



UNIVERSITY OF  
SAN FRANCISCO

University  
Staff Council

## University of San Francisco Staff Council Newsletter

December 2023



---

## Staff Council Meetings

Please join us for the next Staff Council meeting on Wednesday, Dec. 13, from 12–1 p.m. The December agenda is available on our [Staff Council website](#).

To join the Staff Council meetings, please click the below:

[Join the Staff Council Meeting »](#)

**Important Note:** Registration is no longer required to join our meetings. If you have previously registered for future meetings, the links to join the meeting are no longer operative. To join the meeting, click on the button above or paste the Zoom link into your browser: [usfca.zoom.us/j/87396988358](https://usfca.zoom.us/j/87396988358)

---

## Keep Track of What the Staff Council Is Working On

As announced at the September 2023 Staff Council meeting, there are now active and past **Staff Council action items** posted to the website. The items listed are the Staff Council's major projects and concerns, with brief statuses provided.

All staff are welcome to get in touch with Staff Council members to provide input or learn more. Updates are provided at monthly meetings, as well. Staff can also email [staffcouncil@usfca.edu](mailto:staffcouncil@usfca.edu) or submit any suggestions, thoughts, and recommendations through our [web form](#).

---

## Other Updates and Announcements

- The clerk reported that 318 staff responded to the recent Staff Council Staff Survey, an over 20 percent response rate. Information on the staff survey will be released at the next staff council meeting on Dec. 13. Thanks to everyone who participated!
- HR would like to encourage staff to **subscribe to GoUSF emails**, which promote wellness events and other collaborations for staff.
- Staff are reminded that sexual harassment training is required. If you have been notified through Workday that your training is due, you must complete the training. As with other trainings posted to Workday, the sexual harassment training is not only required, it is beneficial to the community. There can be job ramifications for not completing required trainings, so please make sure you are up to date.
- The **Institutional Effectiveness and Safety subcommittee** is working with Public Safety to strengthen the USF Safety Marshall program and inventory safety

...supplies.

---

## Did You Know?

Did you know that all full-time staff can get a free annual subscription to Microsoft Office 365 and a one-time license of the latest version of Microsoft Office for \$26.99 for their personal (non-work) computers? For access, go to [myApps](#), select the Personal Software Purchases button, and select the Faculty/Staff tab at the top of the search bar. Visit the [ETS Microsoft Office web page](#) for more information.

---

## Recognizing Staff Accomplishments

Thanks to staff suggestions and the work of the Awards and Recognition subcommittee, the Staff Council website now has a [web page to recognize staff accomplishments](#). Staff are invited to submit their own or another staff member's accomplishments using [this form](#) (please make sure to get the staff member's permission if submitting on another's behalf). Entries may be edited for length and clarity before being posted. Questions? Email [staffcouncil@usfca.edu](mailto:staffcouncil@usfca.edu).

---

## Contact the Staff Council

Staff members can submit comments, questions, and concerns through the [Staff Council website](#). Submissions may be anonymous. Please submit your comments [here](#). The council values your input!

---

### Staff Council Members

Jill Ballard  
Claudine Bibeau Parks  
Steven Reese

STEVEN BOSSO  
Kimberly Bruno  
Danielle Castillo  
Janice Chuakay  
Domonique Crosby  
Erin Echols  
Ella Frazer  
Amy F. Joseph  
Corey Kowalczyke  
Carolina Martinez  
Joshua McDermott  
Elisabeth Merkel  
Mark Papadopoulos  
Tina Ricafrente  
Alexandra Schaeffer  
Melissa Thompson  
Will Vitagliano  
Luwei Xie  
Nicholas Ynami  
Ken Yoshioka

Website: [myusf.usfca.edu/staff-council](http://myusf.usfca.edu/staff-council)

Contact us: [staffcouncil@usfca.edu](mailto:staffcouncil@usfca.edu)

Join the conversation **#USFCA**



UNIVERSITY OF SAN FRANCISCO  
University Staff Council

(415) 422-5555

[USFCA.EDU](http://USFCA.EDU)

[DIRECTIONS](#)

[CONTACT US](#)

CHANGE THE WORLD FROM HERE

San Francisco, CA 19411 / US

If you wish to be removed from the University Leadership mailing list, [click here](#).

View this email [online](#).

This email was sent to [afjoseph@usfca.edu](mailto:afjoseph@usfca.edu).

*To continue receiving our emails, add us to your address book.*