

## STAFF COUNCIL MEETING MINUTES - Wednesday, September 13, 2023

### Voting Members Present:

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

Staff Council Members: Claudine Bibeau Parks, Steven Bosso, Danielle Castillo, Kimberly Bruno, Erin Echols, Ella Frazer, Corey Kowalczyke, Carolina Martinez, Joshua McDermott, Elisabeth Merkel, Mark Papadopoulos, Tina Ricafrente, Alexandra Schaeffer, Will Vitagliano, Luwei Xie, Nicholas Ynami, Ken Yoshioka

**Voting Members Absent:** Janice Chuakay

**Guests in Attendance:** Staff Members

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### I. Welcome/Roll Call (Determination of Quorum)/Approve Staff Council Meeting Minutes August 9, 2023 – Domonique (5 min)

- Meeting called to order at 12:01 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: 21 present, 1 absent, quorum reached.
- Approval of Staff Council Meeting Minutes for August 9, 2023 meeting.

#### Motion

- Meeting minutes from the August 9, 2023 meeting were approved. The motion to approve was made by Domonique Crosby. Second motion was made by Amy F. Joseph. Motion carried.

### II. Updates from Executive Board – Domonique (10 min)

- The President reported on the Executive Board's meeting on August 24, 2023 with Diane Nelson, who is our liaison to Father Fitzgerald. Going forward, the Executive Board is excited to announce we will meet with Diane for 30 minutes on the first Thursday of each month to discuss Staff Council business and follow up on outstanding items.
  - Other topics the Executive Board discussed with Diane included lines of communication and a potential meeting with Father Fitzgerald. The Executive Board can send recommendations and requests directly to Father Fitzgerald, being sure to cc Diane so she stays in the loop. Regular check-ins with Diane and continued direct communication with Father Fitzgerald will help the Staff Council move the needle forward on outstanding issues and projects.
  - Staff Council subcommittees and Executive Board members can directly communicate with other departments/divisions while working on issues/projects, keeping in mind that all University-wide initiatives and recommendations must be brought to Father Fitzgerald. This direct communication will ensure the Staff Council can go to the source when needed to research or solve different action items.
  - Diane will also reach out to the Staff Council if she or Father Fitzgerald would like to get our perspective on something. For example, last year Diane reached out to the 2022-23 Staff Council for input about masking. The Executive Board will be sure to reach out to Staff Council members for their input on all such matters.
  - The Executive Board and Diane also discussed the possibility of a staff social event, such as a happy hour, in Spring 2024. While the Staff Council does not have a budget, Diane recommended the Executive Board present a detailed proposal to Father Fitzgerald to request funds. The Executive Board will put something together, including exploring co-sponsorships with other departments/divisions.
  - Diane provided an update on the 2022-23 Staff Council's recommendation regarding physical One Cards. The issue has been discussed and is also on the agenda for a Cabinet retreat. Issues in the supply chain for materials related to One Cards has caused delays in addressing the matter.
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- The Executive Board explained to Diane that it's very helpful to get regular updates so we know where Staff Council action items stand or if a decision has been made. Whether the decision is "yes" or "no," it helps us to know the status of our recommendations. We recognize that not everything the Staff Council will put forward will be a "yes" from the administration, but knowing if something can go forward or not is important.
- The Clerk reported that after consulting with the Executive Committee and other Staff Council members, the staff survey has been created and entered into Qualtrics. The Executive Board met to plan the survey in detail, which includes the Immediate Past President, whose job involves coordinating surveys for the University. The survey will be relatively short and will be a mix of qualitative and quantitative questions. We also added some questions about the Staff Council's effectiveness and shared governance. The survey will be released to staff on October 11<sup>th</sup> (the day of the next Staff Council meeting) and stay open until October 25<sup>th</sup>. The Executive Board hopes to report back on the results by the December Staff Council meeting. In response to a staff question, the Clerk confirmed that when the time comes, the survey link could be forwarded to staff members who missed the initial email to encourage participation.
- The Vice President noted that a table of active action items will soon be posted on the Staff Council website, including brief status updates so the community can keep track of the Staff Council's work. The Clerk added that once the results of the staff survey come in, the Staff Council will review our action items and priorities and adjust them, if necessary.
- The Clerk announced that registration will no longer be required to attend the monthly Staff Council meetings. Starting with the next meeting on October 11, 2023, staff can join the meeting directly using <https://usfca.zoom.us/j/87396988358>. The Clerk will update the Staff Council website with this information.

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

#### Awards and Recognition – Ken Yoshioka (Chair)

- The subcommittee is continuing to work on a list of the awards and recognitions offered by USF's different divisions, departments, and schools. The subcommittee noted that a lot of divisions don't have anything but would like to. The chair noted that at a recent wellness session hosted by Senior Wellness Manager Suzy Kisylia, recognizing staff accomplishments was a key component of having a good work environment. It is also important that leadership model that culture.
- The chair encouraged others to use the [Staff Recognition Submission Form](#) on the Staff Council website to recognize staff accomplishments (either their own or others'). The Clerk asked the chair if the Awards and Recognition subcommittee could ask HR if they could plug this form in a future edition of HR Direct. The chair agreed they would follow up on the suggestion.
- The subcommittee is also exploring how the University can better invest in staff who support faculty and students and provide more recognition/awards so people feel like they're valued.

