

STAFF *Senate*

Santa Clara University

Staff Senate Proposed Minutes

Date: Thursday, February 17, 2011

Time: 11:00 – 11:50

Place: Leavey Center – University Suite (3rd floor)

Present: Susan Babbel, Susan Chun, Marquita Coe, Mary Sue Crawford, Diane Cranor, Janis Davis, Lester Deanes, Nancy Diaz, Betsy Fiel, Linda Jocewicz, Nicole Maxwell, Felipe Montoro, Chris Nulk, Troy Raiburn, Arcelia Rodriguez, Fred Smith, Jenny Stoddard, Julie Stone, Julie Wong. Guest Speakers: Melissa Reynen for Fabio Soto from Bon Appetite and Ingrid Williams and Caroline Zelaya both from HR.

1. Approval of Minutes – November, 2010, meeting minutes approved. January 2011 meeting minutes approved with minor changes.
2. Committee Updates:
 - a. Communications Committee: Newsletter was sent out on January 26, 2011 with very positive feedback. The next newsletter is scheduled the first half of the Spring Quarter 2011. Susan Babbel expressed gratitude to Li-Shan Feng for updating website.
 - b. Community Service Committee: Marquita Coe reported Arcelia Rodriguez, Jan Davis and Marquita are planning the the HomeSafe Easter Party which is scheduled for April 7, 2011. At present there are 18 moms and 50 children signed up to attend. The committee is planning crafts and cupcakes for this event. The committee is looking for two more volunteers. The committee will also be looking to organize a Linen Drive during student move out day. A proposal is being prepared to get more funding from the university with the Julia Street Inn project as well.

Note: The Athletics Dept is participating in a shoe drive sponsored by the West Coast Conference that ends on 2/25/11. Bins are available in dorms as well as the library and Leavey Center.
 - c. Benefits Committee: The benefits committee continues to meet regularly and any issues or concerns should be forwarded onto our representative, Julie Wong. Charlie Ambelang of HR is now the chair of this committee.
 - d. Events Committee: Nothing to report.
3. Fabio Soto sent Melissa Reynen as a representative to go over the feedback from Bon Appetit Dining Services Survey passed out at our October, 2010 meeting. Bon Appetit are

working on program to address questions and concerns. They are also offering an afternoon variety of healthy, portable and affordable options. Melissa provided the flier "Five under \$6" (see attached) outlining the program. A new flier/newsletter will be posted and emailed every 2-3 weeks suggesting new food option selections that fit the Five under \$6 guidelines. Other programs include "Café Hours during finals week" and "Breakfast around Campus". Melissa also addressed the idea of providing services for residents in campus housing across El Camino Real, or off campus, such as short on-line pre-ordered delivery service. Melissa gave her email for any suggestions, concerns or questions at mreyen@scu.edu.

4. Ingrid Williams and Caroline Zelaya from HR spoke about EBenefits. HR has been working with IT for close to a year on EBenefits administration. The base benefits of EBenefits was recently launched. They are currently working on data cleanup, i.e. dependent information, updates with vendor or life insurance data, etc. Retirement information is not on line.

The goal is to have EBenefits up and running for next years open enrollment in the Fall. Over the coming months, HR will meet with departments to set up tutorials to assist with use more efficiently. HR hopes by mid Oct/Nov, they will have, with IT's assistance, a more customized system. They are striving for less paper, although there will be some changes made to the benefits system that will still require paper with regards to backup data or verification of information. Any questions can be directed to Augustin Ruiz at HR.

Fred Smith inquired on how the Staff Senate can assist HR with EBenefits program. Caroline stated that it would be helpful if the representatives previewed tutorial and then encourage and promote to constituents to utilize EBenefits, especially emphasizing that each employee should go into the system to make sure their data is correct.

5. Julie Stone, representative on the Staff Affair Representative, reported that a subcommittee has been formed to update the harassment policy. The bulk of the changes are more of a reorganization of the information, no substantial changes are expected.
6. Continuing Business

- a. Retiree Perks: Staff and Faculty retiree perks are the same.
- b. Recognizing Service on Staff Senate and other duties: A task force is scheduled to report their findings to the College of Arts & Sciences at the end of March.
- c. Staff Awards: Fred Smith will meet with Charlie Ambelang as well as Molly McDonald to discuss how awards are nominated.

A general reminder that all employees need to complete the class version or on-line version of Sexual Harassment training by December 31,2011, which is mandated for all employees.

The next Staff Senate meeting, which will also be a General Assembly, is scheduled for Thursday, March 31, 2011, location TBD.

Meeting adjourned at 11:50 pm.