



STAFF COUNCIL

Meeting: Wednesday, July 13, 2022, 12-1PM

Zoom Meeting

Agenda

- I. **Welcome/Roll Call (Determination of Quorum) – Melissa (12:00 - 12:05 PM)**
- II. **Announce approval of Staff Council Meeting Minutes 06/08/2022 – Melissa (12:05-12:10 PM)**
Motion to approve carried 15 in favor, 0 opposed, 3 absent from the vote
Meeting minutes will be posted on the Staff Council website <https://myusf.usfca.edu/staff-council>
- III. **Update on the Staff Council Subcommittees – Melissa and Michelle (12:10-12:20 PM)**
Subcommittee Chairs:
Inclusion, Diversity for Education and Accountability (IDEA): Danielle Castillo
Elections & Governance: TBD
Professional Development: Michael Fraley
Awards and Recognition: TBD
Communications: Steph Carter
Institutional Effectiveness and Safety: Jill Ballard
- IV. **Discuss Summary of Action Items from Meeting Minutes 06/08/2022 – Melissa (12:20-12:30 PM)**

General Action Items

- President and VP to work with subcommittees to schedule first meetings prior to the next Council meeting, if possible.
- Subcommittee Chairs need to be appointed.
- Executive Board to appoint a Staff Council member to the Shared Governance Working Group.
 - Update: Amy Joseph Appointed
- The duties of the Executive Committee will need to be determined and the bylaws need to be updated.
- Review strategic plans to determine where the Staff Council can engage in specific objectives and action items.
- After determining what committees Staff Council members sit on, they need to discuss whether they will also represent Staff Council on those committees.

Action Items Assigned to Subcommittees

Awards & Recognition Subcommittee

- Determine Staff Council role in plan to better retain staff and incentivize participation. (Jointly with the Professional Development Subcommittee)
- Discuss the issue of overworked staff in subcommittees and determine if we need to bring it to HR. Specifically around lack of ability for staff to join committees/councils due to overwork.



- Discuss staff retention issues with subcommittees and Staff Council at large. What can we bring to leadership? (Jointly with the Professional Development Subcommittee)
- Discuss how to address inequities that exist among and between staff - for example, with inequities and remote work and assign them to a subcommittee.

Professional Development Subcommittee

- Determine Staff Council role in plan to better retain staff and incentivize participation. (Jointly with the Awards & Recognition Subcommittee)
- Discuss staff retention issues with subcommittees and Staff Council at large. What can we bring to leadership? (Jointly with the Awards & Recognition Subcommittee)
- See where the Staff Council can help streamline the onboarding process and work with HR to implement. HR has reached out to the Staff Council Executive Board and will work in collaboration with the Professional Development Subcommittee.

Communications Subcommittee

- Work on a method by which staff can submit thoughts, questions, suggestions to the Staff Council via the Staff Council website.
- Communications Subcommittee to get a newsletter out to the staff about what work we're doing.

IDEA Subcommittee

- Determine how we can connect with different affinity groups.

Elections & Governance Subcommittee

- The duties of the Executive Committee will need to be determined and the bylaws need to be updated.
- Review the bylaws regarding the four vacancies to determine if any action is needed.

V. New Action Items – Melissa and Michelle (12:30–12:40 PM)

Received via email or in-person during meetings

- Summer Fridays off for staff at USF. This practice is happening at other higher ed institutions.
- Follow-up with HR on Service and Merit Awards for staff. Why have these not been provided?
- What are units doing to invest in staff?

VI. Bylaws – Melissa (12:40-12:45 PM)

Discuss amendment process

VII. New Business/Q&A (12:45 - 1:00 PM)

VIII. Adjournment (1:00 PM)

Next Meeting: Wednesday, August 10th, Noon-1PM