

STAFF *Senate*

Santa Clara University

Staff Senate Minutes

Date: Thursday, August 19, 2011

Time: 11:00 – 12:00

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

Present: Mark Alejandro, Alison Bateman, Sandy Boyer, Susan Chun, Marquita Coe, Mary Sue Crawford, Jan Davis, Nancy Diaz (for Nicole Cruz), Lester Deanes, Elizabeth Fiel, Tes Ilio, Muriel Isaac, Linda Jocewicz, Chris Nulk, Fred Smith. Guests: Charlie Ambelang and Erendira Rubin from Human Resources

- Fred welcomed the group and asked for Committee Updates
- Committee Updates
 - **Communications** - Newsletter: Felipe Montero and Susan Chun serve as co-chairs. Work is currently in progress on the September newsletter. The newsletter will be distributed the 2nd or 3rd week of the quarter.
 - *Action: Senate members are asked to submit items for the newsletter to Felipe or Susan.*
 - **Community Service** – Projects: Lester Deanes and Marquita Coe serve as co-chairs. A number of community service projects have been planned for the upcoming year:
 - *Santa Clara University Community Service Day:* Lester Deanes announced that plans are being made to create an opportunity where volunteers from the entire university community can take part in a day of service together. The idea is to have several opportunities for volunteers to choose from, and for it to be held on a Saturday so that families can also participate. Some examples of activities being considered include: Habitat for Humanity project; ocean and river clean-up; Food bank warehouse sorting; sacred heart donation sorting; tutoring at Nativity School, working at the SCU Bug Garden, and work at an farm that donates food to charity. All groups would meet in the morning at Santa Clara University and enjoy breakfast together and an encouraging message from Fr. Engh. Alumni Services is very interested in taking part in this project. Osher Society, faculty and students will also be invited to participate. This could be the start of a very worthy and fun tradition for the university!
 - Charlie Ambelang raised the concern of liability protection.
Action: Lester will follow up with Sam Florio, Andrea Brewster and Phyllis Brown to ensure all the steps necessary for liability protection are covered for each of the volunteer activities. (Note: Some of the larger organizations have liability waivers in place for all volunteers that will need to be completed prior to the service being performed.)
 - *Action: Susan Chun will check with the Ignatian Center to see if they would donate the breakfast for this event.*
 - *Action: Marquita Coe will work with Lester Deanes and Alumni Services to confirm a date in April since the original proposed date of May 5 is Cinco de Mayo.*
 - *Action: Lester Deans and Marquita Coe will continue to work on firming up the plans for this event and will report back to the Senate.*

- *Action: Senate members are encouraged to send names of nonprofit organizations they know that would be good candidates to consider as a volunteer opportunity for this event. Please send that detail to Lester Deanes or Marquita Coe.*
- *Second Harvest Thanksgiving Food Drive:* Plans are in progress to coordinate a community food drive for Second Harvest Food Bank.
- *Cell Phone Drive for HomeSafe:* Collaborating with Alumni Services, plans are being made to collect cell phones (working or not) and their accessories on behalf of HomeSafe.
- *Linen Drive:* A linen drive to benefit bay area shelters will take place, as last year, the week prior to student move out days in June. That week the drive will target faculty and staff donations. The following student move out week will be collaboration with Housing to collect linens and bedding the students want to donate when they move out of the dorms.

All of these events will rely heavily on volunteers to be successful.

- **Events** – Staff Faire: Muriel Isaac and Sandy Boyer serve as co-chairs. The event is confirmed for September 7th, 11:30 – 1:30 on the St. Ignatius lawn. Logistics have been set up through facilities and media services. The food budget has been approved and a barbecue will be enjoyed that includes hot dogs, hamburgers, corn on the cob and an ice-cream bar. Department requests for tables are coming in and several departments on campus have donated prizes. Fr. Goda has agreed to give the opening prayer and John Hyde will provide music. Letters to solicit donations from outside donors have been sent. Help is requested to make follow up calls. The executive committee has been recruited to help with this task and contact information will be sent to them for follow-up next week. Help will also be needed at the event.
 - *Action: Volunteers are needed to help with set-up. Please contact Muriel Isaac or Sandy Boyer.*
 - *Action: Julie Stone will oversee the setting up of the staff senate table at the faire. Chris Nulk will work with Julie Stone to provide a poster advertising the many activities of the Staff Senate*
- Charlie Ambelang, Acting Vice President for HR, introduced the group to Erendira Rubin, HR’s new Legal Associate and spoke of changes taking place in the department.
 - Diane Hildebrand will join the HR team as the Organizational Development Specialist.
 - Student Employment will move under the HR umbrella and be housed in the Benson 2nd floor HR office.
 - The HR office in Benson will be opened for limited hours. They will continue to remain open all day on pay day.
 - Fidelity; Joe Crowley, university finance counselor for faculty and staff; and TIAA-CREF representatives will still continue to operate out of the Benson HR office by appointment.
- Fred Smith provided an overview of the University Governance structure and explained how policies are made, changed and updated at SCU. If policies affect staff, the staff senate is involved. All issues are brought to the University Coordinating Committee (UCC) who coordinates the work of the other University Policy Committees (UPC). The six UPCs are: Academic Affairs; Faculty Affairs; Staff Affairs; Student Affairs; University Budget Council; and Planning action Council. As President of the staff senate, Fred serves on the University Budget Council and as Vice President, Julie Stone, serves on the Staff Affairs committee. Fred provided a pamphlet entitled “Governance at Santa Clara University” which represents how policies and issues are addressed and processed through to implementation (see attachment).
- Orientation has been divided into two parts: Part I included the University Governance overview provided by Fred. In Orientation Part II he will focus on Goal Setting.
- Next Senate meeting is scheduled for Thursday, September 15, 2011.
 - Agenda will include Orientation Part II – Goal Setting.