

STAFF COUNCIL MEETING MINUTES - Wednesday, May 10, 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, Janice Chuakay, Jill Ballard, Joshua McDermott, Lamonte Stamps, Luwei Xie, Mary Bussi, Michael Fraley

Voting Members Absent: Elisabeth Merkel Baghai, Steph Carter, Tim Swift

Guests in Attendance: Staff Members

I. Welcome/Roll Call (Determination of Quorum)/Approve Staff Council Meeting Minutes 12/14/2022 – 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: 14 present, 3 absent, quorum reached.
- Approval of Staff Council Meeting Minutes 4/12/2023.

Motion(s)

- Meeting minutes from the April 12, 2023 meeting were approved. A motion to approve was made by Melissa Thompson. Second motion was made by Jill Ballard. Motion carried.

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

- Bylaws: Motion to approve the amendments to the bylaws.
- Last Meeting for 1-year Staff Council Members:
 - Angelika Williams
 - Donna Creasman
 - Gina Alvarez
 - Lamonte Stamps
 - Mary Bussi
 - Michael Fraley
 - Michelle Santana
- Elections of new Executive Board: Staff Council members starting in June 2023 will receive an email today with a nomination form for Executive Board positions.
- President's Cabinet meeting minutes: The Executive Board received a message from Diane Nelson who stated that Ellen Ryder is working on updating the minutes.
- One-Card Update: recommendation was sent to Diane Nelson in March. She recently informed the Staff Council Executive Board that she shared the recommendation with Father Paul and they are looking at other possibilities.
- Subcommittee Reports Due: All six subcommittees have to complete a report and provide it to Melissa by May 19th. Melissa will use these reports to write the report that gets sent to the President (per the Bylaws) due July 1, 2023. When the report is finalized, it will be posted on the Staff Council website.

Motion(s)

- A motion to approve the bylaws was made by Melissa Thompson. Second motion was made by Michael Fraley. Motion carried.

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

- Announcements by Subcommittees:
 - **Awards and Recognition:** Lamonte Stamps (Chair), Elisabeth Merkel, Janice Chuakay
 - 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. They have only received four responses.
 - Faculty/Staff Lounge: Temporarily closed due to other departments using the space due to the flooding that happened in Hayes Healy. Will inquire when it will reopen.

- Staff and Merit Awards Ceremony is today at 3:30PM. Everyone is invited in person or via Zoom.

- **Communications:** Steph Carter (Chair), Amy Joseph, Donna Creasman
-Wanted to inform everyone that May is Mental Health Awareness Month. There are updated resources in support of the University's commitment to employee mental and emotional well-being. Please review the resources on the GoUSF emotional wellness page. As a reminder, Concern, USF's employee assistance program, can attend departmental meetings to highlight their services for employees and family members. In addition, they offer a variety of engaging, interactive, and action-oriented workshops focused on self-development, stress and resilience, communication, health and wellness, and more. Please contact Suzy for any additional questions.
<https://myusf.usfca.edu/human-resources/gousf/emotional-wellness>
- **Elections and Governance:** Angelika Williams (Chair), Elisabeth Merkel
-UBAC Elections: Form to nominate staff was sent on May 3rd and closes this Friday, May 12th.
- **Inclusion, Diversity for Education and Accountability (IDEA):** Danielle Castillo (Chair), Joshua McDermott, Luwei Xie
-Sent a recommendation to HR regarding mental health care with a request to increase Concern sessions from 8 sessions to 10 sessions, which is what other Jesuit institutions make available.
- **Institutional Effectiveness and Safety:** Jill Ballard (Chair), Mary Bussi, Tim Swift
-Remote Work: Clarity for staff remote work expectations. Still working on clarification and expectations. Waiting for responses from HR on those questions.
-USF Health and Safety Committee: Tim Swift is a member of this committee and will provide the Staff Council with updates.
- **Professional Development:** Michael Fraley (Chair), Danielle Castillo, Luwei Xie
-Diane Nelson offered for HR to attend the June Staff Council meeting to describe their work on succession planning.
-Profession Development Turnout: HR shared that the turnout to the things they offer have a low attendance rate. They would like the Staff Council to provide suggestions/ideas as to topics that staff would be interested in attending.

ACTION ITEM

- ★ Contact Maggie Karaman to arrange for HR to attend the June Staff Council meeting.

