

STAFF *Senate*

Santa Clara University

Staff Senate Meeting Minutes

Date: Thursday, September 16, 2010

Time: 11:00 – 12:00

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

Present: Susan Babel, Mary Sue Crawford, Susan Chun, Janis Davis, Lester Deanes, Nancy Diaz, Li-Shan Feng, Betsy Fiel, Muriel Isaac, Linda Jocewicz, Maggie Malagon, Nicole Maxwell, Felipe Montoro, Chris Nulk, Troy Raiburn, Arcelia Rodriguez, Fred Smith, Julie Stone, Jenny Stoddard, Julie Wong

1. Approval of June Minutes – approved as submitted
2. Committee Updates
 - a. Communications:
 - i. Susan Babel stated that the newsletter will be out the second week of school. Any information to be included in the newsletter, please send to Felipe Montoro at mmontoro@scu.edu. Susan updated website with 2010-2011 representatives. She has also sent out emails to staff and faculty regarding the art show.
 - ii. Mary Sue Crawford had to reschedule the interview with Carol Bonney for quarterly profile of staff. She requested two to three names each quarter for interviews for newsletter, to ensure that one person will agree to be interviewed for quarterly newsletter. There was further discussion on procedure to pick person each quarter. Fred essentially left process up to the Communications Committee.
 - b. Community Service Committee:
 - i. Janis Davis gave update on HomeSafe Halloween party which is scheduled for 10/26/10 6:30-8:30. The committee is asking for donations of costumes, decorations, cupcake frosting and decorations, volunteers, etc. Marquita Coe sent out monthly “In Loving Hands” newsletter with detailed event information and contact information. Julie Wong stated that the newsletter was very nice, but too long and made suggestion to shorten the newsletter. The Christmas party is scheduled for 12/9/10 and there will be other parties scheduled for next year with information on those events to follow.

- ii. Julie Stone discussed setting up an automatic pay withdrawal for anyone who wants to make monetary donations. She will set up a meeting with Human Resources to discuss this.
 - c. Events Committee:
 - i. Maggie Malagon and Nicole Maxwell were thanked for their successful completion of staff faire. Fred Smith stated that there was a great deal of positive feedback regarding the event. Food was a big hit, as well as round tables and the number of prizes in drawing. Maggie stated that one prize went missing. Can't locate one the DeAnza Hotel gift certificates. Suggestion was made to call hotel and get new certificate reissued and have previous certificate canceled.
 - ii. Discussion regarding combining next two events into one; Benefits and Health and Wellness Fairs suggested date of November.
 - d. Benefits Committee:
 - i. Julie Wong stated that the Benefits Committee reports that the medical costs rose only 13.2%, which was lower than expected. It has yet to be decided how these costs are going to be covered.
3. President's Report
- a. Meet with Molly McDonald regarding combining Benefits and Health and Wellness fair.
 - b. Discussion also regarding staff recognition awards and possible restructure of how recipients are chosen.
 - c. Recap Staff Senate Retreat which was held in August. Minutes of retreat will be posted on website.
4. Committee Sign-ups
- a. Fred assigned representatives who had not previously signed up to respective committees. Fred is mandating that every representative to be on a committee.
5. Continuing Business
- a. Staff Awards. The issue regarding how to select award recipients is not resolved. Fred plans to solicit feedback from campus community for suggestions. Goal is to work on issue and have resolution by the New Year to implement for next year's event.
6. New Business
- a. Retiree Perks. Discussion was held regarding what retiree perks can be offered with minimal impact on budgetary constraints. University can not afford to offer special group rates for health insurance; that would be far too expensive. The university will revisit this suggestion once the economy has recovered. Some suggestions were made in regards to tickets to games, or maybe keeping email address. Chris Nulk stated that keeping email addresses would not be an option expense wise. Fred asked for suggestions to be sent to him.

b. Recognizing Service on Staff Senate and other duties. Fred has asked that any representative who had discussion with their supervisor at their review to contact him. Suggestion was made that the employee themselves note at their review the time served on not only the staff senate, but any other task that is “outside” of their job description, i.e., building manager, WASC task force, etc. It was noted that some managers may include these tasks as part of the job as in most job descriptions have a statement “and other tasks as necessary”.

Meeting adjourned at 12:02 pm. Next meeting scheduled for 10/21/10.