

STAFF *Senate*

Santa Clara University

Staff Senate Proposed Minutes

Date: Thursday, February 18, 2010

Time: 10:00 – 12:00

Place: Williman Room, Benson Center

Present: Susan Chun, Diane Cranor, Susan Babbel, Jim Rowan, Tom Farrell, Maggie Malagon, Mary Sexton, Felipe Montoro, Julie Stone, Alma McChesney, Danielle Granieri, Jenny Stoddard, Phil Livak, Mary Ann Chatilain, Marquita Coe, Julie Wong, Kari Craighead, Arcelia Rodriguez, Li Shen Feng, Fred Smith,

Staff Assembly General Meeting – One in attendance.

E-mail responses were mostly spelling errors. All corrected

Tes Illio from HR previously commented: Article 4 Sec. 2, groups “assigned by HR” in bylaws for several years. HR is concerned with the language. Tes did not come to explain. No discussion.

Bylaw changes passed unanimously.

Molly McDonald was invited to address the assembly, but she could not attend.

Staff Assembly meeting adjourned at 10:21am.

1. Approval of January Minutes – approved as amended.
2. President’s Reports – Jim – Jim met with Molly McDonald. Discussed cooperation between HR and SS regarding events. Collaboration will occur in the future. Molly would like to attend a meeting to discuss needed items. She will add information about the bicycle program in the orientation information for new hires. A new committee to communicate staff concerns with HR – Jane, Jessica and Charity.
3. Staff Affairs Report – Susan – explained the why and how of the report. Retiree’s benefits – GW, athletic, library, Pat Malley and education.
4. Committee Updates
 - a. Executive Committee – Jim
 - b. Elections – Diane – elections scheduled for spring. Please talk to co-workers to find those who would want to serve. Talk to the person before nominating. Two thirds of the senate will be ending their terms. Diane will present list at next meeting.
 - c. Communications – Julie and Tom – table.

- i. Newsletter
- d. Events
 - i. Health and Wellness Faire – Kennedy Commons, February 10, 2010 – wrap up
More vendors (4) showed up than were expected. 100 staff attended. Move to more central location. Vendors wanted more space. Arcelia and Diane to meet with Jim. If interested in attending the meeting, email Jim. Thank you to Arcelia!
 - e. Parking – Jim saw committee chair Joe Sugg. Bob Warren would like the SS to recommend people to serve on this committee. At least one person will be assigned. Charlie Arrola is serving. Will a student serve?
 - f. Human Resources (proposed) – Employee evaluations, two forms available.
- 5. Community Service Projects – Kari and Marquita
 - a. Linen Drive – was a success. New and used materials were donated. Ran smoothly. RLC asked if event can occur when dorms are being vacated. Commitment for Easter. Julian Street Inn breakfasts are going strong. SCU prepares Sunday breakfast twice a month.
- 6. Continuing Business
 - a. Bylaw revisions – Thank you to Mary and Sam for their hard work. More revisions are anticipated.
 - b. Staff/Faculty Clubs - email to Jim. Issues of legal liability. Any employee can reserve rooms on Astra. Employee/union employees.
 - c. Quarterly Assembly Meetings with HR participation – Molly does want to attend and invite staff to attend.
 - d. Staff/Faculty joint event
 - e. Term limits – Possibly change terms from two years to three years. Susan Chen reported that there are 18 Jesuit sites. Marquette’s representation is only for non exempt employees. LMU 1 of 2 term limits. Will have more to report next month.
 - f. Paver project concerns – Jenny will keep SS informed.
- 7. New Business
 - a. University President @ meetings – Jim spoke with Fr. Engh. Father would like to be invited. Jim will work out details and will send invitation.
 - b. Staff Emeriti – 20 years – will refer to HR committee. Can keep library card. Can pay to use Pat Malley. GW –no.
 - c. Staff Sabbaticals – compare to companies in Silicon Valley. Refer to HR committee.
- 8. Other business
 - a. Kari – Nora’s memo