

STAFF COUNCIL MEETING MINUTES - Wednesday, June 14, 2023

Voting Members Present:

Executive Board: Domonique Crosby (President), Amy F. Joseph (Clerk and Meeting Recorder), Melissa Thompson, (Immediate Past President)

Staff Council Members: Kimberly Bruno, Janice Chuakay, Erin Echols, Corey Kowalczyke, Carolina Martinez, Joshua McDermott, Elisabeth Merkel, Claudine Bibeau Parks, Tina Ricafrente, Alexandra Schaeffer, Will Vitagliano, Ken Yoshioka

Voting Members Absent: Jill Ballard (Vice President), Steven Bosso, Danielle Castillo, Ella Frazer, Mark Papadopoulos, Tim Swift, Luwei Xie, Nicholas Ynami

Guests in Attendance: Staff Members

I. Welcome/Roll Call (Determination of Quorum)/Announcement of 5/10/23 Staff Council Meeting Minutes Approval – Domonique (5 min)

- Meeting called to order at 12:04 PM by the Staff Council President.
- Notice made that the meeting is 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/open discussion session during the meeting for all staff in attendance.
- Staff Council Member Roll call conducted: 15 present, 8 absent, quorum reached.
- Meeting minutes from the May 10, 2023 meeting were approved via email by the Staff Council on May 22, 2023.

II. Update from Executive Board – Domonique (10 min)

- The President welcomed everyone and expressed gratitude to the 2022-23 Staff Council and its Executive Board.
- The Staff Council will continue to focus on the importance of shared governance. Staff should be heard regarding their needs while working for the University. The Staff Council aims to advocate for all staff to ensure everyone has a seat at the table, as well as investigate how to include staff in spaces where we do not have representation. The Council hopes to be a voice for everyone who works at the University of San Francisco.
- The Immediate Past President will help guide the new Executive Board, as needed, to ensure continuity with the work and processes that have gone before.
- The Executive Board will review outstanding action items, staff suggestions, and ongoing projects at its monthly meeting next week. The previous Executive Board kept a spreadsheet with all actions items and their statuses, which the current Executive Board will also keep up-to-date. This spreadsheet is in the shared Staff Council drive, which all Staff Council members have access to. It will be updated after next week's Executive Board meeting.
- The Staff Council's revised [bylaws](#) will be posted on the website shortly.
- The Staff Council's [One Card recommendation](#) and questions the Council has about USF's telecommuting and remote work policy are under review.
- The IDEA subcommittee's proposal to increase mental health benefits for staff was submitted to HR Staff Council liaison Diane Nelson to pass on to Leadership.
- The [President's Cabinet minutes](#) still have not been updated on the website. The last update the Staff Council received in April stated the minutes were being worked on. The Executive Board will follow up.
- The Executive Board will contact HR about having a representative attend a future Staff Council meeting.
- There is now a [staff recognition webpage](#) with a [submission form](#) on the Staff Council website. All staff are encouraged to submit their accomplishments, or the accomplishments of a colleague (with permission), to be featured on the website and in the newsletter.

III. Update on Other University Committee(s) (5 min)

University Budget Advisory Council (UBAC): Elisabeth Merkel

- UBAC recently completed its election for two open staff positions. An official email with the results of that election will be going out to the community soon. Thanks were extended to all those who nominated someone and to those who accepted their nomination. Additional thanks went to all staff who contributed their voices through this democratic process.
- UBAC member Spencer Rangitsch added that the possible Phase 2 budget cuts will not take place for fiscal year 2024, as the University has identified a gap elsewhere to make that savings. In the next UBAC meeting an explanation will be provided as to how that savings was identified.

IV. New Business/Q&A/Open Discussion (20 min)

Topic: Training/Community-building on Staff Council

- Interest in how the new Staff Council might build community in its beginning months.
- The President noted that the staff council at her previous place of employment would take a break in June and July to work on community building and trainings to orient new members to the council. Members would come together to figure out the subcommittees and what their charge would be. Questions around the norms of staff council were asked: what is the staff council? How will we work and what will we be doing? How does a meeting operate? Over the next year, Staff Council members might think about topics and trainings that would help them feel prepared to be a Council member.

