

STAFF

Assembly Council

Santa Clara University

Minutes

Thursday, March 20, 2008

11:00 am – 12:00 pm

Attended: Chad Benzel, Diane Craner, Norm Davidson, Jessica Gagnon, Apryl Roberts, Arcelia Rodriguez, James Rowan, Agustin Ruiz, Joan Schuller, and Martha Smith

- 1. Acceptance of February Minutes**
We accepted the minutes.
- 2. Time and labor Demonstration**
Agustin showed us the new electronic timecards. HR will be offering official training sessions. It is highly suggested to log in and record hourly data on a daily basis if hourly. Exempt employees will log on to show exceptions. Supervisor must still approve time card.
- 3. Committee Updates**
Elections: No demo today. System will not work in production environment. Jim will do a test on Monday. Everything will be ready to go in April.
Communications: We need everyone's pictures for the web page. We will look into getting pictures from the Access office.
- 4. Spring Fling**
The food is ordered. A reminder is to go out. There will be 14 tables in the basement of Benson. We will have prizes to distribute and Anna has the tickets for the raffles.
- 5. Tuition Remission Policy Changes**
Jim Rowan let us know that there is a \$200 administrative fee if a class is now dropped late.
- 6. SAC ListProc**
Everyone should have received this email.