

STAFF COUNCIL MEETING MINUTES - Wednesday, May 14, 2025**Voting Members Present:****Executive Board:** Jessica Li (President), Will Vitagliano (Vice President)**Staff Council Members:** Corey Kowalczyke, Gustavo Cabezas III, Ken Yoshioka, Kimberly Bruno, Steven Bosso, Tina Ricafrente, Vincent Hom, Daniel Tayakin, Andrew Palos, Nicholas Ynami, Hannah Ogden**Voting Members Absent:** Pedro Gonzalez**Guests in Attendance:** Staff Members

Welcome/Roll Call (Determination of Quorum)/Approve Staff Council Meeting Minutes – President (12:05 PM -12:08 PM)

- Meeting called to order at 12:05 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: 13 present, 1 absent, quorum reached.
- Approval of Staff Council Meeting Minutes for April 2025 meeting.

Motion

- Meeting minutes from the April 2025 meeting were approved. The motion to approve was made by Ken Yoshioka. Second motion was made by Will Vitagliano. Motion carried.

Updates from Executive Board – President (12:08 PM - 12:19 PM)

- **Report on Monthly Staff Council & HR Liaison Meeting**
 - **Report on Incoming President Appointment**
 - The University of San Francisco has appointed its 29th President, Salvador D. Aceves, a USF alumnus who previously served on the faculty and staff within the School of Management.
 - Jessica reminded the Council that during the community listening sessions held while developing the presidential job description, staff emphasized the importance of selecting a leader who is familiar with the USF community and who can address the University's ongoing financial challenges. Based on President Aceves' background—both as a former USF faculty and staff member and with professional experience in accounting—these staff concerns appear to have been taken into account in the appointment decision.
 - **Update on Vice President of Development Search**
 - It was reported that the search for the Vice President of Development will resume now that the University President position has been filled. This timing allows President Aceves to participate in the selection process, ensuring alignment with institutional priorities and leadership.
 - **Update on Service & Merit Award**
 - Human Resources clarified that for the 2024–2025 Service and Merit Awards, recipients reaching a milestone year will receive a digital certificate, and their names will be included in a campus-wide email to recognize their service. There will be no in-person recognition this year. It remains unclear whether this digital-only format will continue for future annual recognitions.
- **Upcoming Meeting with Provost Fung**
 - It was reported that Jessica will be meeting with Provost Fung to reinitiate conversations between staff and upper leadership. The purpose of the meeting is to share staff experiences and concerns,

and to explore best practices for collaboration with the Provost. The goal is to establish an ongoing relationship and to schedule a follow-up meeting in the fall semester with Provost Fung, President Aceves and members of the Staff Council Executive Board.

- **Voting on Proposed Amendments to the Bylaws.** Two proposed amendments to the Staff Council Bylaws were presented and voted on during the meeting:
 - **Establishment of the Communications Officer Role**
 - It was determined that the current responsibilities of the Clerk position are broad enough to warrant division into two distinct roles. A proposal was circulated to all voting Staff Council members outlining the separate duties of the Clerk and the newly proposed Communications Officer. The new Communications Officer will support outward-facing communication responsibilities to improve role clarity and workload equity.
 - Daniel Tayakin moved to approve the amendment; Will Vitagliano seconded the motion.
 - **Designation of Executive Board Members as Non-Voting Members**
 - A second proposal recommended that Executive Board roles—President, Vice President, Clerk, and Communications Officer—be reclassified as non-voting members. This change aims to preserve the integrity of Council decision-making by ensuring that votes reflect the collective voice of the broader Council membership. While Executive Board members will continue to guide, support, and facilitate Council activities, they will no longer participate in formal voting processes to avoid any perception of conflict of interest.
 - Daniel Tayakin moved to approve the amendment; Will Vitagliano seconded the motion.
 - **Outcome:** Both amendments were unanimously approved. The Communications Officer role will be formally established, and all Executive Board members (President, Vice President, Clerk, and Communications Officer) will serve as non-voting members moving forward.
- **Recognition of Incoming & Outgoing Staff Council Members**
 - Newly elected Staff Council members were welcomed, and those present were acknowledged during the meeting. Members were encouraged to introduce themselves and say hello as they begin their terms of service. A list of continuing members was also shared to reaffirm the ongoing presence and advocacy of existing Council representatives in supporting the staff community.
 - The Council expressed gratitude to the following outgoing members who have completed their terms: Ken, Will, Steve, and Nick. Their service and contributions were acknowledged with appreciation, and it was noted that the Council's progress would not have been possible without their dedication.
 - Additionally, special recognition was given to Ainsley Mosha, Kevin Collymore, and Ani Mora-Rogers for their outstanding support of various Staff Council subcommittees as non Staff Council Members over the past year. Their continued involvement and volunteerism, especially during a year of significant change, were noted as instrumental to the Council's success.
 - Members were encouraged to personally thank outgoing and recognized contributors, either by email or in person, if they are not present at the meeting.