Topic: Staff Council Communications

- A Staff Council member asked about Council communications, including how the Council communicates its work to staff. There are some communications that go out, but how do we better advertise what we do and how staff can get involved? How can we better inform staff how valuable their contributions are to these meetings and that they affect what we do in the future? The member suggested there might also be opportunities for in-person engagement.
- The Clerk explained the process and timing of Staff Council communications. The Communications subcommittee sends out a monthly newsletter. It is timed to be released three days before the monthly Staff Council meeting to serve both as a reminder about the meeting and a way to communicate the Council's work. The Council is not permitted to send more than one all-staff communication per month. The meetings also appear in the weekly events compilation email Ecommunications sends out to staff, but they do not send out those emails in the summer.
- The President agreed the Council should explore innovative ways to communicate what we are doing. What are our offerings? As we offer new things and put our name behind more events, more people will learn about the Council and that we provide a welcoming space for everyone's voice. How can diverse groups across campus, such as staff and faculty, work together to achieve change?
- The Clerk asked if we might consider a survey that asks staff what they would like the Staff Council to work on. The Immediate Past President noted that a survey was considered last year, but ultimately it was decided to first work on the priorities that had been set for the Council. The Immediate Past President mentioned that if the Council wanted to do a survey, it would go through her department. She confirmed that a survey would be possible, it would just have to be timed properly along with other surveys.

Topic: Accessibility

- A Staff Council member who has worked on campus committees that address accessibility stated there needs to be greater institutional awareness and services for faculty and staff. They noted that there is a Student Disability Services office, but no equivalent resource for faculty and staff. If faculty and staff need accommodations or remediation, where do they go? We need subject matter expertise, from the law to technology to coordinating accommodation requirements. There are other institutions that have someone in such a dedicated role, including assistive technology experts. We need that at USF. Maybe it's an issue the Staff Council can look into in the upcoming year.

Announcements

- [LGBTQ+ Caucus](#) co-chairs Sonia Montoya and Patrik Donahue announced that registration for the USF contingent for SF Pride is still open. The Caucus has over 200 participants registered to join the USF contingent. Pride is on June 25th and the staging is at USF's downtown campus at 101 Howard. The Caucus is also holding a bonding activity for queer staff and faculty to create flower seat satchels, which will be handed out at the parade. Extra hands are appreciated as there are a 1,000 to make.

V. 2023-24 Staff Council Subcommittee Breakout Rooms and Chair Election - Domonique (5 min)

- The President stated that Staff Council members now have their subcommittee assignments, and will go into break-out rooms to meet and decide on a chair. Each chair will attend the monthly Executive Committee meeting with the Executive Board; the Clerk will send information about that meeting shortly. Subcommittees are expected to meet once a month. Per the revised bylaws, the Executive Board Vice President will attend one subcommittee meeting for each subcommittee once a semester.
- The subcommittees as assigned are:

Awards and Recognition

Janice Chuakay
Alexandra Schaeffer
Ken Yoshioka

Communications

Ella Frazer*
Melissa Thompson
Nicholas Ynami

Elections & Governance

Carolina Martinez
Joshua McDermott
Will Vitagliano

Inclusion, Diversity for Education and Accountability (IDEA)

Danielle Castillo
Erin Echols
Corey Kowalczyke
Luwei Xie

Institutional Effectiveness and Safety

Claudine Bibeau Parks
Steven Bosso
Tim Swift

Professional Development

Kimberly Bruno
Mark Papadopoulos
Tina Ricafrente

*Addendum: Moved from IES to Communications.

- The Executive Board received comments in the subcommittee assignment survey that mentioned expanding or refining the current subcommittees. The Staff Council will hold future conversations on this topic, including possibly rethinking or expanding each subcommittee's goals. In the survey Staff Council members mentioned a variety of topics that could be included in one or more subcommittee's work.

- After the breakout rooms, Staff Council members should contact the Clerk and provide the name of the subcommittee's chair. If not all members of the subcommittee are present, the remaining members can appoint an interim chair. Some subcommittees in the past have had rotating chairs, which is also an option.
- Subcommittees went into closed session in their breakout rooms and the greater meeting was adjourned early.

VI. Meeting Adjourned at 12:39 PM by Domonique Crosby, Staff Council President

Next Meeting: Wednesday, July 12, 2023

Full schedule on [staff council webpage](#)

SUMMARY OF ACTION ITEMS

- Executive Board will review outstanding action items, staff suggestions, and ongoing projects to help set future priorities and discussions, and will update the action item spreadsheet on the shared Staff Council drive accordingly
- Executive Board will follow up with Diane Nelson about the status of the Staff Council's One Card recommendation, request to increase mental health benefits for staff, remote work questions, and confirmation of when the President's Cabinet minutes will be posted to the website.
- Executive Board will contact HR about having a representative attend a future Staff Council meeting.
- Consider holding Staff Council trainings or community-building opportunities in the coming year
- Create innovative ways to communicate the Staff Council's work to the community
- Discuss circulating a survey to learn what staff would like the Staff Council address/accomplish
- Explore providing increased/improved services to faculty and staff around accessibility issues
- Discuss expanding/refining current Staff Council subcommittees and their corresponding goals
- Subcommittees should appoint a chair and communicate the decision to the Clerk
- Once the Clerk receives the names of the subcommittee chairs, she will schedule the monthly Executive Committee meetings