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 Mastrogiavanni, 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  
  o Clarification/documentation on flex-time not needing to be used in the month its accrued.  
  o Leadership training on hold because of COVID-19 and social distancing guidelines.  
  o Additional budget for professional development requested.

VII. Reports from USC Committees:  
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.