

STAFF

Assembly Council

Santa Clara University

Minutes Thursday October 18, 2007 11:00 am – 12:00 pm

Attended: Diane Cranor, Norman Davidson, Harry Fong, Jessica Gagnon, Joseph Guidace, Anna Olmos, Jasmine Pilgeram, Apryl Roberts, Arcelia Rodriguez, James Rowan, Joan, Schuller, Pamela Schlimmer, Martha Smith, Jacqueline Wender, and Sheli Whiting.

1. Acceptance of September Minutes

We accepted the minutes with the following changes: n on the end of Jessica Gagnon's name and under Ethics Point remove *employee of* and insert *unethical activity at*. Diane proposed the first motion for approval and Jim seconded the motion. The group voted to accept the minutes.

2. Annual Report

Anna sent the annual report out with the agenda and included the University Policy Committee Summary Reports for 2006-07. She encouraged each member to read these reports to see what is going on with governance at SCU.

3. Parking Issues

Pamela was not able to attend. Anna will invite Charlie Arrola to attend next month so we can understand parking near Varsi and where we can park around campus. We seem to have a short supply of parking places.

4. Benefits Updates

There are plan changes with more options available. Open enrollment will start on Monday and all the details will be available on the HR website. On October 31 there will be a Health Expo from 9:30 am to 2:30 pm in the California Mission Room in Benson. Breakfast and lunch will be available. HR will send out an email announcement as well as a hard copy mailing to the home addresses. Open enrollment is from Oct 20 – Nov 30th.

5. Staff Faire date Change

We are planning a Spring Fling for March 26th from 3 to 5 pm just so staff can get together in a social environment and get to know one another. We will plan the Staff Faire for September before school starts in 2008.

6. SAC Website Update

Norma is planning to update our site in Common Spot. We might include a picture gallery as well as a blog. We want staff to use this site.

7. Committee Updates

Election – Jim is working on preparing for the new method for nominations and elections. They are working to use an HR list for employee and emails.