

STAFF COUNCIL MEETING MINUTES - Wednesday, December 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, Danielle Castillo, Janice Chuakay, Jill Ballard, Joshua McDermott, Lamonte Stamps, Mary Bussi, Michael Fraley, Steph Carter, Tim Swift, Luwei Xie

Voting Members Absent: Angelika Williams, Donna Creasman, Elisabeth Merkel Baghai,

Guests in Attendance: Staff Members

I. Welcome/Roll Call (Determination of Quorum)/Approve Staff Council Meeting Minutes 11/09/2022 – Melissa (5-min)

- Meeting called to order at 12:00 PM by the Staff Council 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: 14 present, 3 absent, quorum reached.
- Approval of Staff Council Meeting Minutes 11/09/2022.

Motion(s)

Meeting minutes from the November 9, 2022 meeting were approved. The motion to approve was made by Melissa Thomson.
Second motion was made by Jill Ballard. Motion carried.

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

- Notice: Iman Nasser is no longer with USF. We will have some openings for the Staff Council. The Executive Board will be meeting with the Elections and Governance subcommittee in January to discuss elections. We will have more information as to how to nominate yourself or someone else come the new year.
- Update on Staff Representation on the Board of Trustees: The Staff Council Executive Board received an email from Diane Nelson on 12/13/2022. Melissa read the message: "Father Paul is working with Board leadership, requesting that a Staff Council representative be invited, parallel to the other university reps, to serve as a guest at BOT plenary meetings. The Staff Council rep will also be invited to the social occasions of the Board meetings (a dinner and a lunch) for informal interaction with Board members. I am working on getting details on timing. The rep you select should be submitted to Paul and we will make sure they have training if needed around parliamentary procedure." The Executive Board will follow-up on more details. We are excited that this is in the works. We also want to make sure that we have the same representation that the other groups have and that we have representation on the Finance Committee to make sure we're having the same voice.
- President's Cabinet Meeting Minutes: <https://myusf.usfca.edu/president/cabinet-leadership-team-committees> We invite everyone to review the minutes and if there are things that you are seeing that the leadership is discussing or focusing on, we invite you to let us know.
- Department Spotlight(s): We've heard from staff that you all want to find a way to spotlight and highlight staff that are doing amazing things at USF, so we're looking into ways to do that. And when we get to the subcommittee updates, the Awards and Recognition Subcommittee will share more detail.
- Canceled: Executive Committee Meeting scheduled for Wed, 12/23/2022. We will resume those meetings in January.

Action Items(s)

- ★ We will have some openings for the Staff Council. The Executive Board will be meeting with the Elections and Governance subcommittee in January to discuss elections. We will have more information as to how to nominate yourself or someone else come the new year.
- ★ The Executive Board will follow-up with Diane Nelson regarding Staff Council representation on the Board of Trustees.

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

- Announcements by Subcommittees:
 - **Inclusion, Diversity for Education and Accountability (IDEA):** Danielle Castillo (Chair), Joshua McDermott, Luwei Xie
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- Worked with the Communications Subcommittee to send an email to groups across campus that work on DEI issues introducing IDEA and letting them know that we hope to establish ourselves as an additional resource should these groups have any concerns or need support.
 - Tasked with looking into different resources for access into mental health and resources in general.
 - Called attention to the email that HR sent titled "Managing Emotions During Turbulent Times" scheduled for January 2023 for those that want to join that. We will provide updates on these opportunities as they come up.
 - Joshua serves on the Strategic Planning Working Group for CAS and they are also working on staff and faculty emotional support benefits and similar things like that. Please contact him if you participate in any committees that are also working on the same issues.
- **Institutional Effectiveness and Safety:** Jill Ballard (Chair), Mary Bussi, Tim Swift
 - The Staff Council Executive Committee received an email for the IE&S Subcommittee to join the University Health and Safety Committee. Mary Bussi has decided to join that committee.
 - Waiting for a larger Staff Council decision as to how we will move forward with the OneCard issue. We are going to reach out to other groups that are also working on this issue. We will also work on a process for future decision making of this type.
 - **Awards and Recognition:** Lamonte Stamps (Chair), Elisabeth Merkel, Janice Chuakay
 - The A&R Subcommittee would like to have a conversation regarding the staff spotlight with the Executive Committee before rolling it out with the entire Staff Council, to establish a process and perspective and get some weigh in on how the process will look like. This is the link to the Google Form: <https://forms.gle/vDHipgaP9dS7tYpaA> We invite the Executive Committee to review the form and if anyone has any feedback, email us at staffcouncil@usfca.edu
 - Still working on examining and reviewing the awards processes across campus and looking at the different departments and how they go about recognizing staff to make sure they are balanced in terms of how many awards are given to staff in comparison to how many awards are given to faculty. We hope to complete the review of this project by the end of February and hopefully roll out some recommendations by the end of spring semester.
 - **Elections and Governance:** Angelika Williams (Chair), Elisabeth Merkel
 - Nobody from this subcommittee was in attendance so Melissa provided the update.*
 - The Executive Board is meeting with the Elections and Governance Subcommittee in January to discuss elections. We currently have 17 Staff Council members so we need to conduct an election in the spring.
 - The Executive Board also sent a message to Staff Council members asking if anyone is interested in serving on the Elections and Governance Subcommittee as they only have two members. If anyone is interested and willing to serve on this subcommittee, please inform the Executive Board.
 - **Professional Development:** Michael Fraley (Chair), Danielle Castillo, Luwei Xie
 - Waiting to hear from other divisions and colleges working on professional development.
 - HR posted a Service Awards page for 2020, 2021 and 2022 as USF has not met in-person for a service and merit awards: <https://myusf.usfca.edu/human-resources/learning-and-development/service-merit-awards/honorees>
 - **Communications:** Steph Carter (Chair), Amy Joseph, Donna Creasman
 - The most recent newsletter just released.

