Committee on Family Services
Charter
Updated 2.4.21

Committee Purpose:
The Committee on Family Services’ purpose is to advance UCSF’s mission by advocating for a family-supportive environment in which our interdisciplinary, diverse community can thrive. Committee members act in an advisory role on family and caregiving needs on behalf of the UCSF community.

Committee Objectives:
1. The committee provides guidance and recommendations about child care, including UCSF’s child care centers
2. The committee provides guidance and advocacy for other types of family support, including but not limited to back-up care, the Child Care Referral Program, the Lactation Accommodation Program, parental leave and elder care
3. The committee, working with Family Services, plans and promotes family education events for the UCSF community, aiming for 2-3/year (focusing on a variety of topics spanning from pregnancy and early childhood needs to elder care)

Leadership:
The Executive Sponsor of the Committee on Family Services is the Senior Associate Vice Chancellor of Campus Life Services, Clare Shinnerl

Administrative Support is provided by Michael Huang, Admin Analyst in Campus Life Services, Laura Ishkanian, Director of Family Services, and Cindy Yoxsimer, Executive Director of Business & Technology Solutions in Campus Life Services

The Committee has faculty and staff Co-Chairs, currently Faculty Co-Chair Dr. Amy Beck and Staff Co-Chair Heather Nichols

Membership:
Committee members are a mix of faculty, staff, and trainees representing a cross section of UCSF schools and departments. Committee members also include ex-officio members (including the Regional Manager and Client Director of Bright Horizons, the operator of UCSF’s child care centers). Many members are parents themselves, though this is not a requirement, and some have their children enrolled in UCSF’s child care centers.

Representation:
UCSF members should include representation from the following areas, including but not limited to: School of Dentistry, School of Medicine, School of Nursing, School of Pharmacy, the Graduate Division, UCSF Health, Human Resources, University Relations, Campus Planning, and Student Life.
Appointments:
When a new member is needed from a represented area, Family Services will ask the department/school Dean’s Office or Administrative Head to appoint a representative to serve on the committee. Members will be invited to join the committee by Family Services, with appointments spanning the academic year. Prior to the beginning of each academic year, members will be given the opportunity to step down or continue serving on the committee. New appointment letters will be distributed in July of each year.

Expectations:
Members act in an advisory capacity to Family Services, providing guidance and feedback on childcare (including enrollment and associated policies), resources (such as the Child Care Referral Program and the Lactation Accommodation Program), parent education events, and other family-related efforts and advocacy. Customer service metrics and relevant data for Family Services and/or the child care operator will be shared with the committee to inform their perspectives.

- Members represent their broader department, school, division or committee, and solicit input from and communicate information back to their respective areas
- Members maintain a broad perspective on family support for the UCSF community, utilizing personal experience only when relevant and as necessary
- Members will attend meetings regularly and participate actively
- Members voluntarily serve on workgroups as needed
- Formal voting is not a practice for the committee. If a decision needs to be made by the committee, informal voting will be used

Out of Scope:
The following functions are considered out of scope for the committee because the matters are governed by agreements signed on behalf of UC Regents.

- Child care operations, including:
  - Tuition rates and increases
  - Teacher/child ratios
  - Hiring and employment issues
- Specific locations of centers and their design and construction

Meetings:
Meetings will take place quarterly for 90 minutes, with in-person options available at Parnassus and Mission Bay and a zoom option available for those on satellite campuses. In-person attendance is preferred but it is understood that it is not always possible.

*February 2021 note: Due to COVID-19, all meetings have been moved to virtual option only*