

STAFF COUNCIL MEETING MINUTES - Wednesday, June 8, 2022

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, Iman Nasser, Janice Chuakay, Jill Ballard, Joshua McDermott, Lamonte Stamps, Luwei Xie, Marie Dutton, Mary Bussi, Michael Fraley, Steph Carter, Tim Swift

Voting Members Absent: Donna Creasman

Guests in Attendance: Staff Members

I. Welcome/Introduction/Roll Call – 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.
- Introduction of the Executive Board.
- Staff Council Member Roll call conducted.

II. Announcement of Staff Council Subcommittee Groups and Discussion of Next Steps – Melissa & Michelle (10-min)

- Members completed a Google Form stating their subcommittee interests.
- The Executive Board assigned Staff Council members to one, but no more than three subcommittees.
- When the subcommittees meet for the first time, Michelle and Melissa will be part of the very first meeting to discuss expectations and also because the bylaws state the VP be a part of the subcommittee meetings quarterly.
- Members who shared they wanted to serve on two subcommittees, were put on two subcommittees.
- Note to Staff Council, since we were elected to serve on Staff Council, 4 people have resigned from Staff Council.
- Subcommittees are as follows:

Inclusion, Diversity for Education and Accountability (IDEA)

Danielle Castillo
Joshua McDermott
Luwei Xie

Awards and Recognition

Elisabeth Merkel Baghai
Janice Chuakay
Lamonte Stamps

Elections & Governance

Angelika Williams
Elisabeth Merkel Baghai
Ima Nasser

Communications

Amy Joseph
Donna Creasman
Steph Carter

Professional Development

Danielle Castillo
Luwei Xie
Marie Dutton
Michael Fraley

Institutional Effectiveness and Safety

Jill Ballard
Mary Bussi
Tim Swift

Action Item(s)

- ★ Subcommittee Chairs need to be appointed. More to follow after 1st meetings are held.
- ★ The Executive Board will review the bylaws regarding the four vacancies and work with the Elections and Governance Subcommittee to determine if any action is needed.
- ★ President and VP to work with subcommittees to schedule first meetings prior to next Council meeting, if possible.

III. Announcement of Staff Council Meetings and Future Communication – Gina (5-min)

- 1-hour meetings will be held the second Wednesday of every month.
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- The Clerk will take the Staff Council meeting minutes. If meetings are recorded for purposes of drafting the minutes, the Clerk will advise the Staff Council President, who will announce it during the call to order of the meeting. Each recording will be deleted immediately following approval of the minutes. Only the Executive Board has access to the recordings.
- The minutes will be approved by the Staff Council no later than the next meeting.
- Once approved, the minutes will be posted on the USF Staff Council website (for all staff to access).
- USF Staff Council website: <https://myusf.usfca.edu/staff-council>
- Canvas: for Staff Council members (will be created by the Communications Subcommittee).

IV. Shared Governance Working Group – Melissa (5-min)

- Assign a Staff Council member to the Shared Governance Working Group for the Strategic Plan.
- Staff Council members interested in serving, submit a short bio of interest to Clerk: galvarez@usfca.edu. If no members submit an interest, the Executive Board will assign someone.

Action Item(s)

- ★ Executive Board to appoint a Staff Council member to the Shared Governance Working Group.

V. Creation of an Executive Committee – Melissa (15-min)

- The Staff Council Interim Working Group made an immediate recommendation that included the addition of an Executive Committee that will be composed of the Executive Board and the Chairs of the subcommittees and will be a space for the Executive Board and subcommittee chairs to discuss items related to the subcommittees and to review what work should go to the subcommittees.
- Verbal vote taken. Vote decided by a majority of a quorum.

Motion(s)

- A motion to form an Executive Committee was made by Melissa Thompson, Staff Council President. The motion carried with 16 in favor, 0 opposed, and 3 absent for the vote.
- In favor: Amy Joseph, Danielle Castillo, Gina Alvarez, Iman Nasser, Janice Chuakay, Jill Ballard, Joshua McDermott, Lamonte Stamps, Luwei Xie, Marie Dutton, Mary Bussi, Melissa Thompson, Michael Fraley, Michelle Santana, Steph Carter, Tim Swift
- Absent for the vote: Angelika Williams, Donna Creasman, Elisabeth Merkel Baghai

Action item(s)

- ★ The duties of the Executive Committee will need to be determined and the bylaws need to be updated.

VI. University-wide Committees - Michelle (5-min)

Staff Council members to inform the Clerk at galvarez@usfca.edu or staffcouncil@usfca.edu of university-wide committees they are a part of.

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

Meeting was open to all staff members in attendance for Q&A. Below is a summary of the Q&A.

Topic: Subcommittees

Questions were raised regarding the functioning of subcommittees.

- Bylaws don't currently state we need to open those meetings to staff at large. Can be discussed at 1st subcommittee meetings.
- Melissa and Michelle will reach out to members of each subcommittees and work on scheduling those first meetings to talk about expectations of those subcommittees (i.e. meeting frequency, agendas, etc.).
- A brief overview of the 6 committees was provided. There is information in the bylaws on our website that specifically state what the charges are for each of those subcommittees. A lot of the work of the Staff Council will happen in those subcommittees.
- Subcommittees should meet before the next full Staff Council meeting, if possible.

Topic: Shared Governance Working Group

Asked to explain what the Shared Governance working group is.

- Anatasia Vrachnos was in attendance and announced that the working group was launched as part of the Strategic Plan Implementation process. There is an advisory council that will oversee the implementation, and there will be a series of working groups that are launched, 2 of which are currently being launched as the first 2 of 6 working groups: Goal #5 Ensure USF is an Equitable and Extraordinary Place to Work and Goal #6 How do we create participatory shared governance structures? The launching of these two working groups and having Staff Council representation will bring different voices to the table that reflects different represented groups.

