

STAFF COUNCIL MEETING MINUTES - Wednesday, April 9, 2025**Voting Members Present:**

Executive Board: Jessica Li (President)

Staff Council Members: Corey Kowalczyke, Ken Yoshioka, Kimberly Bruno, Steven Bosso, Tina Ricafrente, Vincent Hom, Daniel Tayakin, Andrew Palos, Nicholas Ynami

Voting Members Absent: Gustavo Cabezas III, Will Vitagliano, Hannah Ogden, Pedro Gonzalez

Guests in Attendance: Staff Members

Welcome/Roll Call (Determination of Quorum)/Approve Staff Council Meeting Minutes – Jessica Li (12:04 PM - 12:07 PM)

- Meeting called to order at 12:04 PM by the Staff Council President.
- Notice made that the meeting is 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/open discussion session during the meeting for all staff in attendance.
- Staff Council Member roll call conducted: 10 present, 4 absent, quorum reached.
- Approval of Staff Council Meeting Minutes for March 12th, 2025 meeting.

Motion

- Meeting minutes from the March 12th meeting were approved. The motion to approve was made by Ken. Second motion was made by Vincent. Motion carried.

Updates from Executive Board – Jessica, President (12:07 PM -12:23PM)

- **Report on Monthly Staff Council & HR Liaison Meeting**
 - The University of San Francisco's Presidential Search remains on track, and the search for the Vice President for Development will soon resume.
 - Eric Groves has been appointed Vice President for Strategic Enrollment Management and will begin his role on April 15, 2025.
 - **Service & Merit Awards 2025.** This year's Service & Merit Awards will include digital badges. Nominations are open for the Father William J. Dunne Award, which recognizes exceptional service and commitment.
 - **Succession Planning.** Human Resources is proactively considering leadership sustainability through Workday, which includes additional training and team support to ensure continuity and minimize disruptions during transitions. Further information will be shared once details are finalized.
- **Changes to Staff Council Executive Board**
 - **Current Staff Council Leadership Update.** Carolina is no longer with the University. Staff Council leadership clarified that her departure was not related to her role on the Council. Human Resources confirmed that committee service, including officer positions, is not a factor in layoff decisions. HR will now ask managers to identify any committee or project involvement during layoffs to ensure smoother transitions. They will also encourage managers to offer departing employees the option to share a personal email if they wish to stay in touch. HR reiterated that layoff decisions are made by departments and reviewed by HR to ensure fairness and alignment with University values. Staff are encouraged to share suggestions for improving the process. Will is still the Vice President and Jessica will be President until the remaining term.
 - **Staff Comment/Question:** A staff member inquired whether the recent layoffs were University-wide, asked about the overall scope, and whether additional layoffs are anticipated. Jessica explained that, due to standard business practices, Human Resources may be limited in what it can share regarding potential

future layoffs.

- **Staff Comment/Question:** A staff member asked whether succession planning is being used as a strategy to facilitate ongoing layoffs. Jessica clarified that, based on conversations with HR, succession planning is not tied to layoffs. Rather, it is intended as a professional development tool to help managers identify potential talent and support smooth transitions within teams.
- **Staff Comment/Question:** A staff member expressed concern about the recent layoffs, noting that improved communication from management could have helped mitigate the uncertainty and anxiety caused by the lack of information. They encouraged managers to consider the emotional and mental impact not only on those being let go but also on the teams and colleagues affected by the changes.
- **Staff Council Executive Board Leadership Change Recommendations:**
 - **Proposed Division of Clerk Role.** A proposal was made to split the current Clerk role into two distinct positions: Clerk and Communications Officer. This recommendation is based on direct experience with the workload and aims to make the responsibilities more equitable and sustainable. The division would allow for better recognition of both the administrative duties and the external communications work required to support Staff Council operations.
 - **Redefinition of Executive Leadership Roles.** It was proposed that the Executive Leadership roles—President, Vice President, and Clerk/Communications Officer—be redefined as non-voting members. This change is intended to preserve the integrity of Council voting, ensuring that decisions reflect the collective voice of the broader Council. While this adjustment does not diminish the influence of these roles, it repositions leadership as facilitators and supporters of the members' voices. The goal is to promote balance and avoid any perception of conflict of interest.

