

STAFF COUNCIL MEETING MINUTES - Wednesday, July 13, 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, Donna Creasman, Elisabeth Merkel Baghai, Janice Chuakay, Jill Ballard, Lamonte Stamps, Luwei Xie, Mary Bussi, Michael Fraley, Steph Carter, Tim Swift

Voting Members Absent: Iman Nasser, Joshua McDermott

Guests in Attendance: Staff Members

I. Welcome/Introduction/Roll Call (Determination of Quorum) – 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.
- Staff Council Member Roll call conducted: 16 present, 2 absent, quorum reached.

II. Announce approval of Staff Council Meeting Minutes 06/08/2022 – Melissa (5-min)

Motion(s)

- Meeting minutes from the June 8, 2022 meeting were approved off-line. Going forward, we will do the approval process in our meetings and will send the minutes to Staff Council members ahead of time for edits/feedback. The motion carried with 15 in favor, 0 opposed, and 3 absent for the vote.
- In favor: Amy Joseph, Angelika Williams, Danielle Castillo, Donna Creasman, Gina Alvarez, Janice Chuakay, Jill Ballard, Joshua McDermott, Lamonte Stamps, Luwei Xie, Mary Bussi, Melissa Thompson, Michael Fraley, Michelle Santana, Steph Carter
- Absent for the vote: Elisabeth Merkel Baghai, Iman Nasser, Tim Swift

III. Update on the Staff Council Subcommittees – Michelle (10-min)

- Melissa and Michelle met with three subcommittees each and covered the individual and collective goals for each of the subcommittees and the importance of selecting a Chair. Meetings need to be held every month. Chairs will also form part of the Executive Committee with the Executive Board. In the future, determining which action items will be assigned to which Subcommittee(s) will be decided by the Executive Committee. The Bylaws need to be updated to include the Executive Committee because currently it does not exist. A Google Folder was created in the Staff Council folder titled "Action Items | Staff Suggestions" listing all action items brought forward so we can keep track of our work and what the Executive Committee will work on.
- Announcement of Subcommittee Chairs:
 - Inclusion, Diversity for Education and Accountability (IDEA): Danielle Castillo
 - Elections & Governance: Have met but need to identify a Chair
 - Professional Development: Michael Fraley
 - Awards and Recognition: Have not met
 - Communications: Steph Carter
 - Institutional Effectiveness and Safety: Jill Ballard
- Subcommittee Updates:
 - Communications: handling website, Canvas modules (courses and videos to include), and newsletter.
 - Institutional Effectiveness and Safety: Getting a better understanding of role and responsibilities. Improvements can be made for staff to have access to resources to have voices heard in a range of ways, still working on making that clear. Reached out to the Steering Committee about what their intention was originally and they understand that they can mend the bylaws, so that is what the Subcommittee has been working on these past few weeks.

Action Items(s)

- ★ Subcommittee Chairs need to be appointed to remaining Subcommittees.
 - ★ Once all the Chairs have been selected for each subcommittee a meeting will be scheduled for the Executive Board and Executive Committee to meet.
 - ★ Executive Committee to determine their duties and work with the Elections and Governance Subcommittee to update the bylaws.
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- ★ Staff Council members review Google Folder in the Staff Council folder titled “Action Items | Staff Suggestions” listing all action items brought forward and so we can keep track of our work and what the Executive Committee will work on.

IV. Discuss Summary of Action Items from Meeting Minutes 06/08/2022 – Melissa (10-min)

The following is a summary of action items that were discussed in the June 8th meeting and details which action items were assigned to which Subcommittee(s).

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.

Action Items(s)

- ★ Determine if we need to hold an election since we are down to 18 members (per bylaws we must have approximately 19 members).
- ★ Decide how feedback (voices) from Staff Council members will be taken into consideration in subcommittee work they do not belong to. Suggestions: extend the length of the Staff Council meeting and have part of the meeting closed and part of the meeting open; communicate through the Slack channel. Staff Council members provide feedback and send an email to staffcouncil@usfca.edu
- ★ Staff Council members review Google Doc in the Staff Council folder titled “USF Committees, Councils, Working Groups, Departments” listing committees at USF and Staff Council representation in those areas.

