

STAFF *Senate*

Staff Senate Minutes

Date: Thursday, November 17, 2011

Time: 11:00 – 12:00

Place: Loyola Hall - St. Ignatius Conference Room

Present: Marc Alejandro, Sandy Boyer, Marquita Coe, Mary Sue Crawford, Tes Ilio, Muriel Isaac, Linda Jocewicz, Felipe Montoro, Chris Nulk, Claire Shaw, Fred Smith, Julie Stone Guest: Charlie Ambelang, Acting Assistant VP for Human Resources

1. President, Fred Smith, welcomed the group.
2. Approval of Minutes: September and October Meeting Minutes approved.
3. Fred Smith administered a “campus quiz” to the group. (Tes Ilio was the winner.) Fred asked the following five questions:
 - What is the name of the exhibit currently on display in the Learning Commons? (Bonus point for the full name) Answer: The Missing Peace: Artists Consider the Dalai Lama
 - Santa Clara was just honored by what federal agency for our Green Power Leadership? Answer: The EPA
 - What are the two ways (starting with the word z) members of the Santa Clara community are encouraged to use for automobile transportation and/or carpooling? Answer: Zip Car and Zim Ride
 - How many new members joined the Board of Trustees last month? (Bonus – how many total members?) Answer: 4 and 42
 - What do the terms UCC, UPC, UBC and SAC stand for here at SCU?
 - UCC: University Coordinating Committee
 - UPC: University Policy Committee
 - UBC: University Budget Counsel
 - SAC: Staff Affairs Committee
4. Latest New: The recent intrusion into SCU’s computerized academic record system resulted in a limited number of undergraduate students having their grades changed. Fred Smith wanted to assure staff that there is no evidence to suggest that other personal information of students, staff or faculty has been compromised. Upon learning of the computer intrusion, the University promptly contacted the FBI. Fred explained since it was a cybercrime that was the appropriate action for the University to take. He also wanted the senate to note that there have been a group of staff members closely

involved in the investigation and that President, Michael Engh, commended them for the hard work and long hours they have devoted to it. The University has taken several steps to increase its network security and will continue to implement additional safety and security measures.

5. Committee Updates

- a) Communications: Felipe will begin working on the newsletter for next quarter. He will be following up on the status of community service projects and he still needs to identify a staff member to feature for the month.
- b) Community Service: Marquita Coe provided the status of active projects.
 - o Santa Clara University Second Harvest Holiday Food Drive – The drive is active now and runs through December 9. On November 30 and December 1 staff and faculty will man collection tables located in Benson Plaza. Everyone is encouraged to pick up an empty bag and return it filled with donations. Volunteers are needed to staff the collection tables at ½ hour increments. Volunteers can sign up at <http://bit.ly/rVMPvY> This is but one way people can be involved. They can contribute on-line to the Virtual Food Drive (<https://donate.shfb.org/vfd/>); Food 4 Fines; and/or by donating items purchased at the Cellar Market Collection and Sidewalk Sale. This is a community event with students, staff and faculty working towards being able to donate a large contribution to the Second Harvest organization from Santa Clara University. More information can be obtained at the Holiday Food and Fund Drive 2011 web page - www.scu.edu/cm/getinvolved/give2011.cfm
 - o Santa Clara University Community Service Day –Marquita Coe and Lester Deanes have plans to meet soon and review the interest survey results. In the near future, they will solicit volunteers who have an interest in serving on the planning committee.
 - o Family Giving Tree: Diane Cranor (dcranor@scu.edu) is the lead on this annual project. She sent an email out to the community and requested that an announcement about the project also be made at the staff senate meeting. The Family Giving Tree Holiday Wish tree is now located in the lobby of the Learning Commons. She encourages everyone to help a child, teen, elderly, or homeless person to have a happier holiday season.
 - o InnVision Adopt-A-Family project: A meaningful way to give back during the holiday season is to Adopt-A-Family through the InnVision Family Services program. Around 200 families have special wishes that they would like to see fulfilled, and volunteers can help them by providing gifts, clothing and food vouchers. To get involved email Kay Brown at adoptafamily@innvision.org If you are interested in being part of a group from SCU that would like to work together and adopt one InnVision family for Christmas, contact Marquita Coe (mcoe@scu.edu)
- c) Elections – Chris Nulk provided a hand-out that reflects the current status of representatives, including their term, and the groups that they represent according to the Election process program. There are currently 21 out of 29 representative positions in place. He reported that there about 8 groups that are not represented at all. According to the By-Laws representatives can only serve via general or special election. General elections are typically held in March. A special election needs to take place to install Tes Ilio as HR representative.

Chris Nulk and Jan Davis will continue to work with Fred Smith on the Senate's current representation situations.

- d) External Committee News: The Staff Affairs and Parking Committee had nothing to report. Fred Smith reported that the University Budget Committee is meeting weekly and projects that in one or two more meetings they will be ready to pass the proposed budget to the Board of Trustee for final approval.

5. Other:

- Linda Jocewicz, EEO Coordinator for the Affirmative Action Office, reported that there are still a number of employees who have not yet completed the Sexual Harassment module. The Affirmative Action Office will be holding classes in December to reach out to this population. Supervisors are encouraged to make sure that staff has completed the training by end of year.
 - The Senate is interested in sponsoring another Art Show in the Learning Commons this year. Feedback from the community voiced an interest in the project and staff and faculty enjoyed seeing their colleagues' art work. The library has a requirement that Ernest Jolly, University Preparator, de Saisset Museum, be used to hang the art work. His services are \$500.00. There is no grant in place that will cover that cost this year. Representative, Murial Isaac, suggested that the Senate request the funds from Robert Warren, Vice Presentation for Administration and Finance. The group agreed and Fred Smith will meet with Robert to discuss the proposal.
 - Charlie Ambelang reminded the group that Open Enrollment is taking place but will end on November 30
 - Charlie Ambelang also announced that advertisements for Molly McDonald's replacement have been posted on AJC, CUPA and other professionally-related media . It has also been posted on the HR web site openings listing.
 - The move of HR to its new location is tentatively targeted for spring break week. Facilities still has a great deal of work to complete to the inside structure before the move can take place.
 - Ad Astra, the event and classroom scheduling program, will be upgraded to a new version mid-December. Training sessions are scheduled for end of November and start of December. The new version is moving to a platform completely web based which will make it much easier and quicker to use. Contact Marquita Coe (mcoe@scu.edu) if you have not already been contacted by the Office of the Registrar if you have an intention of using the tool and desire a user id and/or training.
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- Next Staff Senate meeting is scheduled for Thursday, December 15, 2011 and will be a pot luck celebration. Julie Stone will confirm use of the Loyola Hall – St. Ignatius Conference Room.