



UNIVERSITY OF
SAN FRANCISCO

University
Staff Council

University of San Francisco Staff Council Newsletter

May 2023



Final Staff Council Meeting of the Academic Year

Please join us for the final Staff Council meeting for the academic year on Wednesday,

May 10 from 12–1 p.m. PDT. Please click below to see the full agenda for the meeting.

[May 10 Agenda »](#)

You may register for the May Staff Council meeting by clicking the link below.

[Register for May 2023 Staff Council Meeting »](#)

Past agendas and meeting minutes can be found [here](#).

University Budget Advisory Council Nominations Due May 12

The **University Budget Advisory Council (UBAC)** is seeking nominations for two new **staff representatives** to serve and engage in important work at USF.

Nominations for these positions are due by 5 p.m. on May 12.

Please note:

- Nominees must be full-time staff members who will not be serving on the university's leadership team during their term of service.
- Any staff member may nominate another eligible staff member for a seat on UBAC.
- Self-nominations are permitted and encouraged.
- Nominees will be asked about their willingness to serve on UBAC and invited to send a one-paragraph description of their interest in the role. These descriptions will be made available during the election process.

Thank you for your consideration of this critical and exciting initiative at USF. Your participation is welcomed and encouraged. We believe that UBAC will continue to be essential in promoting transparency and communication around institutional decision-making and enhancing a culture of shared governance. For more information, you may visit the [UBAC web page](#).

[Submit a Nomination »](#)

What else has the council been working on?

- On March 31, the Staff Council submitted a memo addressed to the President's Cabinet about the availability of physical One Cards. The memo has been posted to the Staff Council website under the "Communications" menu and can be found [here](#).
- The Awards and Recognition subcommittee reminded staff that the **44th Annual Service and Merit Awards Ceremony** is taking place Wednesday, May 10 at 3:30 p.m. in the McLaren Complex and online. Staff can register for the livestream [here](#).
- The Inclusion, Diversity for Education and Accountability (IDEA) subcommittee reported that other Jesuit institutions offer more counseling session days than what USF offers and will be writing a recommendation to increase the number of days offered by Concern, which offers eight free sessions per year including those in your household.
- The Institutional Effectiveness and Safety subcommittee projects include clarifying remote work during emergencies, planning and training for non-environmental campus emergencies, and replacing expired earthquake kits.
- The April meeting open discussion raised questions about facilities accessibility, including around rails and ramps for people with wheelchairs, and how campus offices are being used now that more people are working remotely. Staff expressed the importance of communication around space changes so that staff do not feel displaced and how we can most strategically utilize office space.
- UBAC Staff Tri-Chair Spencer Rangitsch provided an update about the FY24 budget and the budget gap process, including a reminder that the leadership and control of the operating budget after June 2023 will be moving from the provost's office to the Office of Business and Finance and that the FY24 budget is planned to be approved by the board at its June meeting. Cuts allocated between all schools and units (\$26 million) are on a pro-rata basis after exclusions, and deans and vice presidents began submitting cuts in March as part of the budget planning process. As in prior years, UBAC will be reviewing the submitted cut plans, as this has been a means by which UBAC has fulfilled its charge on issues of transparency. There is an additional bookmarked \$13 million in planned cuts for FY24 that may or may not be reduced based on enrollment outlook and other factors. The allocations are planned to work in the same way as the \$26 million, but this will be determined in the coming months.

Staff Council Transitions and Summer Planning

The Staff Council is in the process of scheduling future meetings and planning to transition to our second year, including welcoming new members and thanking those members who served one-year terms. Please keep an eye out for the June newsletter for the latest news!

In the meantime, the Staff Council members for academic year 2023-24 are listed below, as well as the outgoing members for 2022-23.

14 staff members accepted their nomination:

Steven Bosso, ITS	Carolina Martinez, Application Services (ITS)
Kimberly Bruno, PsyD Program, SONHP	Mark Papadopoulos, Athletics
Domonique Crosby, Office of Community Living	Claudine Parks, International Studies, PA
Erin Echols, Cultural Centers	Tina Ricafrente, International Student and Scholar Services
Ella Frazer, Dean's Office, CAS	Will Vitagliano, University Registrar
Alexandra Kennedy, Dean's Office, SONHP	Nicholas Ynami, ITS
Corey Kowalczyke, Career Services	Ken Yoshioka, Educational Technology Services

10 Staff Council Members remaining for a second year term:

Jill Ballard, ITS/ ETS Instructional Design	Joshua McDermott, Director of Symposium
Steph Carter, Director Digital Engagement Technology	Elisabeth Merkel, Director of Career Services and Talent Development
Danielle Castillo, Assistant University Registrar, Academic Services	Tim Swift, Program Assistant, SOM
Janice Chuakay, Assistant to the Dean, Gleeson Library	Melissa Thompson, Associate Director of Research and Assessment, OAAS
Amy Joseph, UTEC Program Manager and Advisor	Luwei Xie, Program Manager Professional Science in Masters in Biotechnology

7 Staff Council Members ending their one-year term:

Gina Alvarez, PA V, Support for Accreditation, Regulation, and Assessment of Student Learning	Michelle Santana, CAS Program Assistant IV
Mary Bussi, Senior Director of Corporate & Foundation Relations	Lamonte Stamps, Director, 1st Year Programs & Family Engagement

Donna Creasman, Associate Director, Administrative Services	Angelika Williams, Asst VP for Student Financial Services
Michael Fraley, Lead Programmer Analyst	

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 all staff input!

Staff Council Members

Gina Alvarez | Staff Council Executive Board - Clerk
Jill Ballard | Institutional Effectiveness & Safety, Chair
Mary Bussi | Institutional Effectiveness & Safety
Steph Carter | Communications, Chair
Danielle Castillo | IDEA, Professional Development, Chair
Janice Chuakay | Awards & Recognition
Donna Creasman | Communications
Michael Fraley | Professional Development, Chair
Amy F. Joseph | Communications
Joshua McDermott | IDEA
Elisabeth Merkel Baghai | Elections & Governance, Awards & Recognition
Michelle Santana | Staff Council Executive Board - Vice President
Lamonte Stamps | Awards & Recognition, Chair
Tim Swift | Institutional Effectiveness & Safety
Melissa Thompson | Staff Council Executive Board - President
Angelika Williams | Elections & Governance
Luwei Xie | IDEA, Professional Development

Website: myusf.usfca.edu/staff-council

Contact us: staffcouncil@usfca.edu

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University Staff Council

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