

## STAFF COUNCIL MEETING MINUTES - Wednesday, April 12, 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, Jill Ballard, Lamonte Stamps, Luwei Xie, Michael Fraley, Steph Carter, Tim Swift

**Voting Members Absent:** Amy Joseph, Elisabeth Merkel Baghai, Janice Chuakay, Joshua McDermott, Mary Bussi

**Guests in Attendance:** Staff Members

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### I. Welcome/Roll Call (Determination of Quorum)/Approve Staff Council Meeting Minutes 3/8/2023 – 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: 12 present, 5 absent, quorum reached.
- Approval of Staff Council Meeting Minutes 3/8/2023.

#### Motion(s)

- Meeting minutes from the March 8, 2023 meeting were approved. The motion to approve was made by Melissa Thompson. Second motion was made by Michelle Santana. Motion carried.

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

- President's Cabinet Minutes: the minutes were not being consistently posted on the President's Cabinet web page. So we followed up with Dianne, Nelson, and she shared that they may be posted quarterly, but was going to confirm. We reiterated that we would really like to have these posted because it increases transparency and aligns with our strategic vision and priorities of a culture of transparency and communication.
- One Card: a recommendation was sent to Diane Nelson on 3/31. A copy can be found on the Staff Council website: <https://myusf.usfca.edu/staff-council/communications>
- USF All Staff Happy Hour: successful co-hosted happy hour event in collaboration with Provost Office and ADEI on 4/4.
- Service and Merit Awards: a special shout-out to Lamonte and Janice for volunteering with the Service and Merit Awards on 5/10.
- Amendments to the bylaws: we will forward the recommended edits to the bylaws to current Staff Council members for their review.
- Elections:

14 staff accepted their nomination:

Alexandra Kennedy, Dean's Office, SONHP  
Carolina Martinez, Application Services, ITS  
Claudine Parks, International Studies, PA  
Corey Kowalczyke, Career Services  
Domonique Crosby, Office of Community Living  
Ella Frazer, Dean's Office, CAS  
Erin Echols, Cultural Centers  
Ken Yoshioka, Educational Technology Services  
Kimberly Bruno, PsyD Program, SONHP  
Mark Papadopoulos, Athletics  
Nicholas Ynami, ITS  
Steven Bosso, ITS  
Tina Ricafrente, International Student and Scholar Services  
Will Vitagliano, University Registrar

10 Staff Council Members remaining for a second year term:

Amy Joseph, UTEC Program Manager and Advisor  
Danielle Castillo, Assistant University Registrar, Academic Services

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Elisabeth Merkel, Director of Career Services and Talent Development  
Janice Chuakay, Assistant to the Dean, Gleeson Library  
Joshua McDermott, Director of Symposium  
Jill Ballard, ITS/ ETS Instructional Design  
Luwei Xie, Program Manager Professional Science in Masters in Biotechnology  
Melissa Thompson, Associate Director of Research and Assessment, OAAS  
Steph Carter, Director Digital Engagement Technology  
Tim Swift, Program Assistant, SOM

7 Staff Council Members ending their 1 year term:

Angelika Williams  
Donna Creasman  
Gina Alvarez  
Lamonte Stamps  
Mary Bussi  
Michael Fraley  
Michelle Santana

- Schedule: transitional meeting with new members and continuing members to share what we do, where files are kept, process for electing a new Executive Board. An invitation will be sent soon.

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

- Announcements by Subcommittees:
  - **Awards and Recognition:** Lamonte Stamps (Chair), Elisabeth Merkel, Janice Chuakay  
- Invitation to attend the 44th Annual Service and Merit Awards Ceremony: [https://myusf.usfca.edu/human-resources?utm\\_source=emma&utm\\_medium=email&utm\\_campaign=hr&utm\\_content=header](https://myusf.usfca.edu/human-resources?utm_source=emma&utm_medium=email&utm_campaign=hr&utm_content=header)
  - **Communications:** Steph Carter (Chair), Amy Joseph, Donna Creasman  
- Updating website with new members  
- Communicate how to elect a new Executive Board  
- Update on new Staff Council events coming up
  - **Elections and Governance:** Angelika Williams (Chair), Elisabeth Merkel  
-Welcome to new members
  - **Inclusion, Diversity for Education and Accountability (IDEA):** Danielle Castillo (Chair), Joshua McDermott, Luwei Xie  
-Counseling Sessions: Did research and found out that other Jesuit institutions offer more days than what USF offers. Will be writing a recommendation so that USF can increase the number of days offered by Concern who offers 8 free sessions per year including those in your household.
  - **Institutional Effectiveness and Safety:** Jill Ballard (Chair), Mary Bussi, Tim Swift  
-Remote work: looking for clarity on expectations during emergency closure  
-Campus Security Concerns: adequate planning and training for campus emergencies that are non environmental. Tim is on the University Safety Committee and making a connection that way.  
-Earthquake kits: expired and who replaces the expired items? Contact is Greg Yee, Director, Campus Resilience.
  - **Professional Development:** Michael Fraley (Chair), Danielle Castillo, Luwei Xie  
-No update.

### IV. Discussion (25-min)

- Facilities accessibility (rails, ramps for people on wheelchairs): would this be something the IE&S Subcommittee can look into? This is a concern that has come up in Working Group #5. Melissa, Jill and Ken who serve on WG#5 will discuss.

-Underutilized office spaces on campus: many people are working remotely now and spaces are being used differently. It is important that staff are informed of space changes so that they do not feel displaced. How we are utilizing our space and how we can utilize it more strategically and show evidence of that. Maybe it is something we should continue to discuss as a group.

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

- **Shared Governance Working Group:** Amy Joseph  
-No update
  
- **University Budget Advisory Council (UBAC):** Update from Staff Tri-Chair, Spencer Rangitsch
  - People will have seen the email from the President that went out on the 3/31 with a video and a little bit of an explainer on some budgetary news that they have not finalized the FY24 budget, and they're putting that off until the June meeting. Then there was a previous email on 2/21, which was titled FY24 Budget, which has more detail about the current budget challenges that the University is facing. We really urge people to read that before the announced Town Hall on 5/2 which everyone should attend and submit questions ahead of time.
  - As was noted in the President's message, the leadership and control of the operating budget going forward after June will be moving from the Provost's Office to the Office of Business and Finance, and the FY24 Budget is planned to be approved by the Board at its June meeting.
  - Budget Gap Process: Cuts allocated between all schools and units (26 million), on a pro-rata basis after exclusions (which are at the discretion of Cabinet). Cut plans were submitted by the Deans and VPs at the beginning of March, are part of the budget planning for the next fiscal year. As in prior years, UBAC will be reviewing the submitted cut plans before our May meeting, as this has been a means by which UBAC has fulfilled its charge on issues of transparency.
  - There is an additional bookmarked 13 million in planned cuts for FY24 that may or may not be reduced, based on enrollment outlook and other factors. The allocations are planned to work in the same way as the 26M, but this will be determined in the coming months.
  
- UBAC elections (term is for 3 academic years): two seats available for staff which includes attending monthly meetings. The charge is on the UBAC website. The process for elections will start in May.

#### **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 March 8, 2023 was made by Melissa Thomson. Second motion was made by Michelle Santana. Motion carried.