaws Update: Staff Council voted electronically on March 6-7 to amend articles 12 and 13, which are the nominations and elections sections of the bylaws. The purpose was to streamline and clarify the nomination and election processes. 16 members voted yes, and one did not vote. So the amendments to the articles passed.

III. Update on the Staff Council Subcommittees – Michelle (15-min)

- Announcements by Subcommittees:
 - **Awards and Recognition:** Lamonte Stamps (Chair), Elisabeth Merkel, Janice Chuakay
 - Service and Merit Awards will be held Wed, May 10th at 3:30PM.
 - Because the list of Individuals that hit milestones during the two years of COVID is too long, HR will not be posting all the names at the 5/10 ceremony; but, if there are individuals that received a Service and Merit Award during that time and plans to be present at the ceremony, that individual can email HR and they will be recognized.
 - USF Merit Awards nominations are due 3/17/2023: <https://myusf.usfca.edu/human-resources/learning-and-development/service-merit-awards>
 - HR wants feedback from the Staff Council as to once the ceremony has passed, HR was thinking of sending notification to individuals that were nominated. You can send comments to Mara Kras or do a thumbs up. This idea was supported.
 - Continuing efforts on what departments are awarding what and to whom. Work is still in progress.
 - **Communications:** Steph Carter (Chair), Amy Joseph, Donna Creasman
 - Evaluating 1st staff spotlight and identifying ways to communicate how to collect community questions ahead of time.
 - **Elections and Governance:** Angelika Williams (Chair), Elisabeth Merkel
 - Bylaws: the nominations section has been updated.
 - Elections: message regarding elections will be released to all staff on Thur, March 9th announcing that nominations will be open from 3/10-3/20.
 - **Inclusion, Diversity for Education and Accountability (IDEA):** Danielle Castillo (Chair), Joshua McDermott, Luwei Xie

-Still exploring more opportunities for mental health resources for staff, currently compiling a list to see what other institutions are currently doing, especially Jesuit institutions.
-Looks forward to collaborating with ADEI.

- **Institutional Effectiveness and Safety:** Jill Ballard (Chair), Mary Bussi, Tim Swift
 - Drafting recommendation to submit to the Executive Board regarding remote work during emergency closures as this hasn't been updated since 2020.
 - Working on campus safety concerns. This is in follow-up to it being mentioned a couple meetings ago with all the different shootings going on at universities. Looking at different action items how people can show that they are USF affiliated especially with phones not connecting properly at times.
 - Working on some amendments to recommendation re: OneCard.
 - Members of this subcommittee attend the university's Health and Safety Community Meeting.
- **Professional Development:** Michael Fraley (Chair), Danielle Castillo, Luwei Xie
 - Gathering information from other schools on their professional development offerings. Currently has information on Stanford, Santa Clara, SFSU, City College and UC Berkeley. They will review this material and draw some conclusions for what might be suggested for USF.

IV. Special Guest - Sabrina Kwist, Associate Vice Provost for Antiracism, Diversity, Equity and Inclusion (ADEI) (25-min)

-Started by sharing a quote from Adrienne Maree Brown:

Liberated relationships are one of the ways we actually create abundant justice that understand that there is enough attention, care, resources, and connection for all of us to access belonging to be in our dignity and to be in safe community.

-ADEI has initiatives to build out an antiracism, diversity, equity and inclusion (ADEI) plan with every college/school.

-The ADEI plan has three questions and it includes all members of the college/school:

1. What are your ADEI plans for dialogue, community building and training and how will you develop a shared language for ADEI and a sense of community and belonging?
2. Leadership Development: How will you build the will, skill and collective capacity to champion your college/school with ADEI efforts
3. Systemic Interventions: how will you operationalize equity through policies, protocols, and structures that build accountability for ADEI.

-These initiatives align with the Staff Council IDEA subcommittee in that they align with both the first level charge around supporting university efforts to advance diversity by providing opportunities to extend knowledge, perspectives, analysis of policy, etc., and be able to raise up and lift up concerns.

-Hopes to get suggestions from the Staff Council Annual report.

-Getting to know USF and offering 10 office hours a month and reviewing a lot of previous USF documents.

-Work with a variety of ADEI councils and ADEI leads on campus - SOM, SOL, SONHP, CAS PA Council - around social justice and equity issues.

-Invited to contact Sabrina at: stkwist@usfca.edu

Q&A:

Q: There is so much disparity in the sorts of trainings that people are receiving (i.e. this school may do this kind of training, this other school may do another kind of training, and this other school doesn't get anything). Staff are craving trainings on anti-bias that go across the university and that everyone has access to. Is that in the works?

A: We are in conversation about what types of trainings we want to standardize and make available more broadly and building a shared framework across the university. Phase one includes looking at trainings that already exists and seeing what can be collaborated on across the colleges/schools and what is unique to the culture and/or leadership of each specific unit.

Q: Efficacy of anti-bias trainings, required vs. recommended and incentives to participate in the trainings. Is there good data that these trainings are actually getting us to a better spot than where we are now?

A: The role of improvement plans is the opportunity to teach, engage deep in knowledge, shift behaviors and build team norms, office norms, unit norms, etc. There are a lot of studies of how bias and workplace bullying intersect and create a chilly climate and some strategies for addressing that. In my experience, you can shift broader culture, you can create more spaces of belonging, you can build the intrinsic understanding to make policies and practices more just and to address where harm is occurring.

Q: Do you have plans for the colleges/schools to get together to discuss the respective plans they submitted?

A: I know that DECO had a University Council on Diversity and Inclusion (UCDI) where members got together to talk about ADEI work. I'm trying to think about how we might mobilize and bring together each of those ADEI efforts for all of those teams to come together to look at equity data and practices.

Q: Are you interested in looking at hiring practices for staff and how we can improve on diversity?

A: The attrition question is something that I'm looking at right now in regards to the amount of hiring that USF is engaging in. Why are people leaving? I am at the very beginning of learning the culture and figuring out where ADEI can be helpful. I just finished an analysis around faculty, both term and full-time faculty around institutional research and HR. We just finished an ADEI hiring training with each of the faculty on search committees this year. I am in initial conversations about integrating some of those strategies into staff hiring in partnership with HR.

V. Update on Other University Committee(s) (15-min)

- **Shared Governance Working Group:** Amy Joseph
-Strategic Planning Shared Governance Forum on 3/21, N-1:15PM.

- **University Budget Advisory Council (UBAC):** Elisabeth Merkel
-Conducting elections in May and June. Looking for 2 new staff representatives.
-Visit <https://myusf.usfca.edu/planning-budget/university-budget-advisory-council> it gives the major timeline in the budget creation for the forthcoming year. Three big ones are: tuition increase, budget assist and cut allocations.

VI. Meeting Adjourned at 1:00 PM by Melissa Thompson, Staff Council President

Next Meeting: Wednesday, April 12, 2023

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

SUMMARY OF MOTIONS

- A motion to approve the meeting minutes from February 8, 2023 was made by Melissa Thompson. Second motion was made by Danielle Castillo and Elisabeth Merkel. Motion carried.