#### Communications - Nick Ynami (Chair)

- The Communications subcommittee continues their charge to produce a monthly Staff Council newsletter.
- The chair encouraged staff to submit any items for the newsletter to [staffcouncil@usfca.edu](mailto:staffcouncil@usfca.edu).

#### Elections & Governance - Will Vitagliano (Chair)

- The Elections and Governance subcommittee has started researching a list of shared governance committees that currently exist at USF. The chair reported that this is also being done on the Cabinet level. It is hoped that once this process is finalized, staff can start having a deeper conversation about shared governance and identifying opportunities for additional staff representation (not necessarily Staff Council-appointed individuals). Some committees may jump to the top of the list, leading to a phased approach to identifying ways to expand staff representation.
- There isn't a clear turnaround time for this project, given its nature, but this is the start of the conversation.

#### Inclusion, Diversity for Education and Accountability (IDEA) - Danielle Castillo (Chair)

- The IDEA subcommittee is still determining their priority action items, which including supporting staff affinity groups on campus and additional mental health support for staff. The subcommittee is trying to think creatively as there isn't a budget for workshops or events. The staff survey will also help the subcommittee focus their priorities.

#### Institutional Effectiveness and Safety - Claudine Bibeau Parks (Chair)

- The subcommittee is continuing its work with Greg Yee, Director of Campus Resilience, on different campus safety issues. First, staff can learn about the locations of campus Automated External Defibrillators (AEDs) by going to [this link](#). The AEDs are also registered with [Pulsepoint](#) and there is a mobile app for your phone which has a map of all registered AEDs in San Francisco. If you're at an AED location and have no idea how to use it, there's an app that will go step by step; it's a really good tool to have.
- Greg has also developed some great safety trainings, starting with an active shooter training many staff have been asking for. Staff can attend one of four webinars being offered and they are free:

##### Active Shooter Training Webinars:

Wednesday, September 20, 2023 - 10am to 11am: [https://usfca.zoom.us/webinar/register/WN\\_yWQ-55xgT1ijiBY0DADP3Q](https://usfca.zoom.us/webinar/register/WN_yWQ-55xgT1ijiBY0DADP3Q)

Wednesday, September 20, 2023 - 3pm to 4pm: [https://usfca.zoom.us/webinar/register/WN\\_08v6uFcNQYuS2KS4sBR5PA](https://usfca.zoom.us/webinar/register/WN_08v6uFcNQYuS2KS4sBR5PA)

Monday, October 16, 2023 - 10am to 11am: [https://usfca.zoom.us/webinar/register/WN\\_fYbM7R55SOKBUH0luDajyw](https://usfca.zoom.us/webinar/register/WN_fYbM7R55SOKBUH0luDajyw)

Thursday, October 26, 2023 - 12pm to 1pm: [https://usfca.zoom.us/webinar/register/WN\\_WdggvVd0SF-CH-Hrq9OkCA](https://usfca.zoom.us/webinar/register/WN_WdggvVd0SF-CH-Hrq9OkCA)

- There will be more safety trainings coming out in the future; the subcommittee will keep the Staff Council apprised.
- The subcommittee is waiting on the resolution to the One Card issue as mentioned above as well.
- Subcommittee member Steven Bosso was thanked for volunteering to serve on USF's [Health and Safety Committee](#). Steven attended his first meeting yesterday (9/12/23) and reported back about USF's recent purchase of the 20 new AEDs previously mentioned. Eleven are now installed around campus, and Public Safety is looking to install the remaining nine by the end of the year. Steven also reported there is a new [COVID incident dashboard](#), with which staff can familiarize themselves.
- The subcommittee is interested in finding out what staff understand about the "Institutional Effectiveness" part of their name. Staff can take a quick survey about this by going [here](#).

#### Professional Development - Tina Ricafrente (Chair)

- Professional Development has started researching the history of staff sabbaticals at USF. They will be reaching out to HR first to better understand the history before they consider reaching out to other schools that have staff sabbaticals.
- The subcommittee will also reach out to HR before starting work on a "Welcome from the Staff Council" letter for new employees, to find out if such a letter can be part of an onboarding process/packet. The subcommittee also has other ideas about the onboarding process that they would like to discuss with HR. One suggestion was providing campus tours given by a member of the Staff Council. The subcommittee is conscious of working with HR to ensure they are proceeding appropriately, so they will be in touch.
- A staff member from HR shared the [USF Welcome Center site](#) for new employees.
- The Vice President added that since the Executive Board will be having regular meetings with Diane Nelson, that might be an opportunity to get more information as well.
- Staff Council member Ken Yoshioka mentioned that his department created a USF technology orientation for the College of Arts and Sciences, which is now open to all USF staff. The Introduction to USF Technologies class is in the Communication and Collaboration section of the [ETS Registration form](#).