IV. Update on Other University Committee(s)

- **Shared Governance Working Group:** Amy Joseph
-Met yesterday (5/9) and they finalized their recommendations to the Strategic Planning Committee. Amy will see if the recommendations can be shared with all staff.
- **University Budget Advisory Council (UBAC):** Spencer Rangitsch
-The University has yet to approve the fiscal year 2024 budget, which is currently set to be submitted and approved at the Board of Trustees meeting in June. In March, \$26 million in savings, allocated across all schools and divisions and representing two-thirds of the anticipated budget gap of \$39.5 million, were submitted as one-time reductions for Phase 1 of a two-part savings plan for FY24. Those savings plans were also submitted to UBAC for review. Thankfully, most submitted savings associated with positions were identified in already-vacant faculty and staff lines, retirements and otherwise unfilled positions. The remaining \$13 million in projected savings needed to close the FY24 Budget Gap is being held as a temporary placeholder to be resolved in a second phase of savings identification to take place very soon, as the University to revises enrollment projections and associated revenue, as admitted students accept offers and submit deposits, and as USF looks to identify other revenue opportunities. Once the placeholder is revised, we assume that the same allocation procedure used in Phase One will be repeated and all units will be asked to identify their allocation of this additional approximate one-third of the total budget gap. At this time, schools and divisions have not been asked to distinguish between one-time and base cuts. As such, it seems likely now that all FY24 savings will be just one-time reductions for the coming year, as we then pivot to building the budget for FY25. At its meeting earlier this week, UBAC discussed the need for the university to return to the practice of making a significant portion of base cuts, rather than one-time cuts, to close these yearly budget gaps, in order for the University to confront the present and foreseeable budget, revenue and enrollment challenges.

Other Discussion:

- Can we inquire as to whether Workday can capture Professional Development that staff attends so that it can be acknowledged.
- Can we inquire as to whether Badges for Professional Development activities and/or committees can be created and added to the signature line.
- Concern about the Lone Mountain 1st Floor entry door. It states that it is handicap accessible but it does not have an automatic open-door button. Staff shared in the chat that a compliance walk through was just done for accessibility. You can email Alana Harrington at harringtona@usfca.edu and she will send along to Julie Orio.
- Dismay about the decision to turf Welsch Field instead of using grass. This is an example of important decision making that was done without consultation with other groups. An article was written in the Fog Horn: <https://sfoghorn.com/grass-on-welch-field-to-be-replaced-with-turf/>
- Same thing with the renovation of the church. While it is independent of USF, it's interesting that they just put up the scaffolding 3 weeks before graduation.
- Concern about input regarding decisions that impact the entire staff community regarding remote work policies? What was heard is that people must be on campus x number of days per week.
- Staff Sabbaticals: inquire about staff obtaining a sabbatical similar to how faculty are awarded a sabbatical. USF used to offer staff sabbaticals and removed them in ~February 2003.
- Note that there are also Personal Leaves available: <https://myusf.usfca.edu/human-resources/benefits/time-away/other-leaves>
- In addition to cabinet notes, Board of Trustees notes are updated online: <https://www.usfca.edu/who-we-are/president-leadership/board-trustees/meeting-action-items>

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

- Staff Council Happy Hour: Sabrina Kwist thanked the Staff Council for the co-sponsored event. So many new staff said it was the first time they had met someone outside of their office. Sabrina also wanted to apologize for not including staff in the LGBTQ invitation.

VI. Meeting Adjourned at 12:43 PM by Melissa Thompson, Staff Council President

Next Meeting: Wednesday, June 14, 2023

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

SUMMARY OF MOTIONS

- A motion to approve the meeting minutes from April 12, 2023 was made by Melissa Thomson. Second motion was made by Jill Ballard. Motion carried.
- A motion to approve the bylaws was made by Melissa Thompson. Second motion was made by Michael Fraley. Motion carried.

SUMMARY OF ACTION ITEMS

- ★Follow-up as to whether Workday can capture Professional Development that staff attends so that it can be acknowledged.
- ★Follow-up as to whether Badges for Professional Development activities and/or committees can be created and added to the signature line
- ★Follow-up on the Lone Mountain 1st Floor entry door. It states that it is handicap accessible but it does not have an automatic open-door button. Staff shared in the chat that a compliance walk through was just done for accessibility. You can email Alana Harrington at harringtona@usfca.edu and she will send along to Julie Orio.
- ★Follow-up on opportunity to bring back staff sabbaticals.
- ★ Contact Maggie Karaman to arrange for HR to attend the June Staff Council meeting.