

# *STAFF* Senate

Santa Clara University

## **Staff Senate Executive Committee Proposed Minutes**

Date: Thursday, August 5, 2010

Time: 11:00 – 12:00

Place: Leavy Events Center – University Suite

Present: Susan Babbel, Diane Cranor, Janis Davis, Betsy Fiel, Maggie Malagnon, Monica Manriquez, Nicole Maxwell, Fred Smith, Julie Stone, Jim Rowan

1. Approval of June Minutes – approved as submitted
2. Officer and Committee Updates
  - a. President
    - i. Fred Smith met with Bob Warren approximately a month ago to discuss his role with the Staff Senate. Bob stated that the two objectives were to keep morale up while stabilizing finances. His concern with regards to benefit cost information disseminated broken down in five areas: WASC accreditation, University Master Plan, benefits, University Capacity Study as well as next Capital Campaign.
  - b. Committee Updates:
    - i. Communications: Susan reported that there were no new updates to report. Fred and Susan plan to meet after the staff retreat to put together a newsletter.
    - ii. Elections: Diane reported no new updates due to summer vacations. Diane spoke about the current vacancies in
    - iii. Community Service:
      - a. Janis Davis distributed a hand out by Marquita Coe (who was not present due to vacation) outlining status on community service projects as well as goals/suggestions for 2010-2011 year.
      - b. Julian Street Inn Breakfasts: The committee works in conjunction with the Ignatian Center and there are approximately 10 volunteers each month donate \$10 which just covers costs. Some volunteers unable to donate but are reliable acting as servers. Julie Stone discussed making it easier for Faculty/Staff to donate possibly through direct withdrawal each pay period.

Marquita has a meeting scheduled in September to obtain more volunteers/donations.

- c. Linen Drive: Marquita proposes only have one linen drive this next year during “student’s move out days” in June. One large drop off area in Benson for staff and faculty is proposed as well as bins in dorms as well. A collaboration with student housing in advertising this event is planned.
  - d. Marquita has suggested a staff senate newsletter be started publicizing service with a community service opportunities column. Also suggested was creating a database with volunteer opportunities, categorized by what types of volunteer activities available, what days/times available to volunteer to encourage increase in volunteerism in SCU community.
  - e. SCAAP Collaboration. Marquita worked on a short-term project at Women and Children’s shelter and would love to collaborate on some projects this year as well.
  - f. The back pack drive is in currently in process.
- iv. Parking: Monica Manriquez will check with Bob Warren on status of representatives for Parking Committee.
  - v. Events: Staff Faire status - three dates have been reserved for September. It was decided that either Wednesday September 8<sup>th</sup> or Thursday the 9<sup>th</sup> would be preferred due to Labor Day holiday. Diane Cranor is working on raffle prizes and has had some input from Dell and CDWG. Jim discussed the general frustration of staff recognition award presented predominantly to upper management. Bob Warren has been apprised of situation. Suggest made to discuss options for more staff input/feedback on how awards are decided. Susan announced plans for an art show scheduled for October, possible name Collaborative Integration of Arts by Faculty and Staff.
  - vi. Committee Assignments: \_\_\_\_\_
  - vii. Susan Babbel expressed concern for lack of weight staff receive for serving on the staff senate with regards to their jobs, i.e., merit increases and/or recognition from supervisors regarding extra work to serve. Jim stated that this issue was being reported on by the Executive Task Force that he serving on with regards to university governance. Monica Manriquez will request that a letter of congratulations and thanks be sent out by Bob Warren to staff senate representatives as well as their supervisors upon the commencement of their service on staff senate.
3. Continuing Business:
- a. Parking Permit Issue: Jim will follow up on parking permit options for new staff/faculty. Suggestion was made that Campus Safety be updated on permit options, including commuter/biking option as new employees at times purchase their permits prior to orientation, where this information is normally presented.
4. Next Senate meeting agenda:
- a. This year

- i. Goals:
- b. Retreat – Scheduled for Thursday August 19, 2010.
  - i. Goals: To discuss our goals for year, meet and greet representatives, learn what history of Staff Senate as well as “what is our role?”
  - ii. Guests: Bob Warren will speak briefly approximately 1:15 pm. Fr. Engh will be unable to attend. Jim Rowan will speak for approximately 10 minutes on the history and role of the Staff Senate.
  - iii. Timing: Scheduled for 1 pm- 5 pm. Location to be determined.