Topic: Staff Retention /Staff Overworked

Questions regarding Staff Council role in plan to better retain staff and incentivize participation, how the University will address the issue that staff are overworked, what can be done to address.

- Hard for staff to participate in these types of committees.
- Staff Council has a direct line to HR so this is something that we can talk about in our subcommittees and bring these kinds of issues to HR.

Action Item(s)

- ★ Determine Staff Council role in plan to better retain staff and incentivize participation.
- ★ 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?

Topic: Staff Council Meeting Agenda

Questions around how to inform the agenda for Staff Council meetings.

- All Staff Council members should have input on what we talk about at these meetings, and what we talk about at the subcommittee meetings. The newly formed Executive Committee will work on figuring out which subcommittees need to work on these things.
- To provide info about informing the agenda email, staffcouncil@usfca.edu or email Melissa, Michelle or Gina directly.

Action Item(s)

- ★ Work on a method by which staff can submit thoughts, questions, suggestions to the Staff Council via the Staff Council website.

Topic: Staff Council Expectations

Discussion around what staff expect of the council.

- Want a mechanism for reaching out and getting staff voice and staff input on a lot of these processes where it seems like staff have sometimes been an afterthought. I'm not saying that is intentional, but part of creating that mechanism and body of representation will facilitate that.
- Bylaws state we should be nominating someone from the Staff Council to sit on university-wide committees. Need to see where we have representation and where we need representation.
- Bylaws also indicate we have a direct line to the President's Cabinet, Senior Leadership and Father Paul.
- As we start to see what our charges are for Staff Council, and we see more of the things that we need to work on, and more of the things that the staff would like to see us work on, we will find that the Staff Council has a larger voice for speaking for the staff in these sorts of decision-making roles.
- Ultimate goal of the council is to be a voice for the staff to the leadership - to be heard in the decision-making processes.
- Can't function as a Staff Council unless we hear from staff about what your needs are.
- Focus on inequities that exist among and between staff i.e. between representative and non-represented staff for example, with inequities and remote work. HR specifically asked that the Staff Council focus on what work looks like now, so this will be discussed.
- Need an easy way for staff to get concerns to the council.
- Executive Board and with the Executive Committee we will look at items that come into us, and disperse those out to the subcommittees to work on.
- Concerns over new staff onboarding. Seems to be all over the place. Would like to see the Staff Council take this on.
- Would like to know the Staff Council's vision regarding points of connection and representation, collaboration, partnership with USF staff faculty affinity groups.
- The Staff Council should go through the strategic plan and specifically, the objectives and the action items of the plan, and identify the Staff Council's point of alignment for the places to engage. Important to nominate Staff Council members to different councils/committees.
- There is a direct item under Goal 5 - making sure USF is an equitable and extraordinary place to work, and it says: to establish a broadly representative employee engagement and enrichment council to develop and maintain a USF mission centered model for employee engagement and develop it and to come up with the plan. That would include consistency and quality of the onboarding process.
- Golden Venters indicated he will advocate to the implementation committee for the strategic plan that Council representation should also be on sub-working groups at least for Goal 5.

Action Item(s)

- ★ Discuss how to address inequities that exist among and between staff - for example, with inequities and remote work and assign them to subcommittee.
- ★ Communications Subcommittee to get a newsletter out to the staff about what work we're doing.

- ★ See where the Staff Council can help streamline the onboarding process and work with HR to implement.
- ★ Review strategic plans to determine where the Staff Council can engage in specific objectives and action items.

Topic: University-wide committees

Discussion around Staff Council role on other university-wide committees.

- Bylaws state we'll nominate people to sit on these committees, but we don't know bylaws of other committees or how that will work.
- Need to know where we already have a seat at the table and where we need a seat at the table.

Action Item(s)

- ★ After determining what committees' members sit on, they need to discuss whether they will also represent the Staff Council on those committees.
- ★ Determine how we can connect with different affinity groups.

Meeting Adjourned 12:53 PM by Melissa Thompson, Staff Council President

Next Meeting: Wednesday, July 13, 2022, Noon - 1:00 PM

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

SUMMARY OF MOTIONS

- Motion to form an Executive Committee was made by Melissa Thompson, Staff Council President. The motion carried with 16 in favor, 0 opposed, and 3 absent for the vote. Approved.

SUMMARY OF ACTION ITEMS

- ★ Subcommittee Chairs need to be appointed. More to follow after 1st meetings are held.
- ★ The Executive Board will review the bylaws regarding the four vacancies and work with the Elections and Governance Subcommittee to determine if any action is needed.
- ★ President and VP to work with subcommittees to schedule first meetings prior to the next Council meeting, if possible.
- ★ Executive Board to appoint a Staff Council member to the Shared Governance Working Group.
- ★ The duties of the Executive Committee will need to be determined and the bylaws need to be updated.
- ★ Determine Staff Council role in plan to better retain staff and incentivize participation.
- ★ 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?
- ★ Work on a method by which staff can submit thoughts, questions, suggestions to the Staff Council via the Staff Council website.
- ★ Discuss how to address inequities that exist among and between staff - for example, with inequities and remote work and assign them to a subcommittee.
- ★ Communications Subcommittee to get a newsletter out to the staff about what work we're doing.
- ★ See where the Staff Council can help streamline the onboarding process and work with HR to implement.
- ★ 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.
- ★ Determine how we can connect with different affinity groups.