

**STAFF COUNCIL MEETING MINUTES - Wednesday, September 14, 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, Iman Nasser, Janice Chuakay, Jill Ballard, Joshua McDermott, Lamonte Stamps, Michael Fraley, Steph Carter

**Voting Members Absent:** Luwei Xie, Mary Bussi, Tim Swift

**Guests in Attendance:** Staff Members

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**I. Welcome/Roll Call (Determination of Quorum)/Approve Staff Council Meeting Minutes 08/10/2022 – Melissa (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 August 10, 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, Lamonte Stamps, Melissa Thompson, Michael Fraley, Michelle Santana, Steph Carter

Absent for the vote: Luwei Xie, Mary Bussi, Tim Swift

**II. Update from Executive Board – Melissa (10-min)**

- Correspondence with President Fitzgerald
  - Staff Council budget denied.
  - Staff representation on the Board of Trustees was denied; we asked Diane Nelson to provide us with a reason so we can share response with all staff.
  - Requested a copy of current Cabinet Meeting Minutes so we can be informed of what is discussed and decided at the leadership level.
  - Going to be scheduling quarterly meetings with President Fitzgerald so he can attend Staff Council meetings.
- Bylaw Amendment Update
  - Proposal to Amend Staff Council Bylaws relate to Article IX that currently reads "create and distribute a monthly newsletter". Change to "create and regularly distribute a e-newsletter".

**Motion(s)**

- A motion to amend Article IX.E to: remove the requirement to send the newsletter monthly, remove the requirement to maintain minutes (this is s in Article VI, Section 2. having a requirement in this Article is duplicative), and to change "University updates" to "Staff Council updates" was made by Melisa Thompson, Staff Council President. The motion carried with 15 in favor, 0 opposed, and 3 absent from 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, Lamonte Stamps, Melissa Thompson, Michael Fraley, Michelle Santana, Steph Carter

Absent for the vote: Luwei Xie, Mary Bussi, Tim Swift

**Action Items(s)**

- ★ Depending on the response from the President, the Staff Council will draft a formal letter requesting staff representation on the Board of Trustees.
  - ★ Take the newsletter amendment to Diane Nelson and if she approves, it will move to President Fitzgerald.
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### III. Update on the Staff Council Subcommittees – Michelle (15-min)

- Announcements by Subcommittees:
  - **Inclusion, Diversity for Education and Accountability (IDEA):** Danielle Castillo (Chair), Joshua McDermott, Luwei Xie
    - Reached out to the Communications subcommittee to see how IDEA can establish appropriate communication across campus, establish themselves as a main point of contact for any affinity groups across campus.
  - **Institutional Effectiveness and Safety:** Jill Ballard (Chair), Mary Bussi, Tim Swift
    - Selected two action items to work on.
  - **Awards and Recognition:** Lamonte Stamps (Chair), Elisabeth Merkel, Janice Chuakay
    - Met with HR to get an understanding of Service and Merit Awards.
    - Will be meeting with the various Schools/Units/Departments to also understand their awards process (nothing is centralized).
    - Bring to HR's attention the difference between awards given to faculty vs. awards to staff and expand and recognize/acknowledge the work of staff.
    - The Service and Merit Awards have not been awarded to staff in over 2-years. Discuss with HR how USF can acknowledge staff that completed milestone years during the pandemic. These individuals have not been provided any recognition.
  - **Elections and Governance:** Angelika Williams (Chair), Elisabeth Merkel, Iman Nasser
    - No update.
  - **Professional Development:** Michael Fraley (Chair), Danielle Castillo, Luwei Xie
    - Meeting 9/15 at 9AM.
  - **Communications:** Steph Carter (Chair), Amy Joseph, Donna Creasman
    - The newsletter will include new content that would be important for all staff to be informed about.
    - Create an open form to attach to the website so you can send messages to the Staff Council (anonymous if you chose to).
    - Staff Council members email Donna with any content/materials to include in the first inaugural newsletter by Fri, 9/16.

#### Action Items(s)

- ★ Discuss with HR how USF can acknowledge staff that completed milestone years during the pandemic. These individuals have not been provided any recognition.

### IV. Discussion and Review of Action Items – (15-min)

- Sent a message to Diane Nelson asking for information (i.e. retention data, staff diversity data) and will get this to us by the end of next week.

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

- Process of physical ID cards to enter buildings: 1. Digital GET Mobile App does not always work; 2. People get locked out of buildings and this could present a safety issue; 3. Why do we have to use our personal phones to enter buildings? 4. Why are cards denied: One Card states on their website "Please note that any physical card replacement requests will need to be reviewed and approved on a case-by-case basis as the University has moved to mobile credentials."
- When asking for staff representation on the Board of Trustees, we can argue that faculty are a very small part of the pitch, yet staff members are really used to sell the University. It costs \$222,128 to attend USF for 4-years; the average discount rate is 40%. We are the ones being asked to go fetch that money.
- Make USF leadership aware that cost of living and inflation has gone up by 9%.
- When asking for staff representation on the Board of Trustees, staff is very involved with student retention.

#### Action Items(s)

- ★ The Staff Council will determine which subcommittee should follow-up with One Card about providing replacement cards when requested.
- ★ The Staff Council will determine which subcommittee should follow-up with how to bring awareness of the cost of living increase to leadership/HR.

### VI. Meeting Adjourned at 12:58 PM by Melissa Thompson, Staff Council President

**Next Meeting: Wednesday, October 12, 2022**

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

**SUMMARY OF MOTIONS**

- Meeting minutes from the August 10, 2022 meeting were approved. The motion carried with 16 in favor, 0 opposed, and 2 absent for the vote. Approved.
- A motion to amend Article IX.E to: remove the requirement to send the newsletter monthly, remove the requirement to maintain minutes (this is s in Article VI, Section 2. having a requirement in this Article is duplicative), and to change "University updates" to "Staff Council updates" was made by Melisa Thompson, Staff Council President. The motion carried with 15 in favor, 0 opposed, and 3 absent from the vote.

**SUMMARY OF ACTION ITEMS**

- ★ Depending on response from the President, the Staff Council will draft a formal letter requesting staff representation on the Board of Trustees.
- ★ Take the newsletter amendment to Diane Nelson with HR and if she approves, it will move to President Fitzgerald.
- ★ Discuss with HR how USF can acknowledge staff that completed milestone years during the pandemic. These individuals have not been provided any recognition.
- ★ The Staff Council will determine which subcommittee should follow-up with One Card about providing replacement cards when requested.
- ★ The Staff Council will determine which subcommittee should follow-up with how to bring awareness of the cost of living increase to leadership/HR.