

Provost's Council
August 20, 2019

SUMMARY

Members Present:

Margaret W. Baker, Dean, School of Nursing and Health Professions
Michael Beseda, Vice Provost, Strategic Enrollment Management
Tyrone H. Cannon, Dean, University Library
David Donahue, Senior Director, Leo T. McCarthy Center for the Common Good
Julie Dowd, Director, University Ministry
Susan Freiwald, Dean, School of Law
Shannon Gary, Dean of Students, Student Life
Jeff Hamrick, Vice Provost, Institutional Budget and Planning & Analytics
Michael J. Harrington, Associate Vice Provost, Office of Planning and Budget
Shabnam Koirala-Azad, Dean, School of Education
Shirley McGuire, Senior Vice Provost, Academic Affairs
Shona Milazo, Associate Vice Provost and Dean of Student Academic Services, Student Life
Charles Moses, Interim Dean, School of Management
Deborah Panter, Associate Vice Provost, Educational Effectiveness
Anastasia Vrachnos, Associate Vice Provost, International Initiatives
Mary J. Wardell-Ghirarduzzi, Vice Provost, Diversity and Community Engagement & Chief Diversity Officer

Absent and Excused:

Marcelo F. Camperi, Dean, College of Arts and Sciences
Donald Heller, Provost and Vice President, Academic Affairs
Julie Orio, Vice Provost, Student Life

Guests:

Robert Bromfield, Associate Dean and University Registrar
Eric Girardini, Director of Campus Resilience, Student Life
Jeff Paris, Academic Assistant Dean, College of Arts and Sciences

Introductions

SVP McGuire welcomed everyone back from summer break. She asked for roundtable introductions and for everyone to share a happy moment from their summer.

The Provost's Council welcomed two new members: Anastasia Vrachnos and Charles Moses. Vrachnos is the new Associate Vice Provost for International Initiatives and will oversee the Center for Global Education and Office of International Student and Scholar Services. Moses is the Interim Dean for the School of Management. Their bio and CV can be found here <https://myusf.usfca.edu/announcement/anastasia-vrachnos-associate-vice-provost-international-initiatives> and here <https://www.usfca.edu/management/about/leadership/charles-moses>, respectively.

Reflection

Director Dowd led a reflection on communal discernment and the ways we integrate mission around the university. She invited members to volunteer their thoughts of gratitude, enlighten, challenges, difficulties, and/or complexities they are facing. She asked members to refrain from offering comments.

Emergency Preparedness

Following last year's wildfires, Director of Campus Resilience, Eric Giardini, was invited to PC to talk about the university's response to emergencies. SVP McGuire explained that this topic will be further discussed at the next Provost's Council meeting. She, AVP Panter, and AD Bromfield are working on guidelines for the continuity of curriculum.

Director Girardini's office is responsible for the university's emergency preparedness, emergency response, business continuity, emergency medical response service, and building marshals for all USF campuses. His office also provides training ranging from general-purpose preparedness to active shooter trainings.

His talking points today will be about PG&E's proposed plan for power shut-offs, wildfire air quality, and update on the Campus Resilience Steering Committee.

He explained that during potentially dangerous weather conditions, PG&E will shut off power to its customers in high fire threat areas. Shut-off warnings will be provided 24 hours prior via its websites and social media as well as local news and radio. When this happens, the university will not be completely without power. When our COGEN plant is online, the impact to lower campus will be minimal and we have emergency generators that will supply power to high priority services such as DPS Dispatch, Lone Mountain ITS, and Harney science labs.

Next, he shared some information on new OSHA guidelines for air quality and the distribution plan for N95 masks. We have 2500 masks in our stockpile; do we need more? VP Hamrick offered to give Director Girardini an ad hoc budget to purchase more masks.

Director Girardini ended his presentation with providing a brief explanation on the formation of the Campus Resilience Steering Committee, its goals, and participants. He asked that recommendations for membership be directed to him.

Follow-Up Items:

- VP Hamrick and Director Girardini to report back with an update on where we are with the wildfire management policy.
- SVP McGuire to send above questions/comments to VP Julie Orio, VP Hamrick, and Director Girardini for further discussion.

UBAC

Provost Heller just sent an announcement out about the formation of UBAC. VP Hamrick will send an email out tomorrow with a call for nominations for staff representatives. He explained the composition of membership as well as the nomination process. Election will open on September 6, 2019 and will last two weeks. VP Hamrick then reviewed the budget development timeline. This is important because the operating budget is based on this timeline. Detailed information on the UBAC can be found here <https://myusf.usfca.edu/planning-budget/university-budget-advisory-council>.

Reminders on Selected University & Divisional Spending Policies

VP Hamrick reminded the members of the below three divisional spending policies that are stricter than the university's overall spending policies:

- The university does not reimburse for regular/ordinary commute expenses. Regular/ordinary commute must be subtracted before submitting expense mileage.
- First Class travel is not reimbursable. If it is medically necessary, a request must be submitted to Diane Nelson in HR.
- Food for staff retreats are not reimbursable. Department lunches, parties, etc...are to be paid out of pocket.

Announcements

- The September 17th Provost's Council meeting will be held at Salesforce. Tina Tsan will send email with details.
- Interfaith Prayer Service, Thursday at noon on Privett Plaza.
- Mass Holy Spirit, Sunday at 7:00 p.m.

There being no further business to discuss or transact, the Provost's Council meeting adjourned at 12:00 p.m.

Respectfully submitted,

Tina Tsan
Assistant to the Provost and Vice
President of Academic Affairs