University Staff Council Charter  
(Approved by President on April 9, 2013)

Article I. Mission Statement

The University Staff Council (USC) Mission:

- Supports the University’s mission, vision and strategic goals.
- Serves as a recognized part of the University governance system and provides a voice for staff within that system. The University Staff Council Chair will act as the liaison with the University Senate (Shared Governance).
- Enhance and further university-wide internal communication.
- Assist in developing and promoting staff development programs.
- Recognize staff for their commitment to excellence in service.
- Creates and nurture a spirit of unity and collegiality among all employees at the University.

Article II. Membership

The team consists of twenty-three (23) members. Any employee of Loyola University Chicago who is not a faculty member, student or officer of the institution [i.e. Vice President or above], or who does not belong to a collective bargaining unit, is eligible to become a member of University Staff Council. Any eligible member of the University Staff may nominate him/herself or be nominated by his/her peers. An electronic balloted election will be held annually in April. Elected representatives will serve a required two-year term with an optional third year (term total); 10 representatives will be elected each year, if necessary. Staff eligible for membership may vote in the annual election. All new members are inaugurated in the June meeting.

Article III. Meetings

1) USC meets once per month, and in June, each “new” council selects the day of the month regularly scheduled meetings will take place.
2) Guests (e.g. Chief Human Resources Officer (CHRO)) and may be invited to attend the second half of the meeting.
3) Meeting locations will alternate between the Lakeside and HSD campuses.
a. Since meetings are held during regular business hours, those employees interested in serving on USC should obtain the approval of their supervisor.

a. The University encourages department supervisors to release staff for this important work.
b. It is expected all members attend each scheduled meeting; however, given role commitments, it is expected that conflicts may arise.
c. Any member who accumulates more than 3 unexcused absences in a 12 month period shall appear at the following meeting and request to retain his/her seat on the council. If he/she does not, this member automatically relinquishes his/her seat and a new member will be selected in his/her place from the pool of nominees with the next highest number of votes.
d. In the case of the absence being due to a regularly scheduled conflict (i.e. class, monthly/weekly department meetings), the member would remain actively involved in his/her committee and attend all said meetings as scheduled.

Article IV. Leadership

During the June meeting, the members of USC will elect a Chair, Vice Chair, Secretary and Treasurer as officers for the next academic year. The officers’ roles and responsibilities are as follows:

Chair
- Lead USC meetings
- Act as USC liaison with Chair of Faculty Council (FC)
- Act as USC liaison with the President of Unified Student Government
- Act as USC liaison with VP Human Resources (VP HR)
- Act as USC liaison with President’s Office via VP HR
- Act as USC liaison with University Senate (Shared Governance)

Vice Chair
- Lead USC meeting in absence of Chair.
- Act as USC liaison with LUMC Staff Council (not HSD).
- Act as liaison between SC Committee Chairs (Communication, Staff Development, Staff Recognition and Excellence, Social Events and Community Building, Loyola Employee Emergency Fund (LEEP)) and full USC.
- Oversee and coordinate all USC elections task forces.
- Communicate the list of all USC members to ITS to ensure all USC members have access to the USC shared drive space.

Treasurer
- Manage USC budget and generate reports for each USC meeting.
- Lead USC meeting in absence of Chair and Vice Chair.
- Sign check requisitions, Aramark invoices, budget transfers, etc., on behalf of USC.
• Transition Lawson access/signature rights to USC budget for new Treasurer each year.
• Act as liaison for LEEF with Human Resources.

Secretary
• Schedule full USC meetings; reserve rooms.
• Compile and distribute full USC meeting agenda and minutes.
• Take minutes of monthly meetings, send initial draft to chair for review, collect edits from full USC at meetings and provide the final version to the Communications Committee Chair for posting on the USC website.
• Assemble new binders for USC Executive Committee for the May transition meeting each calendar year.
• Work with University Archives to archive USC information.

Article V. Standing Committees

During the June Meeting, the members of USC will elect a Chair for each committee below for the next academic year. There will be five standing committees as follows:
• Communication (C)
• Staff Development (SD)
• Staff Recognition and Excellence (SRE)
• Social Events and Community Building (SECB)
• Loyola Employee Emergency Fund (LEEF)

It is expected that all committees meet regularly as needed. Furthermore, all elected members of University Staff Council must be actively engaged in a committee which includes attendance of said meetings as scheduled. In June, USC members will elect a Chair for each committee; roles and responsibilities for each committee are as follows: (see the Staff Council Manual for best practices).

Communications Committee
• Promote communication to staff including USC website, brochures, Listservs, LIVE! After 5, etc.
• Monitor USC email box and bring staff feedback to USC meetings.
• Act as liaison with UMC on behalf of USC to market/communicate initiatives.
• Update USC website monthly, post/archive finalized minute, and send updated member info upon completion of elections.
• Coordinate with the Vice Chair to disseminate USC elections communications.
• Work with HR to process USC welcome cards for new employees.

Staff Development Committee
• Promote professional development of staff at both the Lakeside and HSD campuses.
• Partner with Mission & Ministry, Faculty Council, Center for Ethics and Social
Justice and Student Affairs for the One Book - One University program.

- Work with HR on university wide staff mentoring program and the Ambassador Day program.
- Coordinate with Mission & Ministry on staff service opportunities.
- Assist HR with the service portion of St. Ignatius Service Day in July.
- Coordinate with HR on staff development opportunities.

**Staff Recognition and Excellence Awards Committee**

- Promote and recognize the contributions of staff and their integral role in supporting and fulfilling Loyola’s values.
- Coordinate with Faculty Council and Human Resources on annual formal recognition program in December.
- Partner with HR and UMC on promoting the *Person for Others* informal recognition program.
- Coordinate with the Director of Special Events for Dux Mirabilis nominees for Founders’ Dinner.
- Coordinate donation of Tribute books to Loyola libraries in honor of employees who pass away.
- Support Human Resources annual service recognition luncheon.

**Social Events and Community Building (SECB) Committee**

- Promote spirit and unity throughout the lakeside campuses by coordinating and assisting in staff social events.
- Coordinate monthly LIVE! After 5 events at both the Lakeside and HSD campuses.
- Partner with FC on community events during academic semesters (reserve room, secure presenters, arrange for refreshments/door prize, etc).
- Organize two *Pizza with the President* receptions with President’s office (secure date, reserve room, arrange for pizza lunch/door prize, etc).
- Assist HR with University Holiday Luncheon in December along with the picnic portion of St. Ignatius Service Day and Staff Appreciation Picnic offered during the summer.

**LEEF Fundraising Committee**

- Raise awareness and LEEF funds, including the establishment of financial goals throughout the year for the committee.
- Partner with Faculty Council, the Communications Committee, SECB and USGA to organize fundraisers throughout the year for LEEF.
- Develop partnerships with external vendors (e.g. Living Social) to raise LEEF funds.