



UNIVERSITY OF
SAN FRANCISCO

University
Staff Council

University of San Francisco Staff Council Newsletter

October 2022



Message From the Staff Council Executive Board

As the USF inaugural Staff Council Executive Board, we hope you enjoy this first USF Staff Council Newsletter. We are honored by the opportunity to represent staff and provide guidance and feedback to leadership on important issues that affect staff.

The Staff Council is charged with building community, identifying concerns, and advocating for the needs, vision, and well-being of all USF staff in service of the mission and vision of the university. We believe that for USF to fulfill its mission, all constituencies must have a voice in shared governance. Staff must be engaged in examining our accomplishments, celebrating our successes, recognizing where more work is needed, and actively contributing solutions to the challenges we face.

As the inaugural Staff Council, we recognize the trust you have placed in us to pave the way for the success of future staff councils. We have dedicated countless hours to developing the process by which Staff Council and leadership communicate so that we can move the goals that the Steering Committee worked so hard to articulate in our bylaws into action. We are committed to upholding the Staff Council mission and representing you to the best of our ability.

We cannot do this alone. We want our colleagues to feel seen and heard through all that we do. We invite you to review the goals in the **Staff Council bylaws**, attend the Staff Council meetings, explore **our website**, and most importantly, get involved. Feel free to email us at **staffcouncil@usfca.edu** with any questions, concerns, or even celebrations. We welcome your feedback and participation and are hopeful that together we can change the world from here.

We look forward to serving you.

Staff Council Executive Board

Melissa Thompson, Staff Council President
Michelle Santana, Staff Council Vice President
Gina Alvarez, Staff Council Clerk



Announcements

President's Cabinet Meeting Minutes Now Available

We are pleased to announce that the President's Cabinet meeting minutes are now available on the Office of the President web page. We thank the leadership team for making these available. This is an important first step in creating better transparency and accountability and is crucial to ensuring that staff are informed about university-wide decision-making and can contribute their voices to the conversations.

Access to what is being discussed at the President's Cabinet will allow us to fulfill our goal of enhancing collaboration with administrators, especially on large-scale/high-impact policy decisions such as financial decisions and university-wide policies.

We urge staff to read the **President's Cabinet meeting minutes** and share their thoughts at the next Staff Council meeting.

Updates

What has the council been working on?

The council has been busy since its inaugural meeting in June. Our initial work involved creating processes and procedures for the new council. We also established our subcommittees according to the **Staff Council bylaws**. Appendix II of the bylaws describes each subcommittee and lists their respective goals. Council members were assigned to different subcommittees, a list of which can be found below. We have also created an executive committee, which is comprised of the executive board and each subcommittee's chair.

The Staff Council was invited to appoint a representative to the **Shared Governance working group** and selected Amy F. Joseph, UTEC program manager, as the Staff Council representative. The Shared Governance working group supports goal number six of the 2027 Strategic Plan, "Developing inclusive and participatory shared governance structures." A complete list of workgroup members can be found **here**.

The input of USF staff has been crucial to helping the Staff Council set priorities and inform our work. Some issues that we are working on include staff retention, work overload, streamlining staff onboarding, assessing points of connection between the

council's work and the USF 2027 Strategic Plan goals, and creating a complete list of staff affinity groups, councils, working groups, and organizations across campus.

Select subcommittee updates follow.

Professional Development Subcommittee

The Professional Development subcommittee is collaborating with the Awards and Recognition Staff Council subcommittee to explore what units are doing to recognize and invest in staff. The subcommittee is also researching professional development opportunities for staff, including available professional funding resources and compiling professional development links in order to create an inventory of offerings that can be shared with new hires.

Communications Subcommittee

The Communications subcommittee is working with Web Services to create a form for the Staff Council website where staff can submit feedback, concerns, ideas, and questions for the Staff Council to address.

Upcoming Staff Council Meetings

Wednesday, Oct. 12, 12–1 p.m.

Wednesday, Nov. 9, 12–1 p.m.

Wednesday, Dec. 14, 12–1 p.m.

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

[Register Here »](#)

What would you like to see in future Staff Council newsletters?

We welcome suggestions for future Staff Council newsletters. Please write staffcouncil@usfca.edu with any suggestions.

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
Iman Nasser | Elections & Governance
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: <https://myusf.usfca.edu/staff-council>

Contact us: staffcouncil@usfca.edu

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