

**STAFF COUNCIL MEETING MINUTES - Wednesday, August 10, 2022****Voting Members Present:**

Executive Board: Michelle Santana (Vice President), Gina Alvarez (Clerk and Meeting Recorder)

Staff Council Members: Amy Joseph, Angelika Williams, Danielle Castillo, Donna Creasman, Elisabeth Merkel Baghai, Iman Nasser, Janice Chuakay, Jill Ballard, Joshua McDermott, Mary Bussi, Michael Fraley, Steph Carter, Tim Swift

**Voting Members Absent:** Melissa Thompson (President), Lamonte Stamps, Luwei Xie

**Guests in Attendance:** Staff Members

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**I. Welcome/Roll Call (Determination of Quorum)/Approve Staff Council Meeting Minutes – Michelle (5-min)**

- Meeting called to order at 12:00 PM by the Staff Council Vice 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: 15 present, 3 absent, quorum reached.

**Motion(s)**

- Meeting minutes from the July 13, 2022 meeting were approved. 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, Elisabeth Merkel Baghai, Gina Alvarez, Iman Nasser, Janice Chuakay, Jill Ballard, Joshua McDermott, Mary Bussi, Michael Fraley, Michelle Santana, Steph Carter, Tim Swift
- Absent for the vote: Melissa Thompson, Lamonte Stamps, Luwei Xie

**II. Update from Executive Board – Michelle (5-min)**

- Meeting with Diane Nelson, Vice President of Human Resources

On Tues, 8/02/2022 the Staff Council Executive Board met with Diane Nelson to discuss what part Human Resources would play when Staff Council makes decisions and recommendations, how to communicate with HR and leadership, how we can obtain a budget, and to inquire if we could sit on other boards to ensure that staff were getting a seat at the table and being part of University discussions.

In short, it appears that HR is to act as a liaison. Diane recommended that the Staff Council would identify staff concerns and recommendations to leadership. We are still in discussion about how these recommendations will be implemented.

We want to know how staff could be added as constituent representatives to the Board of Trustees, which currently has faculty, students and alumni constituents, but there is no staff.

During our discussion, it was assumed that information from leadership was being passed down to staff via VPs who are present in the President's Cabinet meetings. Since this does not always happen, and staff are concerned with lack of transparency, Diane will see if she can provide the Staff Council a copy of the President's Council notes to share with staff.

The Executive Board will follow-up with an email to Fr. Paul to schedule a meeting with him to discuss the same questions that were asked to Diane Nelson to build clarification; invite Fr. Paul and the President's Cabinet to attend an upcoming Staff Council meeting; invite Fr. Paul to attend an upcoming Staff Council Executive Committee meeting; invite Fr. Paul to meet on a quarterly basis with the Staff Council Executive Committee; and ask Fr. Paul how to get Staff Representation on the Board of Trustees.

- Bylaws Amendment Update

The Executive Board is still reviewing and putting together a document to propose changes with the Elections and Governance Subcommittee of the existing bylaws and will share these with the Staff Council soon.

- Executive Committee Meeting (comprised of Executive Board and Subcommittee Chairs)

The Executive Committee had their first meeting on Wed, August 3rd. Discussed how these meetings should be run, agreed to meet the 1<sup>st</sup> Wednesday of each month, and discussed some action items that are being analyzed and reviewed.

**Action Items(s)**

- ★ The Executive Committee will draft an email to Fr. Paul that will include:
    1. Scheduling a meeting with him to discuss the same questions that were asked to Diane Nelson to build clarification.
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2. Identifying a date to invite Fr. Paul and the President's Cabinet to attend an upcoming Staff Council meeting.
3. Inviting Fr. Paul to attend an upcoming Staff Council Executive Committee meeting.
4. Inviting Fr. Paul to meet on a quarterly basis with the Staff Council Executive Committee.
5. Asking Fr. Paul how to get staff representation on the Board of Trustees.