V. New Action Items – Melissa and Michelle (10-min)

The following action items need to be assigned to a Subcommittee(s):

- 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?

Action Items(s)

- ★ Once the Executive Board and Executive Committee meet, the new action items will be assigned to the appropriate subcommittee(s).

VI. Bylaws – Melissa (5-min)

- The Executive Board did a review of the bylaws and have made comments and suggested updates.
- Anyone on the Staff Council can suggest an amendment.

- Currently bylaws say that amendments need to be sent to the Staff Council President, President takes it to HR, then Staff Council votes.
- A Google Folder was created in the Staff Council folder titled "Amendments to Bylaws" which has suggested edits to the bylaws made by the Executive Board. Staff Council members are invited to give input/feedback.

Action Items(s)

- ★ Staff Council members review Google Folder in the Staff Council folder titled "Amendments to Bylaws" providing suggested edits to the bylaws. Staff Council members are invited to give input/feedback.

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

- The Communications Subcommittee created a new Canvas module. Will bring ideas to the Executive Board.
- The Communications Subcommittee to create a newsletter. The Communications Subcommittee will write up their suggestions and send them to the Staff Council and hold an off-line vote to determine frequency because bylaws state a monthly newsletter but the Staff Council supports quarterly releases.

Action Items(s)

- ★ Communications Subcommittee to create a newsletter. They will write up their suggestions and send them to the Staff Council and hold an off-line vote to determine frequency because bylaws state monthly newsletter; Staff Council supports quarterly releases.

VIII. Meeting Adjourned at 12:46 PM by Melissa Thompson, Staff Council President

Next Meeting: Wednesday, August 10, 2022

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

SUMMARY OF MOTIONS

- > Meeting minutes from the June 8, 2022 meeting were approved off-line. Going forward, we will do the approval process in our meetings and will send the minutes out to Staff Council members ahead of time for feedback/edits. The motion carried with 15 in favor, 0 opposed, and 3 absent for the vote. Approved.

SUMMARY OF ACTION ITEMS

- ★ Subcommittee Chairs need to be appointed to all Subcommittees. Four of the six Subcommittees have been assigned a Chair.
- ★ Once all the Chairs have been selected for each subcommittee a meeting will be scheduled for the Executive Board and Executive Committee to meet.
- ★ The Executive Committee to determine their duties and work with the Elections and Governance Subcommittee to update the bylaws.
- ★ Staff Council members review Google folder in the Staff Council folder titled "Action Items | Staff Suggestions" listing all action items brought forward and so we can keep track of our work and what the Executive Committee will work on.
- ★ Determine if we need to hold an election since we are down to 18 members (per bylaws we must approximately 19 members).
- ★ Decide how feedback (voices) from Staff Council members will be taken into consideration in subcommittee work they do not belong to. Suggestions: extend the length of the Staff Council meeting and have part of the meeting closed and part of the meeting open; communicate through the Slack channel. Staff Council members provide feedback and send an email to staffcouncil@usfca.edu
- ★ Staff Council members review Google Doc in the Staff Council folder titled "USF Committees, Councils, Working Groups, Departments" listing committees at USF and Staff Council representation in those areas.
- ★ Once the Executive Board and Executive Committee meet, the new action items will be assigned to the appropriate subcommittee(s).
- ★ Staff Council members review Google Folder in the Staff Council folder titled "Amendments to Bylaws" which has suggested edits to the bylaws made by the Executive Board. Staff Council members are invited to give input/feedback.
- ★ Communications Subcommittee to create a newsletter. They will write up their suggestions and send them to the Staff Council and hold an off-line vote to determine frequency because bylaws state a monthly newsletter; the Staff Council supports quarterly releases.