



University Staff Advisory Council Meeting Brief and Updates May 2024

This brief highlights topics that should be shared widely with staff. Any questions can be directed to the linked resources or to askUSAC@psu.edu. For information on USAC, the Voice for Penn State Staff, visit the [USAC website](#).

May Meeting Recap

At the University Staff Advisory Council meeting on May 21, several Human Resources team members joined USAC to present on the Talent Acquisition Program Initiative, which aims to streamline the recruitment process for all employee types. Following the presentation, Jennifer Wilkes, vice president for Human Resources and chief human resources officer, answered questions on the recently announced [Voluntary Separation Incentive Program](#).

The meeting continued with internal presentations and discussion. Members of the USAC History Committee shared details on the goals and accomplishments of the ad hoc committee, which was established in 2023 to develop a process for archiving USAC information. Finally, USAC further discussed recently proposed changes to its membership model after reviewing feedback from meetings in April. This effort has been underway for several months as the council seeks to update the structure of the Council to allow for increased representation from staff across the University. Following the discussion, a motion was made and approved to update the USAC membership model to include a seat for one representative from each campus, college, and unit, in addition to a small number of at-large members who will apply for membership under the current process. The council will continue to further define the details of this model throughout the next year, and it will take effect in July 2025.

Committee Updates

- **Awards** – The committee honored three staff members selected for USAC awards at the ceremony on May 10. Visit [Penn State News](#) to read about the honorees.
- **Communications** – The committee completed updates to the [USAC website](#), made multiple posts on USAC's social media channels, and drafted the monthly brief. The committee also completed a news story on the [USAC Awards](#) and is working on the annual report.
- **Diversity, Equity, Inclusion, & Belonging** – The DEIB committee is aggregating and evaluating data from the 2024 listening sessions to create a report on the trends and themes from the sessions.
- **Logistics** – The committee assisted the Awards and Recognition Committee with the Awards Ceremony event and the Outreach and Engagement Committee with the upcoming community engagement meeting.

- **Outreach and Engagement** – The committee is planning the final Regional Engagement meeting at the Beaver campus on June 20.

Staff Facts or Benefits Highlight: News Literacy Initiative

In the spirit of Penn State's land grant mission, the Penn State News Literacy Initiative aims to teach students and citizens strategies for telling the difference between reliable public interest journalism and the noise that often overwhelms and divides us. Learn more at the [News Literacy Initiative website](#).

Important News, Updates, Reminders

- **USAC Travel Engagement Meeting**
USAC's final travel engagement meeting of the year will be held at the Beaver campus from 10 am to 2 pm on June 20. Staff from the New Kensington, Dubois, Altoona, Greater Allegheny, Fayette, Shenango, and Behrend campuses are invited to attend. [Register here](#).
- **Spotted Lanternflies**
The 2024 Spotted Lanternfly inspection season is upon us. In compliance with the Pennsylvania Department of Agriculture's Spotted Lanternfly Quarantine, please be sure that you are completing the required Spotted Lanternfly inspections. The only addition to this year's quarantine zone is **Greene County**. Find more information on [Penn State's Spotted Lanternfly webpage](#).
- **Are You Participating in the Summer Prompt Challenge?**
The Commonwealth Campus Instructional Design (CCID) is hosting the Summer AI Prompt Challenge, where staff and faculty explore the incredible capabilities of Microsoft Copilot. Until August 9, participants receive weekly prompts related to course design, student support, and professional development. Discover how Microsoft Copilot can enhance your workflow and productivity and share your Copilot-generated prompts and connect with fellow faculty and staff. Learn more at <https://pennstateoffice365.sharepoint.com/sites/Summer2024PromptChallenge>
- **2024-2025 Performance Review Cycle**
The 2024-2025 Performance Review Cycle runs from April 1, 2024 through March 31, 2025. With last year's goals still fresh, HR is asking employees to set new goals. [Workday](#) will open for Setting Goals (Set Content) on Wednesday, May 1. These goals may be completely new or built on work from the last performance cycle.

Valuable Links

- Recognize a fellow Penn Stater by submitting a "[WE ARE](#)" shout out in Penn State Today
- Don't miss important announcements and news from [Penn State Today](#)
- Show a colleague how much you appreciate their efforts with a [Positive Paw](#)

About USAC

The University Staff Advisory Council consists of dedicated staff who act in an advisory capacity to central administration; explore issues, policies, and practices that impact staff; suggest revisions to policies and new policy initiatives; and advocate for staff welfare and development. USAC serves the PSU president and administration through the vice president of human resources and accepts new members annually.

Contact us: askusac@psu.edu

USAC Website: <https://hr.psu.edu/usac>

LIKE us on Facebook: <https://www.facebook.com/PSUUSAC/>

Connect with us on [LinkedIn](#) or [Instagram](#)