

## STAFF COUNCIL MEETING MINUTES - Wednesday, October 12, 2022

### Voting Members Present:

Executive Board: Melissa Thompson (President), Michelle Santana (Vice President), Gina Alvarez (Clerk and Meeting Recorder)  
Staff Council Members: Angelika Williams, Danielle Castillo, Donna Creasman, Elisabeth Merkel Baghai, Jill Ballard, Lamonte Stamps, Mary Bussi, Michael Fraley

**Voting Members Absent:** Amy Joseph, Iman Nasser, Janice Chuakay, Joshua McDermott, Luwei Xie, Steph Carter, Tim Swift

**Guests in Attendance:** Staff Members

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### I. Welcome/Roll Call (Determination of Quorum)/Approve Staff Council Meeting Minutes 09/14/2022 – 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: 11 present, 7 absent, quorum reached.

#### Motion(s)

- Meeting minutes from the September 14, 2022 meeting were approved. The motion to approve was made by Melissa Thomson. Second motion was made by Elisabeth Merkel Baghai. Motion carried.

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

- Cabinet Meeting Minutes
  - Posted on USF website: <https://myusf.usfca.edu/president/cabinet-leadership-team-committees>
- Update on OneCard
  - Institutional Effectiveness & Safety Subcommittee will provide an update when subcommittees report out
- Subcommittee Meetings: VP needs to attend quarterly
  - Reach out to Michelle so she can attend one of your subcommittee meetings
- Bylaws Amendment Update (re: newsletter)
  - Bylaws updated. Melissa will work with Communications Subcommittee to have the edit posted on the Staff Council website
- Update on Response to Masking Policy Change 09/30/2022
  - Communications Subcommittee will be post a copy of the response on Staff Council website: <https://myusf.usfca.edu/staff-council>
- Staff Council members invited to meet with the Strategic Plan Advisory Council (SPAC) on 9/21/2022
  - Brief presentation and discussion of the implementation goals and process to strengthen staff participation and to review Staff Council goals and how they align with 2027 Strategic Plan <https://myusf.usfca.edu/president/usf-2027-strategic-plan>
  - Partner with Working Groups
  - Subcommittee Chairs to provide update(s) to Goals worksheet that was created at last Executive Committee meeting

#### **Action Items(s)**

- ★ Institutional Effectiveness & Safety Subcommittee: provide an update on OneCard at next meeting
- ★ Communications Subcommittee: post a copy of Response to Masking Policy Change 09/30/2022
- ★ Subcommittee Chairs: provide update(s) to Goals worksheet

### III. Update on the Staff Council Subcommittees – Michelle (25-min)

- Announcements by Subcommittees:
    - **Inclusion, Diversity for Education and Accountability (IDEA):** Danielle Castillo (Chair), Joshua McDermott, Luwei Xie  
-Met with Communications Subcommittee to work on reaching out to affinity groups. Drafted a letter and contacts. Plans on sending out early next month.
    - **Institutional Effectiveness and Safety:** Jill Ballard (Chair), Mary Bussi, Tim Swift  
-OneCard: reaching out to OneCard. Plan is to have a recommendation in the next two weeks.
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- **Awards and Recognition:** Lamonte Stamps (Chair), Elisabeth Merkel, Janice Chuakay  
- No update
- **Elections and Governance:** Angelika Williams (Chair), Elisabeth Merkel, Iman Nasser  
- No update
- **Professional Development:** Michael Fraley (Chair), Danielle Castillo, Luwei Xie  
- Compiling a list of professional development opportunities  
- Have received information from HR and the Provost Office  
- Would like to get categories of Professional Development. If anyone has any suggestions, send to [staffcouncil@usfca.edu](mailto:staffcouncil@usfca.edu)

Discussion:

- Professional Development is not equitable across campus. How does USF promote Professional Development for job growth? What do different departments do currently?  
- Sarah Blackburn has offered to provide advise/suggestions and share the process that is used in Development. She suggested training on things like how to hire managers with a DEI focus to eliminate implicit bias from the hiring process and how to work on coaching for staff. She also chairs a committee of campus Business Managers called the Unit Business Officers and anyone interested in joining the conversation, let her know.

- **Communications:** Steph Carter (Chair), Amy Joseph, Donna Creasman  
- 1<sup>st</sup> Staff Council Newsletter was released October 3, 2022  
- Staff Council website has a new link where staff can message Staff Council (option to send anonymous message)

**Action Item(s)**

- ★ Communications Subcommittee: post October newsletter to the Staff Council website
- ★ Communications Subcommittee: look into adding all staff to the Staff Council Slack channel

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

- USF used to offer a Faculty/Staff Lounge. It has been closed. What is the future of this space?
- Why does USF not offer Indigenous Peoples Day? Is this a widespread thought?
- Why does USF not offer fall break to staff? Is this a widespread thought?
- Shouldn't and couldn't fall break coincide with Indigenous Peoples Day?
- Something that should be talked about more are days that staff receive per year (time off, who gets it?)
- Increase mental health benefits: if you see a therapist out of network, get some of that covered (especially out of network coverage)
- Currently USF offers short-term counseling through the Employee Assistance Program (EAP) offered by CONCERN which provides professional assistance to eligible staff and dependents and/or others living in the household  
<https://myusf.usfca.edu/sites/default/files/users/skisylia/University%20of%20San%20Francisco%20Benefit%20Summary%202021.pdf>
- How can we use this space as an opportunity to collaborate more to really drive some indicatives? Maybe at each session we have a staff groups/staff teams talk about who they are and what they do for 5-min so we as a larger group can learn more about each other and maybe there is something that different groups could work on together.
- Can we use the newsletter to honor staff that have an anniversary at USF and list them in the newsletter during the month the newsletter releases?

**Action Item(s)**

- ★ Assign a subcommittee to follow-up on the Faculty and Staff Lounge. It is currently closed. What is the future of this space?
- ★ Danielle will follow-up with the Registrar's Office to see why fall break falls on the days that they do (since they are planned so far ahead)
- ★ Assign a subcommittee to follow-up on increasing mental health benefits (particularly counseling)
- ★ Staff Council Executive Committee will discuss ways we can use this space to introduce different groups on campus so that we can learn about each other and open the possibility of working in collaboration
- ★ Communications Subcommittee will look into honoring staff anniversaries in the Staff Council newsletter

**V. Meeting Adjourned at 12:51 PM by Melissa Thompson, Staff Council President**

**Next Meeting: Wednesday, November 9, 2022**

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

#### **SUMMARY OF MOTIONS**

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#### **SUMMARY OF ACTION ITEMS**

- ★ Institutional Effectiveness & Safety Subcommittee: provide an update on OneCard at next meeting
- ★ Communications Subcommittee: post a copy of Response to Masking Policy Change 09/30/2022
- ★ Subcommittee Chairs: provide update(s) to Goals worksheet
- ★ Communications Subcommittee: post October newsletter to the Staff Council website
- ★ Communications Subcommittee: look into adding all staff to the Staff Council Slack channel
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- ★ Communications Subcommittee will look into honoring staff anniversaries in the Staff Council newsletter