Update on the Staff Council Subcommittees – Vice President (12:19 PM - 12:50 PM)

- **Awards and Recognition – Ken (Chair)**
 - Ken provided his final update to Staff Council as he concludes his term. He shared that he had reached out to Diane in Human Resources via email to inquire about the recent changes to the Service & Merit Award format and what future iterations might entail. As of the meeting, he had not received a response.
 - Will added that, during a prior Executive Board discussion, Diane indicated she was not involved in the decision-making process related to the format change. She speculated that it may have been connected to financial constraints. Diane also noted that the shift to a virtual, digital format has not yet been established as the new standard and is expected to be revisited next year.
 - **Staff Feedback:**

- Multiple staff members expressed concern regarding the absence of the Service & Merit Awards this year, emphasizing the significance of the event in recognizing staff contributions and boosting morale.
 - One staff member noted that while the Service & Merit Awards were not held, the Provost Awards did take place in person. Another staff member commented that, while budget constraints are understandable, the decision to host and promote the Provost Awards—while foregoing staff recognition—felt incongruous.
 - A staff comment in the chat shared that the directive to “print your own certificate” for years of service was particularly disheartening.
 - Another staff member reflected that celebrating students and faculty is important, but the lack of similar recognition for staff members—who are essential to the university’s success—is disappointing.
 - One comment questioned how much cost savings were achieved by not hosting the Service & Merit Awards, and suggested an evaluation of the broader impact. It was noted that the ongoing lack of visibility and recognition contributes to staff feeling increasingly unseen, especially compared to students, faculty, and administrators.
- **Council Response:** Jessica acknowledged the concerns and affirmed their validity. She shared that she will raise this topic in the upcoming meeting with the Provost, focusing on the need for clearer communication, as well as the potential inequities in recognition between faculty and staff.
- **Communications - Nick (Chair)**
 - Nick shared that this would be his final report as Chair, as his term on Staff Council has concluded.
 - He expressed enthusiasm about the incoming Staff Council members, noting that several new members are from the Office of Marketing and Communications. He remarked that their participation will be a valuable asset to Staff Council moving forward.
- **Elections & Governance - Daniel (Chair)**
 - The Council completed voting on proposed amendments to the bylaws.
 - With the amendments now adopted, the Council will proceed with Executive Board elections.
 - The nomination period will open on May 14 and close on May 23. Nominees will then be given several days to accept or decline their nominations. If multiple candidates accept nomination for the same position, an election will be held over the course of one week.
 - The Executive Board roles are: President, Vice President, Clerk, and Communications Officer. These positions are now designated as non-voting members, per the recently approved bylaw amendments.
- **Inclusion, Diversity for Education and Accountability – Corey (Chair)**
 - The subcommittee provided progress on the two projects they are working on.
 - **Project 1:** A revised sick time proposal that explores the possibility of combining sick and vacation days into a single Paid Time Off (PTO) bank. The subcommittee is in the process of completing the necessary paperwork and proposal for submission to Human Resources for review.
 - **Project 1:** A recommendation for the University to formally acknowledge Indigenous Peoples Day, which has not received institutional recognition since 2022.
 - **Staff Feedback:**
 - A staff member raised concern about the University’s handling of layoffs and the communication surrounding them. They shared that their department recently experienced another round of layoffs and emphasized the need for clearer guidance and best practices for managers on how to handle such situations. They highlighted the emotional and organizational impact on both departing employees and those who remain, and urged the University to approach such decisions with more compassion and structured communication.
 - Another staff member echoed this sentiment and shared that in a recent conversation with HR, they were advised to limit information shared with staff to avoid causing panic. They pointed out the contrast between the thoughtful communication surrounding the appointment of the new President and the lack of similar care when addressing more difficult topics such as layoffs or departures.

