

Santa Clara University
COLLEGE OF ARTS AND SCIENCES
COUNCIL OF CHAIRS

Wednesday, October 6, 2011
3:30-4:45 PM

Wiegand Conference Room, Arts and Sciences Building

MEETING AGENDA

I. Announcements (5 minutes)

- Grand Reunion: This weekend Oct 7-9
 - a) More than 300 people are expected to attend the CAS Open House this Saturday night
- Scholarly Achievement Celebration: November 15th
 - a) Nominations due to Terri Peretti by Monday, Oct 10th

II. Environmental Health and Safety Presentation- Sean Collins (15 minutes)

- There are three levels of EHS training for employees
 - a) Level 1 – EHS New Employee Orientation (EHS NEO): usually received through the HR orientation process but also available via an on-line course
 - b) Level 2 – EHS Work Area Specific Orientation: accomplished by completing checklists for Office and Technical work areas such as: laboratories, shops, studios, operations support functions, etc.
 - c) Level 3 – EHS Hazard Specific Training: Courses offered by EHS for those working in technical work areas
- Student Workers
 - a) Level 1 - Training available on the Camino website
 - b) Level 2 and 3- Complete EHS Work Area Specific Orientation and Training Checklist with your supervisor
- New part time faculty will be given the information with their contract
- Details available at <http://university-operations.scu.edu/ehs/training/>

III. Fundraising 101- Marie Brancati (40 minutes)

- Contact the Director of External Relations for the College with **ANY** project ideas or potential donors
- All gift checks must be submitted to the Development Office to process
- Detailed handouts provided to Chairs on fundraising

IV. Queries from Chairs (15 minutes)

- **Network Connectivity in St Joseph's Hall (James Lai)**
 - a) Computers are running at a minimal speed because the wiring in the building is very old.
 - b) There is no date established by IT to upgrade the system.
 - c) The wireless system is faster but still slow compared to new buildings on campus.
 - d) A suggestion was made to give each department their own wireless network.
 - e) Dean's Office will work with IT and report back.

V. Adjournment

Next Meeting: Wednesday, October 19, 2011 3:30 pm Wiegand Room