Other Discussion:

- We want to be sure we have the right representation on the Board of Trustees. We know UBAC is also fighting for these kinds of things. Elisabeth also sits on UBAC. We will discuss this with her as there is a lot of crossover.
- UBAC is also going to be going through an elections process in the spring. As the Staff Council talks about how we are going to run our elections, we will then meet with UBAC to discuss how we can be of support with their elections as well.
- A shout out to all UBAC representatives including Elisabeth who serves on Staff Council, Spencer Rangitsch and Sarah Blackburn who attend Staff Council meetings on a regular basis and are UBAC representatives.
- Update on the Shared Governance Strategic Planning Committee: Amy is the Staff Council representative and shared that they are currently in the research phase and looking at comparable institutions of higher education. If anyone comes across any shared governance information, please send to afjoseph@usfca.edu

Action Items(s)

- ★ The Executive Board would like to meet with all the subcommittees in the spring. Please invite the Executive Board to your first spring meeting by including us in your calendar invite using our USF emails.

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

- Future Staff Council Agendas: Add Amy Joseph to future agendas so she can share information on the Shared Governance Working Group.
- Tuition raise: what this means to students and what the general temperature is among staff. The increase seems inexorably high already. We used to give a 24% tuition reduction and now we give like a 37% overall tuition reduction, but we keep raising the overall cost of tuition. 11,000 was the target and we only have 9,600 with 450 students indicating that they want to leave. Is this something the Staff Council can take on?
 - Response from Spencer: UBAC was asked to contribute a recommendation for the discussion around the tuition increase. When this came up in recent months, they surveyed the group of administrative and non-administrative members and the recommendation was a lower tuition increase scenario than what was decided on. The primary reason that we, as a group, wanted to go with a lower number, despite the fiscal challenges that USF is facing going into the next fiscal year is for the reasons mentioned earlier; there was a student survey that was shared with us as we were deliberating on this question that showed that the number one reason why our students are not finishing their degrees at USF the number one reason why they're leaving is because it's already too expensive to stay at USF. And so if we're concerned about retention, one of the last things we want to do is make it even more cost prohibitive for our students to stay and to come to USF and we have to look at our price point with regard to our comparators. Another concern is that, with the current inflationary environment, we're not doing enough to have our compensation match the tuition raises that we're asking students to come up with. So there's some sustainability questions and questions of the proper allocation and use of our existing resources that UBAC is trying to emphasize in the ways that we can in the ways that we formulate our recommendations and submit those to the Cabinet.
 - Response from Melissa: this is a place for the Staff Council to partner with UBAC because they already have that platform. If staff have those concerns, it would be helpful to know what those concerns are and we can partner with UBAC.
- OAS website: report: New Student Success Survey
<https://myusf.usfca.edu/sites/default/files/documents/OAAS/Surveys/New%20Student%20Success%20Survey%202022%20Web%20Report.pdf>
- Integrated Strategic Enrollment Plan
https://myusf.usfca.edu/sites/default/files/documents/President/USF_SEM_22s_ISEP_Pres_OMC12192_Web_F.pdf

Action Items(s)

- ★ Future Staff Council Agendas: Add Amy Joseph to future agendas so she can share information on Shared Governance Working Group.

V. Meeting Adjourned at 12:35 PM by Melissa Thompson, Staff Council President

Next Meeting: Wednesday, January 11, 2022

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

SUMMARY OF MOTIONS

Meeting minutes from the November 9, 2022 meeting were approved. The motion to approve was made by Melissa Thomson. Second motion was made by Jill Ballard. Motion carried.

SUMMARY OF ACTION ITEMS

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- ★ The Executive Board will follow-up with Diane Nelson regarding Staff Council representation on the Board of Trustees.
- ★ The Executive Board would like to meet with all the subcommittees in the spring. If you can please invite the EB to your first spring meeting by including us to your calendar invite using our USF emails.
- ★ Future Staff Council Agendas: Add Amy Joseph to future agendas so she can share information on the Shared Governance Working Group.