- Jessica acknowledged the concerns and shared that she has communicated with HR about the importance of encouraging managers to notify affected teams about available support resources, including Employee Assistance Program (EAP) sessions. She emphasized that HR has been working more closely with managers prior to making final decisions.
 - A staff member referenced the 2024 Staff Survey results, noting that low morale ranked as the top concern. They shared that many employees appear to be feeling anxious and on edge, especially in the current global and economic climate. They expressed that while employees love working at the University, there is a desire for greater transparency and communication—particularly in challenging times. They emphasized that, as a Jesuit institution, USF should strive to uphold *cura personalis* and higher standards of care and communication, especially when difficult decisions such as layoffs are being considered.
- **Campus Accessibility and Safety - Steven (Chair)**
 - A Staff Council representative attended the monthly USF Health and Safety Committee meeting and raised a concern previously discussed by the Council: the lack of communication when elevators in campus buildings are out of service.
 - It was noted during the Health and Safety Committee meeting that Facilities currently does not have access to reports or lists identifying which departments or individuals are assigned to specific campus buildings.
 - In response, Human Resources volunteered to work within Workday to develop building-specific occupancy reports, identifying staff, faculty, and classroom assignments. Once this reporting capability is in place, Facilities will be better positioned to communicate elevator outages—whether scheduled for maintenance or due to unexpected issues—to those who occupy or frequently use the affected buildings.
 - The representative noted that this was the only item from the meeting directly relevant to Staff Council. The Health and Safety Committee will not meet over the summer, with the next meeting scheduled for September. A transition of representation will be arranged once the new CAS Subcommittee Chair is identified.
 - The representative concluded their remarks by expressing appreciation for their two years of service on Staff Council and extended well wishes to the continuing and incoming members.
 - **Staff Comment:**
 - A staff member asked whether elevator outage notifications should be sent to the broader USF community, rather than only to occupants of the affected building. They noted that individuals from other buildings often travel across campus and may be impacted if an elevator is out of service.
 - In response, it was suggested that once building-specific lists are in place, Facilities could determine the appropriate communication scope. There may be a tradeoff between limiting messages to building occupants—thereby reducing excess email—and sending campus-wide alerts, which could ensure broader awareness but risk over-communication.
- **Professional Development – Kimberly (Chair)**
 - The Professional Development Subcommittee did not meet in April due to scheduling conflicts among members. Current international events have heavily impacted the availability of Tina, and another subcommittee member has been focused on a multi-week project related to the IDS program teach-out plan, which has taken priority.
 - Despite these challenges, a meeting was held earlier in the month between the subcommittee lead, Jessica, and Will to follow up with Human Resources on three previously raised items:
 1. **Staff Sabbaticals** – HR confirmed that there is no current information or policy available regarding staff sabbaticals. The program appears to have been discontinued some time ago, possibly for financial or operational reasons, such as the cost of backfilling staff roles. Without data on why the program was originally ended, restarting the conversation will be difficult.

- It was suggested that the best path forward would be to conduct benchmarking research to determine whether other Jesuit institutions or peer universities currently offer staff sabbaticals. Understanding whether such offerings are rare or common would help inform any future proposal. Without this comparative data, it will be difficult to gain traction on the topic.
Jessica and Will affirmed this approach, noting that the absence of documentation reinforces the need for external comparisons to restart the conversation effectively.
- 2. **Informal Learning Certificates** – The subcommittee inquired about the possibility of providing group certificates to staff who participate in collaborative learning sessions (e.g., brown bag workshops or LinkedIn Learning sessions completed as a team). HR indicated they are not currently able to issue such certificates. However, Kimberly received contacts outside of HR who may be able to assist. She plans to follow up when her schedule allows.
- 3. **Staff Interest Form** – A form has been developed to survey staff on professional development interests, particularly around brown bag topics. Jessica requested edits to include time zone clarification (e.g., Pacific Standard Time). As of the meeting, the form has not yet been finalized or sent out. Jessica noted that this item would be revisited with HR at their next monthly meeting, as she was unable to attend the previous one due to a scheduling conflict.
- Kimberly expressed appreciation to non-staff council members, who, while not formal committee members, have consistently supported the subcommittee with ideas and assistance throughout the year. With the subcommittee now reduced to two active members, their contributions have been especially valuable. Kimberly shared her hope that they will continue supporting the work of the committee in the upcoming academic year.

Update on Other University Committee(s) (12:50 PM - 12:55 PM)

- University Budget Advisory Council (UBAC): Will Vitagliano
 - A staff position on the University Budget Advisory Council (UBAC) will open in June. Details and the nomination form were shared in the latest Staff Council communication. Nominations are due by the end of the week, and self-nominations are welcome.
 - The role involves attending one monthly meeting (approximately one hour) and a few hours of document review, such as budget proposals and supplemental funding requests.
 - No prior financial background is required. The position also serves as a liaison between UBAC and Staff Council, sharing updates and communicating staff feedback.
 - If multiple nominations are received, an election will be held. If no nominations are submitted, the role may be filled by appointment per Staff Council bylaws.

I. New Business/Q&A/Open Discussion (12:55 PM - 1:00 PM)

Topic: One Card Access

- A follow-up question was raised regarding One Card access, specifically whether staff are allowed to have both a physical One Card and access through the mobile app. It was noted that a staff member was informed they could only have one or the other.
- An update was shared that the inquiry had been sent to the One Card Office on two occasions, but no response had been received to date.
- In the meantime, staff members shared that they have been able to request physical cards directly at the One Card Office without issue. While the office appears to encourage mobile app use, those who prefer or need a physical card—especially for reliability or accessibility reasons—should document any issues with the app to support their request.
It was suggested that this topic remain on the radar of the incoming subcommittee or Executive Board to ensure continued follow-up with the One Card Office.

Topic: Staff Council Community Building

- A suggestion was made to host an informal, no-cost gathering in the Faculty/Staff Lounge—similar to a past “bring your own drink” event—to help build camaraderie within Staff Council, especially during the transition period between terms.
- Council leadership acknowledged the value of such community-building and affirmed that ideas like this will be included in the transition planning for the next Executive Board. The importance of a smooth and thoughtful handoff was emphasized.

II. Announcements (1 PM)

- N/A

III. Meeting Adjourned at 1:01 PM by Staff Council President**Next Meeting: Wednesday, June 11, 2025**

Full schedule on [staff council webpage](#)

SUMMARY OF MOTIONS**➤ Approval of Meeting Minutes (April 2025):**

A motion to approve the April 2025 Staff Council meeting minutes was made and seconded. The motion was carried unanimously.

➤ Amendment to Establish the Communications Officer Role:

A motion was made and seconded to amend the bylaws to formally establish a Communications Officer position, separating external communication responsibilities from the Clerk role. The motion was carried unanimously.

➤ Amendment to Designate Executive Board as Non-Voting Members:

A motion was made and seconded to amend the bylaws to designate the President, Vice President, Clerk, and Communications Officer as non-voting members of the Staff Council. The motion was carried unanimously.

SUMMARY OF ACTION ITEMS**➤ One Card Access Clarification:**

The Council will continue efforts to follow up with the One Card Office regarding policies around physical card and app usage. Staff are advised to document app malfunctions when requesting physical cards.

➤ Staff Council Community Building Event:

A proposal to host a low-cost, informal gathering during term transitions will be considered and carried forward by the incoming Executive Board as part of transition planning.

DOCUMENTS REFERENCED

- [Staff Council Incoming & Outgoing Slide Deck](#)