

STAFF Senate

Santa Clara University

Staff Senate Meeting Proposed Minutes

Date: Thursday, June 17, 2010

Time: 11:00 – ????

Place: **Leavy Events Center—University Suite**

Present: Susan Babbel, Marquita Coe, Kari Craighead, Diane Cranor, Nancy Diaz, Li-Shan Feng, Samuel Florio, Christina Johnson, Maggie Malagon, Felipe Montoro, Arcelia Rodriguez, Jim Rowan, Mary Sexton, Frederick Smith, Jennifer Stoddard, Julie Stone, Julia Wong, Janis Davis, Troy Raiburn, Nicole Maxwell, Mary Sue Crawford, Chris Nulk, Betsy Fiel and Lester Deanes.

1. Welcomes – Jim welcomed all members, new, outgoing and continuing.
2. Approval of prior month's Minutes – approved.
3. President's Reports and Remarks – Jim Rowan – Jim thanked outgoing Senators for their last two years of service to the Staff Senate. He gave special thanks to Arcelia and Christina for their excellent work with events. Thanked Marquita and Kari for developing the community service committee and bringing new ideas to our attention. Jim thanked Diane for all her hard work with the elections and the re-vamping of the election process. Jim stated how Fr. Engh appreciates the Staff Senate and is supportive of all it does.

There was discussion about the Staff Recognition event. It was observed that the awards were a little “top heavy.” It was suggested that awards should be considered at all levels of staff, and maybe the awards should be selected by staff, not the Administration. Jim will bring this up with Bob Warren or Fr. Engh. There was good feedback regarding the Mission Garden location and the time. It was also noted that it would have been nice to have cookies or some kind of dessert.

Jim referred to an Annual Report that is to be given to Bob Warren. He will complete the report before June 30, 2010 and distribute to the Staff Senate before sending to Bob Warren.

4. Staff Affairs Report – Susan Babbel
5. Benefits Committee—Julie Wong
6. Senate Committee Reports
 - a. Executive Committee – Jim Rowan
 - b. Human Resources –no report this month
 - c. Elections—Diane Cranor – There is still no rep from the Mission Church or the Jesuit Community. There are two special elections taking place this week, so there should be

representation in place by the next meeting. Institutes – there is no nominee, but Diane has someone in mind.

i. Election Results

d. