

# *Senate*

Santa Clara University

## **Staff Senate Meeting Minutes**

Date: Thursday, January 20, 2011

Time: 11:45 – 12:15

Place: Leavey Center – University Suite (3<sup>rd</sup> floor)

Present: Charlie Ambelang, Minh Virasak attending for Susan Babbel, Mary Sue Crawford, Susan Chun, Diane Cranor, Janis Davis, Lester Deanes, Nancy Diaz, Li-Shan Feng, Betsy Fiel, Linda Jocewicz, Anne McMahon, Chris Nulk, Troy Raiburn, Arcelia Rodriguez, Fred Smith, Jenny Stoddard, Julie Stone, Julie Wong.

1. Approval of Minutes – November minutes to be approved either by email or February 17, 2011 meeting.
2. Committee Updates:
  - a. Communications Committee: Newsletter update will be produced by Felipe Montoro by end of January. Linda Jocewicz of the Affirmative Action Office, as well as Staff Senate Representative, will be spotlighted. There will be a thank you extended to all staff on the behalf of the Giving Tree. This year's campaign was a huge success for donations.
  - b. Community Service Committee: Jan Davis reported that the committee is working on an Easter Party at San Jose HomeSafe. There is a planning meeting next week. The Easter Party is scheduled for Thursday, April 7<sup>th</sup>. The committee will be seeking donations once the committee has begun the planning for this event.
  - c. Budget Committee: The 2011-2012 budget has been approved by the Board of Trustees. A University Budget Forum is scheduled for Thursday, February 17<sup>th</sup> at noon in the California Mission Room in Benson.
  - d. Parking Committee: The newly formed parking committee will meet on 1/21/11.
  - e. 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.
  - f. Events Committee: Nothing to report.

3. Continuing Business:
  - a. Retiree Perks: No update.
  - b. Staff Awards issue: No update.
  - c. Recognizing Service on Staff Senate and other duties: The College of Arts & Sciences is organizing a task force to address the recognizing of service on Staff Senate and other duties. They are scheduled to meet twice a month and they are scheduled to report their findings to the College of Arts & Sciences at the end of March.
4. Fabio Soto, General Manager of Bon Appétit and University Dining Services will return either in the February or March staff senate meeting to complete survey project started with staff senate representatives in October.
5. Julie Stone, a Staff Affaire Representative stated that the Staff Affaires committee has been working on reviewing the Employee Handbook. They are reviewing each section to restructure and reorganize the handbook. No policy changes will be a part of this review. The review is expected to be complete by the end of the year. Julie also wanted to remind the senate that **Family Weekend is scheduled for Friday and Saturday, February 25<sup>th</sup> and 26<sup>th</sup>**. There will be events scheduled for students and their parents during this weekend throughout the university.
6. Ann McMahan, Assistant to the President, thanked the Staff Senate for the invitation to attend our monthly meetings. She would like to present to the president any questions or concerns that the senate or our constituents may have. She plans on attending as many of the meetings as her schedule allows. Ann highlighted the importance of the President's **State of the University Address which is scheduled for Wednesday, February 16<sup>th</sup> at 4:30 pm in the Mission Church**.
7. Charlie Ambelang, Assistant Director of HR for Organizational Learning and Leadership Development, also thanked the Staff Senate for the invitation to attend our monthly meetings. He is currently covering additional responsibilities while HR is working to fill vacancies in their department. He welcomes any questions that the senate or out constituents have.
8. There was discussion regarding recent problems with the clipper pass that is issues by Caltrans. HR is working with Caltrans to resolve the problems. Tes Ilio and Yolanda Galindo are points of contacts for this program.

Meeting adjourned at 12:15 pm.