

STAFF *Senate*

Staff Senate Minutes

Date: Thursday, October 20, 2011

Time: 11:00 – 12:00

Place: Donohoe Alumni House – Executive Conference Room

Present: Alison Bateman, Joel Bennett, Sandy Boyer, Susan Chun, Marquita Coe, Mary Sue Crawford, Janis Davis, Nancy Diaz (for Nicole Maxwell), Betsy Fiel, Tes Ilio, Muriel Isaac, Linda Jocewicz, Bill Logan, Felipe Montoro, Chris Nulk, Claire Shaw, Fred Smith, Julie Stone Guests: Charlie Ambelang, Acting Assistant VP for Human Resources and Anne McMahon, Assistant to the President for Communications.

- President, Fred Smith, welcomed the group and introduced Claire Shaw, new Administration and Finance Representative.
- Fred Smith administered a “campus quiz” to the group. (Julie Stone was the winner as she was able to answer the most questions correctly.) Fred asked the following five questions:
 1. Who was the President when women were admitted as undergraduates to Santa Clara? (answer: Patrick Donohoe)
 2. In what year were women first enrolled at SCU? (answer: 1985)
 3. In what decade did women first start taking classes at Santa Clara? (answer: 1940’s)
 4. In what year did Noelle Lopez become Santa Clara’s first female Rhodes Scholar recipient? (answer: 2008) Bonus question: How many Rhodes Scholars has SCU had? (answer: 2)
 5. In what academic year will we commemorate 50 years of women on campus? (answer: 2011-12)
- Committee Updates
 - a) Communications-Newsletter: Susan Chun reported that she and Felipe Montero were able to successfully distribute the fall newsletter. She said that she received feedback of a request to include more staff profiles. The newsletter format and style will move to a “blog”.
 - b) Community Service: Marquita Coe provided the status of active projects.
 - Santa Clara University Second Harvest Holiday Food Drive – Goal is to have faculty, staff and alumni collaborate with the student drive that is held annually by Campus Ministries. The drive will run from November 7-December 9. Matthew Smith, Campus Minister, will spearhead the project. Although the drive will run for nearly a month there will be two days – November 30 and December 1 in which two tables will be manned by volunteer staff and faculty and will collect donations as well as hand out biodegradable eco-friendly Second Harvest bags. Community members will be able to take the bags,

fill them, and return to donate the next day. This event will be highly advertised.

Matthew will be sending a detail email on how community members can participate. He will also provide links to videos and documentation that addresses the “Hunger” issue.

Staff Senate members are encouraged to help advertise this worthy cause.

- Santa Clara University Community Service Day – Goal is to bring together interested volunteer students, faculty, staff, alumni and their families to provide a day of community services. Volunteers will be able to pick from a number of services or projects beforehand. The date is confirmed for April 21, 2011. Marquita has sent an “interest survey” to the community so that interest in the project and in the possible volunteer opportunities can be measured. Staff Senate members are encouraged to take part in the survey and encourage colleagues to as well. We hope to make this an annual SCU tradition.
 - St Patrick’s Day Celebration for the women and children of HomeSafe shelter, San Jose location. Every year SCU has sponsored a special event for the residents of the shelter. We have provided celebrations for Easter, Christmas and Halloween events. This year plans are in place to provide a St Patrick’s Day celebration that will be held on March 8, 2012 from 6-8 p.m. Early next year the community service committee will solicit volunteers from the community who would like to participate either physically at the event or via donation.
 - Linen Drive for various shelters in the bay area will take place the last week in May for faculty, staff and alumni and for students during their “move-out week” which follows. Donations are separated and distributed to the various shelters in the bay area.
 - Donate a Cell Phone and Save a Life project: Communication regarding this project will be distributed within the following weeks. Alumni Services is spearheading this project and will provide a drop off point for community members to donate unwanted cell phones. These phones translate into money which will go towards services for the women and children affected by domestic violence.
- c) Events – none reported.
- d) Elections – Chris Nulk distributed a hand-out that lists the current staff senate representatives and the groups that they represented. Chris Nulk and Jan Davis, will work closely with Fred Smith to address the issues that seem to surround the way that some groups are represented.
- e) Other
- Parking Committee: Jan Davis provided a copy of the Parking Committee Meeting minutes from their September 16, 2011 meeting. Issue was raised about all the parking spaces that are specified for electric cars. Jan will report this back to the committee and any other issues that are raised.
 - Dining Committee Meeting: Bill Logan reported that in last week’s meeting students raised complaints about the caliber of the food ingredients being used. He also mentioned that Dining Services has plans of bringing back the Dining Rewards card. A new web page has been developed at <http://www.scu.edu/diningservices/> that addresses these topics. Send Bill feedback you would like raised at the meetings.
 - Staff Affairs Committee: Julie Stone reported they haven’t met yet.

- PC Replacement Program: Chris Nulk reminded the group that the program was completed for the year and that focus was moving on to JST needs. Linda Jocewicz raised the concern that the Affirmative Action office has computers which still need to be upgraded and were scheduled for this year. She will follow up with IT.
- Charlie Amberlang addressed the group about the following topics:
 - Reminder that the Benefits Expo held on October 31 at Benson from 10AM-2PM will kick off the Open Enrollment Period that begins November 1 and runs until November 31st. All vendors will be present at the Expo and provides an opportunity to ask questions regarding eligibility and coverage. The event takes place in the California Mission Room. A grand prize of a \$450.00 bike will be offered.
 - Suggestion: Collect toothbrushes from the dental representatives to attach to the holiday giving tree.
 - SCU will follow up on the benefit they announced last year in which community members will receive a benefit of \$150 a month who opts out of their medical insurance.
 - Reminder that impact of this action involves losing some bundled services such a vision.
 - An outside Search firm has been retained to spear head the process for finding candidates to fill Molly McDonald's Human Resources position. An SCU search committee will also be in place to work with the firm. The original job description for that position will change a bit and applications for the position will go directly to the Search firm. Charlie will let the SCU community know when applications for the position are being accepted.
 - The Human Resources Department is moving out of Loyola Hall to an office building located in between Magellan and the Bank of America buildings. Advantages to the move includes that it is located in a location familiar to community members (near Starbucks) and that the space will be a shell allowing Human Resources to create a space that fulfills all their needs.
 - Alert Charlie of any issues raised about the restricted hours of the HR office located in Bensen.
- Orientation Part 3 – Best Practices:
 - Fred led a conversation on how staff members communicated with the people that they represented. Most of the members were not aware of the staff senate tools that were created for this use. Fred will follow up with directions for members to use.
 - He also raised questions about how the university best communicates with the community. He reminded the group that most change that is made at SCU is made through committees. In response Ann McMahon, Assistant to the President for Communication, explained about the Communication and Collaboration Town Hall and how it was created to address just those types of issues. She encouraged staff senate members to attend the meeting of the Town

Hall that was to take place at 1:00 p.m. This group is looking for feedback from the committee regarding topics such as: document sharing; committee work, and email improvement. The broad charge of this Task Force is to identify campus needs for communication and collaboration services and to identify tools and practices to support those needs. She also invites the group to check out the blog which the task force generally communicates through and with the community. The URL: <http://www.scu.edu/r/is/communication/11119/The-Communication-and-Collaboration-Tool-Task-Force-Tries-To-Practice-Seamless-Communication-&-Collaboration>

- Next Staff Senate meeting is scheduled for Thursday, November 17 , 2011