

# *STAFF* Senate

Santa Clara University

## **Staff Senate Meeting Minutes**

Date: Thursday, May 21, 2009

Time: 11:00 – 12:00

Place: Williman Room

From 11:00 to 11:45, Augustin Ruiz from Human Resources addressed a joint Staff Senate - Staff Assembly meeting and responded to questions about the Time Entry system introduced in June 2008 and its subsequent enhancements. Michelle Brucal, the HR payroll specialist, also attended the meeting.

A brief Staff Senate meeting began at 11:45.

Present: Lorraine Alabi, Susan Babbel, Chad Benzel, Marquita Coe, Kari Craighead, Diane Cranor, Tom Farrell, Sam Florio, Jessica Gagnon, Joe Guidace, Christina Johnson, Phil Livak, Alma McChesney, Nikole Nichols, Apryl Roberts, Arcelia Rodriguez, Jim Rowan, Mary Sexton, Jenny Stoddard, Julie Stone, Julie Wong

### 1. Greetings to New Members

Jim Rowan welcomed newly elected members and reminded everyone about the pot luck planned to the June meeting for outgoing, continuing, and incoming Staff Senate members.

### 2. Approval of April Minutes

We approved the April minutes.

### 3. President's Reports—Jim

#### a. Parking permit fee status

Jim noted that parking fees will not increase next year. He has apologized to the University President and Vice-President for letters which he sent to them in April, at the Staff Senate's request, protesting an increase which we mistakenly believed had already been agreed upon.

### 4. Committee Updates

a. Elections— Jim and Susan

Special Elections: Business School and Human Resources Groups

A special election is planned to fill a vacant position representing the Human Resources group because people have volunteered to serve on the council since the regular election was held in April.

No one from the Business School group accepted a nomination to run in the regularly scheduled election. The Food & Agribusiness Institute did not have any staff members when that election was held, but it has since hired one staff member who is willing to serve on the Staff Senate. It was moved and seconded to assign the previously unstaffed and unassigned Food & Agribusiness Institute to the Business School group rather than to the Institutes Group. That motion passed by voice vote. A special election will be held for the Business School group or the single staff member will become their representative if unopposed.

b. Communications—Jessica and Tom

Staff Assembly Blog/Discussion Forum status

There has not yet been time to set up a blog.

c. Events—Arcelia and Apryl

Staff Recognition Event Status

Jim contacted HR about this event, expressing our preference for a June reception. He has not yet heard back from HR, so we don't yet know when the reception will be held.

i. Staff vs. Faculty Athletic Contest

Susan Babbel has agreed to work on promoting a faculty – staff athletic contest this summer: baseball, volleyball, or soccer.

d. Community Service Projects—Kari

Kari Craighead and Marquita Coe summarized community service plans for the summer, also noted in the latest edition of the newsletter: <http://www.scu.edu/governance/staffsenate/newsletter.cfm> . They are also exploring the possibility of an indoor project this summer, such as conducting bingo at a VA hospital or convalescent center.

e. Flea Market—Susan

Susan received an okay for a summer flea market in the Leavey parking lot, provided there are no gasoline items, such as lawn mowers, being sold and everything is cleaned up afterward. We agreed on Sunday, August 30th, as the date.

f. Bicyclist Parking Permits—Mary

Jim and Mary are working on a proposal to present to Joe Sugg.

g. Staff Volunteer Award Program—Diane

The committee has received six nominations. If the Staff Recognition reception is postponed until the fall, the committee plans to retain these six nominations and request more before the entire Senate votes by closed ballot to select the award recipient. If the reception is held before the next Senate meeting, the Staff Senate will either vote by e-mail or hold a special meeting to vote.

It was suggested that all the nominees be mentioned in the newsletter or in an e-mail to the Staff, to call attention to the volunteer work they have been doing in the community.

5. New business

a. Bylaw revision committee

Jessica Gagnon and Julie Wong agreed to serve on a committee which will verify the wording of the Staff Senate bylaws, making sure that they accurately reflect changes made in prior years.

b. Community service to working poor at SCU

Jessica Gagnon, Kari Craighead and Marquita Coe agreed to begin a discussion about service to the working poor at SCU: identifying the need, determining what can be done (including the possibility of a new committee) and how to provide assistance without causing embarrassment.

One possibility discussed was a clothing donation drive timed to coincide with the end of the quarter when students are moving out of their dorms.

c. Jennifer Stoddard's Request re Emergency Planning

Jim asked Jenny to thank the University's new Emergency Planning Manager, Mike Taheny, for his offer to talk to the Staff Senate. We accepted the offer and hope he can come talk to our October meeting.

6. Other business—Senators

The mention of emergency planning prompted questions about when/whether CPR and First Aid training would again be offered on campus.

There was also concern about lack of training and lack of compensation for building managers who are responsible in emergencies.