

STAFF

Assembly Council

Santa Clara University

Minutes Thursday, July 17, 2008 11:00 a.m.

Attended: Susan Babbel, Chad Benzel, Kari Craighead, Tom Farrell, Sam Florio, Jessica Gagnon, Joe Guidace, Christina Johnson, Phil Livak, Alma McChesney, Ramona Nadel, Nikole Nichols, Apryl Roberts, Jim Rowan, Mary Sexton, Fred Smith, Moira Srago (for Anna Olmos), Jenny Stoddard, Julie Stone, and Nick Travis

1 Approval of June Minutes

We accepted the Minutes for the June 19th meeting.

2 Committee & Other Updates

a. Executive Committee

The Executive Committee met July 10th to discuss the Council's agenda for the coming year. See #3, below.

b. Elections

See #3.1, below, regarding proposed bylaw amendments related to elections.

c. Communications

i. Group email application

Jim Rowan showed Council Members a new e-mail application he is developing which will enable each of us to communicate with the staff members whom we were elected to represent. It should be available before the end of July.

d. Events—Staff Faire—volunteers needed!!!!!!!!!!!!

Apryl Roberts passed out forms to Council Members soliciting volunteers for the Staff Faire, scheduled for Wednesday, September 10th from 11:00 a.m. to

3:00 p.m. She encouraged volunteers to contact her and/or Arcelia Rodriguez. Jessica Gagnon volunteered to work on a flyer to publicize the Staff Faire.

3 2008-2009 Agenda

a. Community Service Project

In the past, SAC has expressed an interest in developing a Community Service Project in conjunction with the Ignatian Center. Nikole Nichols volunteered to coordinate the search for a suitable project.

b. Staff Surveys

The SAC has also discussed conducting staff survey(s) about how the Council might operate more effectively.

c. Volunteer Award Committee

Jessica Gagnon and Ramona Nadel agreed to chair a committee to select the next recipient of this annual award presented at the Staff Appreciation dinner. They may survey managers for information about staff members who have been involved in service activities.

d. Mighty Broncos—Triathlon Team Support

The SAC encourages attendance at this fundraiser to be held at the Adobe Lodge to support the triathlon team.

e. Theme Dinners

These dinners are held throughout the year before sporting events. Fred Smith agreed to coordinate the dinners, although he will be unable to attend because of pre-game responsibilities.

f. Bicycle Parking Permits

People who buy monthly transportation passes also receive a permit to park on campus five times per month. Mary Sexton agreed to investigate the possibility of obtaining similar parking privileges for people who walk or bicycle to work. Phil Livak mentioned that Public Safety is exploring mandatory bicycle registration, in an effort to combat bicycle thefts on campus.

g. Retiree Health Care Benefits Review

Jim Rowan will request a copy of the proposal submitted to University administrators.

h. **Staff Faire**

The Staff Faire was discussed earlier in the meeting, see #2.d., above. A “green” (environmental) focus was suggested for this year.

i. **Health & Wellness Faire**

Anna Olmos was volunteered in absentia to begin planning the Health and Wellness Faire, tentatively scheduled for February 2009. Human Resources apparently maintains a list of likely exhibitors.

j. **Spring Fling**

This was added to the list of events in 2007-2008 to replace the Staff Faire. The Council decided to keep it on the agenda, in addition to the 2008 Staff Faire. Work-life balance was suggested as a theme.

k. **Forums (Fora)**

There was some concern about the turnout (about 40 people) for the earthquake preparedness forum. A forum for summer 2008 was cancelled, but the Council decided that future fora might produce a higher turnout if they involve more than one vendor and have additional/clearer publicity. Please contact Jessica Gagnon or Jim Rowan if you have a suggestion for a future forum.

l. **Bylaws Revisions**

Jim suggested three possible revisions to the bylaws. Each will be discussed in a subsequent meeting. Any change to the bylaws would have to be approved by the University Coordinating Committee.

- i. volunteer representative – the proposal is to change the bylaws so that a second election need not be held if 1) no one stands for election to represent a particular area during the regularly scheduled election, but 2) after the election has been held, an able candidate volunteers to represent that area on the Council
- ii. automatic resignations – the proposal would retain provisions that make resignations automatic if an elected representative has three unexcused absences from monthly Council meetings and/or if the representative transfers out of the group that s/he has been elected to represent
- iii. Definition of assembly member for representation purposes – the athletic department has 30.1 FTE staff members which entitles them to 1+ SAC representatives under current bylaws

iv. Other – General Review

m. Documentation

Anna Olmos and Diane Cranor were suggested as sources of historical records concerning SAC activities.

n. Name Change

Because of recurring confusion regarding the activities of the Staff Assembly Council and the Staff Affairs Committee, possible name changes have been considered. The Faculty Senate is an elected body, so it may be appropriate to change the name of the Staff Assembly Council to the “Staff Senate.”

4 Additional Items for Discussion

Some steps the University might take to encourage carpooling and the use of public transportation:

A shuttle between the light rail station and campus or publicizing the free #10 city bus, which runs from the light rail to the Santa Clara Transit Center via the San Jose airport

Ride Match, the Santa Clara Classifieds, and/or a carpooling blog to assist commuters looking for people to drive/ride with

Flexible scheduling, such as four ten-hour workdays per week; it was pointed out that workdays longer than eight hours long are unlikely to be acceptable unless overtime is paid to non-exempt employees

Additional items for possible future discussion:

Five parking passes per year for people who have a parking pass but switch cars with another family member, bring the car with the parking pass in for repairs, etc. Someone suggested contacting Campus Safety and asking for a temporary pass if one expects this kind of situation.

A staff newsletter (Tom Farrell will investigate electronic distribution)

A staff art show

A green theme for the Staff Assembly Council and the Staff Faire; thumb drives listing the entire year’s activities

Potlucks after the monthly Council meetings