Provost’s Council  
December 10, 2019  

SUMMARY

Members Present:
Margaret W. Baker, Dean, School of Nursing and Health Professions
Michael Beseda, Vice Provost, Strategic Enrollment Management
Tyrone 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, Associate Vice Provost and Dean of Students, Student Life
Jeff Hamrick, Vice Provost, Institutional Planning, Budget and Analytics
Michael Harrington, Associate Vice Provost, Institutional Planning, Budget and Analytics
Donald E. Heller, Provost and Vice President of Academic Affairs
Shabnam Koirala-Azad, Dean, School of Education
Shirley McGuire, Senior Vice Provost for Academic Affairs
Shona Milazo, Associate Vice Provost and Dean of Student Academics Services, Student Life
Charles Moses, Interim Dean, School of Management
Anastasia Vrachnos, Associate Vice Provost for International Initiatives (via Zoom)
Mary Wardell-Ghirarduzzi, Vice Provost and Chief Diversity Officer

Absent and Excused:
Marcelo Camperi, Dean, College of Arts and Sciences
Deborah Panter, Associate Vice Provost for Educational Effectiveness
Julie Orio, Vice Provost, Student Life

Guests:
Eileen Fung, Senior Associate Dean, College of Arts and Sciences (for Marcelo Camperi)

Problems with Payroll Timesheets and Payments
Payroll reached out to Provost Heller’s to ask for his help in getting supervisors in Academic Affairs to approve their direct/indirect reports’ timesheets on time. Since our transition to WorkDay, Academic Affairs continuously has a long list of outstanding timesheets needing approvals every pay period. When timesheets are not approved on time, Payroll has to manually process on-demand checks. This creates a lot of unnecessary additional work on their already heavily impacted workload. Provost Heller asked the deans and vice provosts to work with their units to ensure future timely timesheet approvals.

Timesheet approval deadlines and pay schedules can be found here https://myusf.usfca.edu/payroll/pay-schedules.

Provost Heller raised another issue where some faculty and staff were overpaid due to late submission of termination paperwork or miscoding of statuses. These errors have caused the University thousands of dollars. Most overpayments were resolved and money recovered, but a few are still outstanding. When an employee who has been overpaid leaves the university, they are not
legally obligated to return that money. Provost Heller again asked the deans and vice provosts to work with their units to correct these issues.

Provost Heller stressed that if the issues with the timesheets and overpayments continue, it may trigger an audit from the state, which will be very costly for the university.

USFFA’s No Confidence Petition
Provost Heller informed the Provost’s Council that some members of the USFFA have submitted a petition of No Confidence in Provost Don Heller to the policy board. The policy board gave him an opportunity to respond, which he did on Dec. 3. The USFFA members now have until Dec. 18 to cast their No Confidence confidential vote. The policy board will then share the results with President Paul Fitzgerald, SJ and the Board of Trustees for their consideration.

The No Confidence in Provost Don Heller, Don Heller’s response, and other detailed information can be found at this link https://sites.google.com/view/usffaculty/vote-of-confidence.

There being no further business to discuss or transact, the Provost’s Council meeting adjourned at 11:45 a.m.

Respectfully submitted,

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