Update on the Staff Council Subcommittees – Jessica, President (12:23 PM - 12:41 PM)

- **Awards and Recognition – Ken Yoshioka (Chair)**
 - **Active Projects:** The subcommittee's activities have been reduced following the departure of a Staff Council member. However, they continue to work on recommendations for establishing a framework for awards and recognition programs within the University's schools and divisions.
 - **Service & Merit Award:** This year, the Service & Merit Awards will not be held in person. However, nominations for the Father William J. Dunne Award are still open, with submissions due by April 18th.
 - **Staff Comment/Question:** A staff member raised a concern regarding the absence of an in-person Service & Merit Award ceremony, wondering if that decision may be linked to cost-cutting efforts. Without a clear explanation for the change, staff expressed disappointment, noting that this reduction negatively impacts morale. One staff member shared their frustration, particularly as they were anticipating recognition for a significant service milestone at USF, which has now been reduced to a digital certificate. Staff Council members noted they would bring this issue to upper leadership for further clarification on the decision.
- **Communications - Nicholas Ynami (Chair)**
 - The monthly newsletter has been sent out, and the Communications Subcommittee continues to encourage staff to share any relevant content for future editions. The subcommittee remains open to contributions from all members.
 - In response to a staff member's inquiry, it was clarified that the Communications Subcommittee does not have editing access to the website; this privilege is currently reserved for Executive Board members.
- **Elections & Governance - Daniel Tayakin (Chair)**
 - **2025-2026 Staff Council Member Updates.** In March, the subcommittee kicked off the annual election cycle and received 70 nominations for the Staff Council, with a target of 23 voting members. Of the 70 nominees, 16 accepted their nominations, and 3 current members accepted nominations for new terms. As a result, there will be 19 new members for the upcoming cycle, bringing the total to 26 members, including returning Staff Council members.

- With the anticipated adjustment to redefine Executive Board members as non-voting members, the number of voting members will be reduced to 23. The next term will begin in June.
- Jessica noted that all new members have been sent an intake form to collect essential information, including communication preferences, a photo for the website, and their bios. She encouraged all new members to complete the form. Once HR verifies that all accepted nominees are in good standing and meet the minimum requirement of one year of full-time service at USF, the subcommittee will proceed with the Executive Board election.
- The election timeline for Executive Board members has been moved up this year. Jessica and Will have worked with HR to ensure that the newly elected President and Vice President receive training in Robert's Rules of Order. This training will prepare them to present at the next Board of Trustees meeting on June 9th. Staff was not represented at the March meeting due to Carolina's unexpected departure and insufficient time for Will to step in.
- **Inclusion, Diversity for Education and Accountability – Corey Kowalczyke (Chair)**
 - The subcommittee is currently drafting two recommendations for HR review. The first recommendation focuses on expanding the definition of sick time to include mental health and wellness, as well as considerations for using sick time to care for family members who may not fall under the traditional definitions of spouse, child, or domestic partner.
 - The second recommendation aims to officially acknowledge Indigenous Peoples' Day. Historically, USF has neither acknowledged nor sent out a community-wide email recognizing the day since Fall 2022. The goal is to finalize these recommendations by the end of the semester. The subcommittee emphasized that the IDEA subcommittee is small and encouraged additional participation from staff.
- **Campus Accessibility and Safety - Steven Bosso (Chair)**
 - The Health and Safety Committee meeting for April was canceled, and therefore, there are no updates to report.
 - Steven provided an update that ADA-compliant entrance doors have been installed at Lone Mountain Main South. This achievement is the result of ongoing efforts by the subcommittee, and they are pleased to see it successfully implemented.
- **Professional Development – Kimberly Bruno (Chair)**
 - The subcommittee, along with a non-voting member, met on March 17th to discuss the topic of staff sabbaticals. Kimberly plans to meet with the Executive Board to refine the details before beginning work on the formal proposal to bring forward to HR.
 - Additionally, the subcommittee is exploring the development of professional development "Lunch and Learn" sessions. They intend to gather community feedback to better understand the topics and formats that would be of most interest to staff.

Update on Other University Committee(s) (12:41 PM - 12:44 PM)

- **University Budget Advisory Council (UBAC).** Jessica shared that, according to Will, there has not been a recent meeting of the University Budget Advisory Council (UBAC), so there are no updates at this time. She also noted that there is currently an open position on UBAC. Staff are encouraged to nominate themselves or others using the [nomination form](#) available on the Staff Council website, where additional information about UBAC participation can also be found.

I. New Business/Q&A/Open Discussion (12:44 PM - 12:46 PM)

Topic: Physical One Card

- A staff member raised a concern about inconsistent information regarding physical and digital One Cards. They shared that two new staff members recently had different experiences—one received a physical ID card,

while the other was issued a digital one. They were informed that staff can only have one format, not both, and requested clarification on the policy.

II. Announcements (12:46 PM)

- No announcements

III. Meeting Adjourned at 12:46 PM by Staff Council President

Next Meeting: Wednesday, May 14, 2025

Full schedule on [staff council webpage](#)

SUMMARY OF MOTIONS

- Meeting minutes from the March 12th, 2025 meeting were approved. The motion to approve was made by Ken Yoshioka. Second motion was made by Vincenet Hom. Motion carried.