

STAFF Senate

Santa Clara University

Staff Senate Meeting Minutes - Proposed

Date: Thursday, April 15, 2010

Time: 11:00 – 12:00

Place: Learning Commons 330D

Present: Susan Babbel, Susan Chun, Marquita Coe, Diane Cranor, Nancy Diaz, Thomas Farrell, Li-Shan Feng, Danielle Granieri, Lantz Johnson, Margarita Malagon, Felipe Montoro, Arcelia Rodriguez, Jim Rowan, Mary Sexton, Frederick Smith, Jennifer Stoddard, Julie Stone, Julia Wong, Jessica Gagnon, Fr. Michael Engh and Muriel Isaac for Alma McChesney,

1. Approval of prior months' Minutes – approved March and February minutes as amended
2. Fr. Engh
3. Bon Appetit Presentation re Market Square – Powerpoint presentation of Benson Center Market Square by Fabio Soto, Bon Appetit General Manager. The new design does consider the needs of staff and faculty. The space to be occupied is the same. Will have three large entries from paseo, and a side entry as well. There will be mobile stations within the eating area. Bronco will be open for lunch and dinner. New “carousel” system for bussing dirty dishes. Market Square and The Bronco will close immediately after undergraduate commencement in June and open for undergraduate orientation in September. Summer food preparation will be in Nobili. Fabio doesn't feel the remodeled Market Square will compete with Adobe business. Bon Appetit's goal is to maintain seven very different venues on campus.
4. President's Reports – Jim – At the Executive Committee, a motion was made to appoint Jim as the chairman of the HR committee until another representative from the Staff Senate can serve. Jessica Gagnon, Sarah Barrantes and Charity Garcia are currently serving on the HR committee. Jennifer Taylor, from SAC, attended the April 1, 2010 executive committee meeting.
5. Staff Affairs Report – Susan Babbel – SAC is concerned that Staff Senate may be overstepping its bounds. Expressed concern about the HR committee to be a “complaint” group. Susan explained that was not so, that it was formed for better communication with HR; to be able to approach HR with suggestions and questions.
6. Committee Updates
 - a. Executive Committee – Jim

b. Human Resources –Jessica Gagnon – Jessica reported that the HR committee met with Molly McDonald. It is not a policy group, but a vehicle to bring common concerns and suggestions to HR. Discussed:

- Combining open enrollment event with health and wellness faire
- Timesheet approval process for hourly employees – back up so timesheets are ALWAYS approved
- Paperwork and process for performance reviews
- Staff sabbatical – what is expected – professional development?
- Staff emeriti – Jessica will investigate if other Jesuit schools have this policy

Jim added that he is often contacted by staff members that have questions. He explained that the executive committee decides what issues to bring to the full senate. Jim always replies to the person about the decision and any action to be taken.

c. Elections – Diane Cranor

i. Election Status – Election process is going well. A bit of trial and error with the new procedure. Three areas don't have nominees. Campus Safety, Library and Religious Life. Diane is looking for interested people. Many were nominated and many did not accept. Deadline is Tuesday, April 20. Areas with no nominees will be left open to continue nomination. Some will serve for one year to complete another's term. If anyone knows an interested party Diane will contact them to better explain.

ii. Term limits – meeting on Friday to discuss.

d. Communications – Jim suggested a spring newsletter. Will discuss outside of meeting.

e. Events—Arcelia & Susan – Potluck for June meeting. Staff Faire date booked because of Benson Market Square remodel. Arcelia will talk to Carrie Grasser.

Art Show – Susan reported the art show was given a \$500.00 award from the Ignatian Center. This will cover show set up and tear down. Alumni Association may co-sponsor. The show will be up during Grand Reunion weekend. Still needs prospectus and someone to act as juror.

f. Parking—Jim – Nancy Diaz recanted her agreement to serve due to new obligations. Bob Warren sent the charter to UCC. Two staff members to be appointed by UCC. Jim is not in favor of this. He would like the Staff Senate to appoint staff committee members.

g. Community Service Projects – Kari or Marquita

i. Easter Brunch – Marquita reported that Easter boxes went to children at HomeSafe. Donations from SCU staff covered the cost of food and Easter baskets. Event went well.

7. Continuing Business

a. Staff/Faculty Clubs—Sam – Sam was unable to attend. Will report at later meeting.

b. University Parking Committee status – see above

c. Volunteer Award – Kari is ill. Jim reported there have been no nominees. Will send email to entire staff. Notice was in the newsletter and seemed to be ignored.

8. New Business

Diane agreed to chair the HR committee until the end of the academic year. Position will be available after new members are elected and in place.

9. Other business

Many staff must deal with student worker time recording issues. There is a \$50.00 fee (paid by department) to submit paper timesheet so a manual check can be disbursed. Seems excessive, especially when it is the student's responsibility to submit hours worked by the deadline.