

STAFF COUNCIL MEETING MINUTES - Wednesday, November 9, 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, Donna Creasman, Elisabeth Merkel Baghai, Iman Nasser, Janice Chuakay, Jill Ballard, Joshua McDermott, Lamonte Stamps, Michael Fraley, Steph Carter, Tim Swift

Voting Members Absent: Danielle Castillo, Luwei Xie, Mary Bussi

Guests in Attendance: Staff Members

I. Welcome/Roll Call (Determination of Quorum)/Approve Staff Council Meeting Minutes 10/12/2022 – 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.
- Approval of Staff Council Meeting Minutes 10/12/2022.

Motion(s)

- Meeting minutes from the October 12, 2022 meeting were approved. The motion to approve was made by Melissa Thomson. Second motion was made by Michael Fraley. Motion carried.

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

- Invited to provide Staff Council updates at various venues: CAS PA Council Meetings and SONHP Staff Huddle.
- Staff Council Executive Board will reach out to Sabrina Kwist, Associate Vice Provost for Antiracism, Diversity, Equity, and Inclusion (ADEI) to schedule a meeting with Staff Council Executive Committee.
- New section in website where we are including correspondence with USF leadership.

Action Items(s)

- ★ Staff Council Executive Board reach out to Sabrina Kwist, Associate Vice Provost for Antiracism, Diversity, Equity, and Inclusion (ADEI) to schedule a meeting with Staff Council Executive Committee.

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
-Created a document that includes contact information to affinity groups that includes contacts. Working with Communications Subcommittee. Will share in the next week or two.
 - **Institutional Effectiveness and Safety:** Jill Ballard (Chair), Mary Bussi, Tim Swift
-Physical OneCards: There is no difference for any group to access a card. The inventory they have is very limited. It may take up to 6-months and there is a process you have to go through. Within a year, you will only have one option. They did address a better need for training (i.e. you can access if your phone is dead).

Discussion:

- How does group want to move forward?
 - Don't want to add an App onto my phone that allows my employer to track us.
 - The amount of ITS hours that have been dedicated to troubleshooting or holding up classes can't be greater than the cost of providing a card.
 - A need for USF to do a better job at education and explainers to staff about data, stewardship, privacy.
-

- The plastic card is our ID. We all need to have IDs when we are on any campus.
- Contact other groups that are also arguing this issue and work on it as a combined effort.
- Take this issue to Working Group #5, Extraordinary and Excellent Workplace.
- Amy serves on the Shared Governance Working Group (as a Staff Council representative) and she will make a note of problems with decisions being made top down.

- **Awards and Recognition:** Lamonte Stamps (Chair), Elisabeth Merkel, Janice Chuakay
 - Faculty/Staff Lounge: Open and available to faculty and staff Mon-Fri, 11AM-2PM (not serving food).
 - Merit and Service Awards: Being handled by HR. No date has been announced. It will be happening in Spring 2023.
 - Recognition Process: Gathering information from different departments/programs/units regarding recognition processes to provide recommendations.

Discussion:

-Staff Council should encourage more direct communication with all staff rather than it being put on Staff Council to have to be the ones to communicate things like this to all staff.

- **Elections and Governance:** Angelika Williams (Chair), Elisabeth Merkel, Iman Nasser
 - Working on amendments to bylaws.
 - Elections will not take place until next year.
- **Professional Development:** Michael Fraley (Chair), Danielle Castillo, Luwei Xie
 - No update.
- **Communications:** Steph Carter (Chair), Amy Joseph, Donna Creasman
 - Second newsletter released on 11/7/2022.
 - Website changes currently being made (reviewing other Staff Council Institutions):
New Communications tab: Newsletters | Letters and Proposals | Announcements
 - Contact Us: Link on Staff Council website where you can send messages to Staff Council and choose it to be anonymous or staffcouncil@usfca.edu

Discussion:

-Communications will share the Staff Council website at a future meeting.
-Glen Murie offered to assist with any web form submissions on the Staff Council website; especially anything that requires review, approval, and reporting. He is the 'Laserfiche Guy' who created the new HR forms for Tuition Remission, COVID stuff, and Child Care Subsidy.

Action Items(s)

- ★ Institutional Effectiveness and Safety: Contact other groups that are also arguing the OneCard issue and work on it as a combined effort.

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

- Add Amy Joseph to future agendas so she can share information on Shared Governance Working Group.
- At the Town Hall, Fr. Paul shared that staff does not have a promotion sequence in the same way that faculty does. There is a disconnection between performance reviews and promotion - that one does not drive the other. How does professional development turn into something for staff? Does it translate into something for us?
- Add to Executive Committee Agenda: How does professional development turn into something for staff? Does it translate into something for us?
- Staff morale and staff activities: Are there opportunities that provide a get together? At other place of employment, had staff appreciation day that included giving out t-shirts to all staff. The money came from vending machines. Does USF have any activities that promote this?
- Mara with HR did organize an event outside of the Library once. If Staff Council wants to think of a staff gathering, we should ask Mara about this last event.

Action Items(s)

- ★ Add Amy Joseph to future agendas so she can share information on Shared Governance Working Group.
- ★ Add to Executive Committee Agenda: How does professional development turn into something for staff? Does it translate into something for us?

V. Meeting Adjourned at 1:04 PM by Melissa Thompson, Staff Council President

Next Meeting: Wednesday, December 14, 2022

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

SUMMARY OF MOTIONS

- Meeting minutes from the October 12, 2022 meeting were approved. The motion to approve was made by Melissa Thomson. Second motion was made by Michael Fraley. Motion carried.

SUMMARY OF ACTION ITEMS

- ★ Staff Council Executive Board reach out to Sabrina Kwist, Associate Vice Provost for Antiracism, Diversity, Equity, and Inclusion (ADEI) to schedule a meeting with Staff Council Executive Committee.
- ★ Institutional Effectiveness and Safety: Contact other groups that are also arguing the OneCard issue and work on it as a combined effort.
- ★ Add Amy Joseph to future agendas so she can share information on Shared Governance Working Group.
- ★ Add to Executive Committee Agenda: How does professional development turn into something for staff? Does it translate into something for us?