#### **IV. Update on Other University Committee(s)**

### University Budget Advisory Council (UBAC): Elisabeth Merkel

- UBAC will have its first meeting next week. An update about the meeting will be given at the next Staff Council meeting on October 11, 2023.

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

### Topic: Cabinet Meeting Minutes

- A Staff Council member pointed out that the [Cabinet Meeting Minutes web page](#) still has not been updated from a year ago. The President responded that the Executive Board would follow up with Diane Nelson about this. On April 13, 2023, Diane Nelson emailed the previous Executive Board and stated that Ellen Ryder, Vice President of Marketing Communications, was working on the minutes.

### Topic: Accessibility Office/Resources for Staff and Faculty

- A Staff Council member emphasized how important it is that the University offer more accessibility support to staff and faculty, perhaps in the form of a campus-wide accessibility office. Such an office could have accessibility subject matter experts who know the law and can assist the community. As an example of the challenges staff face, the member noted that event coordinators are responsible for organizing disability support on their own, such as securing their own captioner or ASL interpreter.
- Executive Board members concurred that this was an important issue and could fall under the work of one or more of our subcommittees. The staff survey may also reveal how important this is to staff.
- The Staff Council member added that last academic year they sat on the Strategic Planning work group (#5) whose charge related to ensuring USF is an equitable and extraordinary place to work. One of the workgroup's recommendations specifically cited this issue (staff members can read all the workgroup recommendations [here](#)).
- The Immediate Past President suggested that Staff Council follow up on those recommendations and determine if/how they have been prioritized by the administration, to whom the Strategic Plan Advisory Committee submitted their reports.
- The President concurred and noted that many institutions have a disability services office that serves students, staff, and faculty. It is worth re-imagining/expanding something similar at USF.
- The Staff Council member added how time-consuming it is for staff to have to independently secure the necessary accessibility software and tools to make documents and videos accessible on their own. The need for subject matter experts in this area is critical. Digital accessibility is not the only issue, physical accessibility is equally important, including ramps and accessible doors.
- The Vice President noted that USF does not have a policy for accessibility compliance and we should have one. Staff Council can be a strong voice to advocate for the creation of such a policy.

## VI. Announcements (2 min)

- The Clerk made an announcement on behalf of Ifeoma Nzerem, who is the coordinator for Equity, Inclusion, Faculty Excellence and Antiracism in the ADEI office. USF has been invited to table at the Warriors LGBTQ+ Pride Night on Wednesday November 1 at 7 pm. The pricing for tickets in the upper level are \$75-85 per person. If USF reaches the targeted ticket minimums, we gain access to the following fan experiences:
  - **Tabling:** 30+ tickets
  - **Jumbotron Announcements:** 10+ tickets
  - **Pregame Shoot Around (75 guests can come sit in the first five rows of Chase Center to enjoy warm-ups from up close):** 75+ tickets
  - **Play Where the Pro's Play (Guests can come to Chase Center early to use the court on gameday):** For one hour 150+ tickets, or 250+ tickets for two hours
  - **Personalized T-Shirts:** 500+ tickets (One will be provided for LGBTQ+ night as it is backed by the organization)
- People are welcome to purchase tickets individually. The ADEI office will provide a link to purchase tickets as soon as they have it (Staff Council will also circulate this link/announcement in the next newsletter).

## VII. Meeting Adjourned at 12:49 PM by Domonique Crosby, Staff Council President

**Next Meeting: Wednesday, October 11, 2023**

Full schedule on [staff council webpage](#)

### SUMMARY OF MOTIONS

- Meeting minutes from the August 9, 2023 meeting were approved. The motion to approve was made by Domonique Crosby. Second motion was made by Amy F. Joseph. Motion carried.

### SUMMARY OF ACTION ITEMS

- The Staff Council Clerk will remove the registration requirement for future Staff Council meetings, starting with the October 11, 2023 meeting. The direct link to join the October, November, and December meetings is <https://usfca.zoom.us/j/87396988358>. A new link will be provided for the Spring 2024 meetings once they are scheduled by the Clerk.
- The Executive Board will put together a proposal for a staff social/happy hour to present to Father Fitzgerald.
- The staff survey will be released on October 11<sup>th</sup> and stay open until October 25<sup>th</sup>.
- The Executive Board will follow up with Diane about updating the [Cabinet Meeting Minutes web page](#). It has not been updated since Fall 2022.
- The Clerk will update the Staff Council website to reflect that starting with the next Staff Council meeting on October 11, 2023, staff can join the meeting directly using <https://usfca.zoom.us/j/87396988358>.
- The Awards and Recognition subcommittee will ask HR if they could plug the [Staff Recognition Submission Form](#) on the Staff Council website in a future edition of HR Direct.
- The Executive Board will bring the issue of staff accessibility and disability support to the Executive Committee.
- This week's Warrior tickets announcement will be circulated in the next Staff Council newsletter (Executive Board will request Communications subcommittee include)