

STAFF *Senate*

Santa Clara University

Staff Senate Meeting Minutes

Date: Thursday, September 17, 2009

Time: 11:00 – 12:00

Place: Learning-Commons Room 330-D

Present: Susan Babbel, Kari Craighead, Diane Cranor-McCloud, Nancy Diaz, Thomas Farrell, Li-Shan Feng, Samuel Florio, Danielle Granieri, Margarita Malagon, Alma McChesney, Arcelia Rodriguez, Jim Rowan, Mary Sexton, Jennifer Stoddard, Julia Wong

1. Approval of August Minutes

August minutes were approved with no changes.

2. President's Reports—Jim

a. Timesheet Approval Presentation--Follow Up

Jim stated he will communicate this information to the Senate by e-mail.

b. Conversation with Georgetown University

Georgetown University contacted Jim for his guidance and advice on how the SCU Staff Senate operates, so a similar body can be established at Georgetown. Jim is cooperating as needed.

c. Jesuit School of Theology—effect of merger on Staff Assembly

Representation for the JST staff should be integrated into the senate. The Elections Committee will meet to discuss how to best accomplish this. An ex-officio representative was suggested.

3. Committee Updates

a. Elections—Diane

i. CP&E changes—effect on Senate

The School of Education and Counseling Psychology and Pastoral Ministries are now independent of each other. Susan B. and Diane C. should meet to verify that staff representation is being maintained in accordance with senate by-laws.

ii. Special elections for Athletics and Engineering

Diane stated the person nominated from Athletics is no longer at SCU. Diane will speak with Dan Coonan (Athletic Director) to inquire about another nominee. She is in contact with an interested person from Engineering that will take Apryl's position.

b. Communications—Julie and Tom

i. Fall Newsletter

Tom stated that the newsletter template is available. Julie needs website access. The move of the Office of Marketing and Communication has delayed updating website content.

ii. Staff Volunteer article to SCU/FYI

Diane will ask Adam to take a photograph of Marquita with her award to be included in the next FYI and the SS newsletter.

iii. Staff Assembly Blog/Discussion Forum status

Blog is on Staff Senate webpage as News and Events on right side of page. Staff can click "permalink" to add comments. The executive committee is cleared to access the page. Tom has updated the website and is working on more improvements.

c. Events

i. Flea Market—Susan

Susan stated that for a first attempt, the flea market was a success. She has \$150.00 to deposit from booth reservations and will discuss with HR how this money can be used/deposited. About 100 "shoppers" filed through. Event encouraged being "green." Other feedback: signs need to be larger, Saturday would be a better day, use a different parking lot. Susan will prepare a follow-up evaluation.

ii. Staff Faire—Arcelia and Christina

Event got good feedback. We didn't have reserved tables for departments that said they made reservations. Extra tables were ordered, so every department that wanted a table got one. People commented about not being able to hear Jim read the prizes and prize winner's names. Arcelia stated that food was ordered for 550. Less than 350 attended and there was very little food for latecomers, which was frustrating for them.

d. Community Service Projects—Kari and Marquita

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

Kari said people can still register for this event. There will be waivers on-site for late registered people to sign.

ii. Faculty recruitment for Community Service

Still planning a lunchtime meeting for faculty at the Ignatian Center.

iii. Other

Kari brought up topics for Marquita asked to be mentioned. Marquita would like to plan a Halloween and Christmas event for the children at the Women's and Children's Shelter. We should check with the Student Life office about dormitory trick or treating on campus. Marquita will send out an update e-mail.

Reimbursement routine for InnVision breakfast grocery shoppers was discussed. They are reimbursed through volunteer contributions. Idea for automatic payroll deduction was brought up.

e. Bicyclist Parking Permits—Jim

Transportation survey was distributed to the university community from the Sustainability office. Joe Sugg wants measurable statistics before beginning any discussion.

4. Continuing Business

a. Bylaw revision committee—Mary and Sam

Mary distributed a handout with the Explanation of Suggested Amendments to Staff Senate Bylaws for all to read. Mary will put a red-line version of the bylaws on the SS website with the minutes. Bylaws have been cleaned up and updated to make intention obvious. Plan to have a brief discussion and vote in October. Jim suggested using the survey tool for the vote.

b. Staff Assembly Committee Solicitation

Jim got good feedback and suggestions from sample survey takers. Jim suggested changing the department choice to a drop-down selection field.

c. Quarterly Assembly Meetings with HR participation

Mike Taheny, Facilities Emergency Planning Manager will make a presentation at the October meeting.

d. Community service to working poor at SCU—Marquita and Kari

Tabled

e. Staff /Faculty Joint Event

Tabled

5. New business

a. Christmas Party Resolution

There was much discussion. Most feel that they want to help the students, but don't want all their perks taken away. It was suggested to scale back this event as well. Jim mentioned that more staff than faculty attend, so the staff response would carry more weight. Was determined the party serves a purpose; gets some staff out of their work areas, builds community, adds value and also gives value. Jim will get administration approval to distribute a survey to staff. Most wanted to know the exact monetary values of what the event costs, and the amount saved by the cutbacks staff has already made

with no raises, reduced staff recognition event, reduced staff faire event, etc. Jim is to get information from Dennis.

b. Dining Services Operations Committee

Four people responded to serve. Jim nominated Nancy Diaz and Lindsay Cromwell to serve. If Lindsay Cromwell is included in a different way, Ellen Peterson can serve.

c. Connect-Ed Resolution

Sam commented a good marketing campaign needs to be implemented. During discussion it was indicated that people may not be eager to give personal phone numbers or other personal information. It was suggested that Campus Safety have computers ready to take sign-ups at the Benefits Faire. Nikole suggested using a parking pass as an incentive to register. Also spoke about a mock scenario.

d. Energy Conservation Initiative

Table

Meeting was adjourned at 12:15pm.