### III. Update on the Staff Council Subcommittees – Michelle (20-min)

- Announcements by Subcommittees:
  - **Inclusion, Diversity for Education and Accountability (IDEA):** Danielle Castillo
    - Reviewing and assessing the various committees/organizations across campus. Started a Google Sheet titled *USF Committees, Councils, Working Groups, Departments* to record these various groups. Need to identify how to share this doc with all staff.
  - **Institutional Effectiveness and Safety:** Jill Ballard
    - Currently working on how systems work, delegation, roles, priorities.
    - Also discussed the idea of where their focus supports or crosses over with other staff council subcommittees and how they might work together.
    - Research on what exists in the institution, what groups, committees so that we know who the players are to get us up and running.
    - One specific item on their radar is fire season and the communication and equity for staff expectations during emergency closure due to smoke.
  - **Awards and Recognition:** Elisabeth Merkel Baghai
    - Getting an understanding of how the various schools/dept/units handle awards and recognition.
    - Need to meet with Professional Development Subcommittee to understand any synergies that may exist.
  - **Elections & Governance:** Elisabeth Merkel Baghai
    - Are slowly getting started due to staff absences.
    - They will review what exists and what is happening now.
  - **Professional Development:** Michael Fraley
    - Doing some brainstorming on staff retention and how to improve that.
    - Research what the current state of retention is.
    - Shared ITS' launch with Tinypulse, a cloud-based employee engagement platform, that will check-in to see how people are doing with job satisfaction and/or any other issues. It may have possibilities for a wider University application.
    - Would like to know if staff are interested in trainings called Arete (Greek word for excellence) offered by HR. For example, one of the trainings is for new managers that consists of 10-12 modules and participants met over the course of several months for discussions on topics such as how to conduct a performance appraisal, how to give constructive criticism, how to set up job performance expectations, how to best lead by example. They could ask HR for access to these if staff is interested.
    - Manager's Toolkit link shared in the chat: <https://myusf.usfca.edu/human-resources/learning-and-development/managers-toolkit>
  - **Communications:** Steph Carter
    - Amy has been updating the Staff Council website.
    - Putting together recommendations regarding releasing a Staff Council newsletter quarterly, as opposed to monthly, as the bylaws state so that Staff Council could take a vote on that change.
    - Shared how ITS is testing Slack internally.
    - Shared ITS launch with Tinypulse. This was decided to support moving into a new world of work. How do we think through equity with the new world of remote work, how do we think through what makes sense for positions, how do we ensure that people in our community feel empowered and ensure that they feel a part of the community when they are working remotely? In these discussions, Tinypulse got brought up to take the pulse on what people are feeling, what's the sentiment, are they feeling empowered, do they feel they can talk to their supervisor, do they feel they are receiving information that trickles down from University leadership? It launched today (8/10). It will give immediate results, instead of compiling everything and waiting for an analysis to come out. The results can be looked at in real time.

### Action Items(s)

- ★ IDEA: Identify how to share Google Sheet titled *USF Committees, Councils, Working Groups, Departments* to record the various groups/committees that exists at USF.
- ★ Awards and Recognition: Getting an understanding of how the various schools/dept/units handle awards and recognition.
- ★ Professional Development: Research what the current state of retention is.
- ★ Communications: Putting together recommendation re: releasing a newsletter quarterly, as opposed to monthly, as the bylaws state so that the Staff Council could take a vote on that change.

#### IV. Slack Demo – Communications Subcommittee – (15-min)

- Steph Carter, Director, Digital Engagement Technology with ITS, provided a demonstration on Slack.
  - Instructional Technology and Training (ITT) offers a Slack administrator training offered by Eileen Lai.
  - Steph will provide more Slack tutorials and App training at a later time.

#### Action Items(s)

- ★ Steph Carter will provide more Slack tutorials and App training at a later time.

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

- No new business was brought up, but Michelle announced that if anyone has anything to share/comment, it can be done by reaching out to the Executive Board at [staffcouncil@usfca.edu](mailto:staffcouncil@usfca.edu)

#### VI. Meeting Adjourned at 12:53 PM by Michelle Santana, Staff Council Vice President

#### Next Meeting: Wednesday, September 14, 2022

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

#### SUMMARY OF MOTIONS

Meeting minutes from the July 13, 2022 meeting were approved. The motion carried with 15 in favor, 0 opposed, and 3 absent for the vote. Approved.

#### SUMMARY OF ACTION ITEMS

- ★ The Executive Committee will draft an email to Fr. Paul that will include:
  1. Schedule a meeting with him to discuss the same questions that were asked to Diane Nelson to build clarification.
  2. Identify a date to invite Fr. Paul and the President's Cabinet to attend an upcoming Staff Council meeting.
  3. Invite Fr. Paul to attend an upcoming Staff Council Executive Committee meeting.
  4. Invite Fr. Paul to meet on a quarterly basis with the Staff Council Executive Committee.
  5. Ask Fr. Paul how to get Staff Representation on the Board of Trustees.
- ★ IDEA: Identify how to share Google Sheet titled *USF Committees, Councils, Working Groups, Departments* to record the various groups/committees that exists at USF.
- ★ Awards and Recognition: Getting an understanding of how the various schools/dept/units handle awards and recognition.
- ★ Professional Development: Research what the current state of retention is.
- ★ Communications: Putting together recommendations regarding releasing a newsletter quarterly, as opposed to monthly, as the bylaws state so that the Staff Council could take a vote on that change.
- ★ Steph Carter will provide more Slack tutorials and App training at a later time.