

# *STAFF* Senate

Santa Clara University

## **Staff Senate Meeting Minutes**

Date: Thursday, July 16, 2009

Time: 11:00 – 12:00

Place: Learning-Commons Room 330-D

Present: Susan Babbel, Marquita Coe, Kari Craighead, Nancy Diaz, Erin Gay (for Julie Stone), Christina Johnson, Phil Livak, Maggie Malagón, Alma McChesney, Jim Rowan, Mary Sexton, Jenny Stoddard

### 1. Approval of June Minutes

We approved the June minutes.

### 2. President's Reports—Jim

The university list.proc email address is obsolete and will be deleted.

Jim met with Ruth Davis from the Faculty Senate to discuss common interests to both senates. Faculty Senate focuses more on academics and not employee topics. Two common areas appeared: community service and sharing information. The Staff Senate will distribute our agenda to Ruth.

Jim contacted Paul Wooley about sponsoring a community service orientation lunch to include faculty.

Discussed online group email address for constituents.

Discussed giving cyclists and walkers the same parking permit mass-transit users receive. Proposal was given to Joe Sugg. He will review it when he returns from vacation in July.

#### a. Timesheet Approval Follow Up

Will summarize for next meeting

### 3. Committee Updates

#### a. Executive Committee—Susan and Jim

Nothing to report

b. Elections—Diane

Athletics representative is pending. Special election is necessary. Do not have confirmation of nomination acceptance from Athletics.

c. Communications—Julie and Tom

Nothing to report

i. Staff Assembly Blog/Discussion Forum status

ii. Staff Volunteer article to SCU/FYI

d. Events—Arcelia and Christina

Staff Faire – Arcelia and Christina are in contact with Monica, Bob Warren's assistant. Bob is off-campus attending Board of Trustees retreat and will present the idea at that time. Possible dates are September 9<sup>th</sup> or 10<sup>th</sup> – prefer 10<sup>th</sup>. To keep costs down, it was suggested that the faire include an ice cream social instead of lunch. No final decision yet. It was also suggested that each member be responsible for contacting five vendors for prizes. A script can be composed. Departments can be contacted for donations as well.

i. Staff /Faculty

Nothing to report

e. Community Service Projects—Kari and Marquita

i. Beach Clean-Up, September 19, 2009, Seacliff Beach in Santa Cruz

Save our Shores is sponsoring event. Because this falls on Welcome Weekend it was decided not to invite students. Marquita has email to distribute for registration a month prior to the date. Jim suggested using an SCU (survey type) website for the registration that will track registration and respond and he gave a quick demonstration.

#### 4. Continuing Business

##### a. Flea Market—Susan

###### i. August 30, 2009, Leavey Lot – email notice has been sent to university

There will be a \$10.00 charge per space to cover expenses like garbage cans and table delivery. Phil will get a map of the Leavey lot to use for space assignment. Phil will also barricade space for shopper parking away from the selling space. A flyer will be made and signs will be on El Camino the day of the event.

Food sales – We can only sell “home-made” items per Bon Appetit contract.

Fee collection – Susan will collect the money for the space fees and determine how checks will be processed.

##### b. Bicyclist Parking Permits—Mary

Nothing to report.

##### c. Staff/Faculty Clubs

Was suggested that people from the community be solicited to contact faculty.

##### d. Quarterly Assembly Meetings with HR participation

A meeting has been scheduled for September. Two subjects are possibilities; staff survey, and a discussion with members of the Staff Affairs Committee regarding the sexual harassment policy. Whit Alexander has agreed to present to the Senate. Jim will invite Whit to the next Staff Senate meeting. Jenny Stoddard has emergency management scheduled for the October meeting.

###### i. Suggestions for topics

##### e. Bylaw revision committee – Mary and Sam

They will complete intense review of bylaws by fall. Amendments will need quorum.

##### f. Community service to working poor at SCU – Marquita and Kari

Decided this will be more of a reference service so those at SCU can find the correct information for their needs on their own and thus stay anonymous. We can publish the list on the web and print a flyer in English and Spanish. Other ideas like a clothes swap were also mentioned.

##### g. Annual retreat

Two dates suggested; August 26 and 31, for an afternoon meeting. Charlie Ambelang will be contacted when he returns from vacation.

#### 5. New business

#### 6. Other business—Senators

Meeting adjourned.