

STAFF *Senate*

Santa Clara University

Staff Senate Approved Minutes

Date: Thursday, January 21, 2010

Time: 11:00 – 12:00

Place: Learning-Commons Room 330-D

Present: Susan Chun, Marquita Coe, Kari Craighead, Diane Cranor-McCloud, Nancy Diaz, Thomas Farrell, Li-Shan Feng, Samuel Florio, Phillip Livak, M. Felipe Montoro, Arcelia Rodriguez, Jim Rowan, Mary Sexton, Frederick Smith, Jennifer Stoddard, Julie Stone

1. Approval of December Minutes – approved as amended.
2. President's Reports – Jim

Felipe Montoro was introduced as a new member representing athletics.

Jim is still trying to meet with Molly McDonald regarding the HR benefits expo and the SS health and wellness faire; is there redundancy?

A representative from HR is invited to speak at the February SS meeting with the whole assembly. Do not know who the rep will be at this time.

Need to include the bicycle rider's parking permit program to all new employees at orientation.

Jim will speak with Molly regarding the proposed SS/HR committee and effective interaction.

Of the six nominees submitted to Fr. Engh by the SS for the VP of University Relations search committee, Fred Smith was chosen. Congratulations to Fred.

3. Staff Affairs Report – Susan -- tabled.
4. Committee Updates

- a. Executive Committee – Jim

Included in President's comments above.

- b. Elections – Diane

- i. Athletics – Felipe Montoro elected to represent Athletics & Recreation. Susan Chun to fill vacancy created by Nikole Nichol's departure from the university.

- c. Communications – Julie and Tom
 - i. Newsletter – waiting for content
- d. Events
 - i. Health and Wellness Faire – Kennedy Commons, February 10, 2010 – committee and helpers met last week. Contacts are being made.
 - e. Parking – Committee is stagnant. Discussed should SS maintain a parking committee, the paver project and making parking fee in proportion with salary. The university committee meets quarterly. Nancy Diaz volunteered to serve on parking committee in the spring when her secretary responsibilities ended.
 - f. Human Resources (proposed) – table.
- 5. Community Service Projects – Kari and Marquita
 - a. Linen Drive – Jenny Stoddard assisted Marquita and arranged for clean push barrels for the collection of linens. All should print out the informational flyer to post in common areas. Marquita will send out a reminder. Marquita reported she has spoken with the residence director to inform students to donate linen when they move out.
- 6. Continuing Business
 - a. Bylaw revisions – SS approved submitting to the assembly. Will vote at February assembly meeting.
 - b. Staff Assembly Committee appointments
 - c. Staff/Faculty Clubs – Jim to discuss with Sam F. There is a risk management issue. Individuals want to reserve campus space for events, but don't want to reserve through a department.
 - d. Quarterly Assembly Meetings with HR participation – Meeting will begin at 10:00am to leave plenty of time for the full SS meeting. SS meeting will immediately follow assembly meeting. Jim to ask Molly McDonald to have HR presentation. Suggested topic is something from last year's survey. Marquita suggested an explanation of the paver plan. Jennifer Stoddard will identify someone in facilities to explain paver project.
 - e. Staff/Faculty joint event – Susan B. is in the planning stages for a joint art show.
- 7. New business
 - a. Term limits – Jim reported that Fr. Engh suggested investigating term limits for the SS. Faculty Senate has three year terms. Discussed how the President's office and administration need to give more support to SS service in order to get more people involved and interested in serving. Diane, Jim and Susan C. will investigate other university's governance websites regarding term limits.
 - b. UCC representative election – The Staff Senate president automatically serves on the UCC and their charter states that. SS would like to consider changing the automatic representation. Decided to NOT make any changes at this time.
 - c. SAC representative election – SS representative automatically VP

d. Venue for future meetings – Suggested the LC is not the best place to meet. Other venues will be researched. Venue for future meetings not resolved. Alternate rooms being considered.

e. Paver project concerns – Responsibility for this will be with the parking committee.

8. Other business

Meeting adjourned at 11:57a.m.