

**University Staff Council Zoom Meeting****Tuesday, June 16, 2020****Time: 1:30 pm – 3:30 pm**

- I. **Call to Order** – Kristina Ballard
- II. **Roll Call of Members** - Sally Yang
Absent: Cathy Capps; Victor Castillo; Hailey Gibson; Shanielle Veazie
- III. **Recognition of Visitors and Presentations:**
 - “Student Success Initiative” - Jason Mastrogiovanni, Executive Director; Dr. Tim Scott, Associate Provost for Academic Affairs and Student Success
 - “Families First Coronavirus Response Act” - Mary Schubert, Director; Elizabeth Schwartz, Director and Andrew Barna, Director, Human Resource and Organizational Effectiveness
 - “Flourish” - Sarah Boreen, Program Coordinator
- IV. **Approval of Minutes from Previous Meeting**
Motion – Flora Reeves, 2nd by Jennifer Kuehn
- V. **Reports: Kristina Ballard**
 - Motor Assistance program at HSC – This campus does have someone to help but they do not give a gallon of gas as they do on main campus.
 - Parameters on returning to work and feeling safe; this was addressed by President Young’s email to state the mask requirements on campus.
- VI. **Update on Monthly Meeting with Vice President for Human Resources and Organizational Effectiveness**
 - Keystone payment authorization and it was cleared up.
 - SEF changes – \$54,000 from donor does not have to be COVID-19 related and the USC website was changed to reflect this information.
 - Inquiries finalized
 - Clarification/documentation on flex-time not needing to be used in the month its accrued.
 - Leadership training on hold because of COVID-19 and social distancing guidelines.
 - Additional budget for professional development requested.
- VII. **Reports from USC Committees:**
 1. **Bylaws** – Israel De Leon: No report given.
 2. **Communications & Outreach** – Joe Prather: Newsletter was distributed.
 3. **Elections** – Lisa Pierce: Division of Student Affairs elected Eric Webb as their USC representative.
 4. **IERW** – Allison Harms – The committee has a list of 5-6 items for staff concerns for IERW. Discussed about hosting a monthly listening sessions; On September 2nd will have a town hall on having difficult conversations on diversity and how to handle. Asked if the representatives have any suggestions for topic, please let her know.



5. **Professional Development** – Cynthia Billington

- Provide Intro to Strengths on 6/30 on how to read and analyze the results.
- Hosting Melissa Ortiz, CEO, Activate to present to entire USC at the retreat on July 21.
- PD fund to cover assessments and retreat Strengths speaker, roughly \$1,610.

6. **Staff Emergency Fund** – Flora Reeves

The fund update includes numbers for April.

- Assistance provided/paid this period: \$00.00
- Donations received \$385.00
- Funds balance (as of 04/30/2020): \$16,835.88

7. **Work Life and Benefits** – Barb Schumacher: Putting together final information in the peer review

VIII. **External Committees**

1. **Diversity Operations Committee** – Annie Crump. The DOC met to check-in, as well as discussed updates and the situation around the Sullivan Ross Statue.
2. **SEBAC** – Barb Schumacher. They are reviewing Delta Dental and their plan coverage.

V. **New Business**

- Representative retreat will be on July 21 after the monthly meeting. The meeting will run from 8:45 am – 1:30 pm via Zoom.

Keynote speakers – Tom & Anne Reber

Strengths speaker – Melissa Ortiz

Committee introductions

Break for lunch at home

Return for committee breakouts and discussion

- USC representatives discussed the diversity topics going on in America today. Council was informed about a forum the College of Dentistry is having about the judicial systems. The council discussed and decided to host an internal USC facilitated conversation, as well as gather ideas for a proposal that the USC can take action on for staff.

VI. **Announcements:**

VII. **Motion to Adjourn:** Made by Tamra Young and 2nd by Cynthia Billington.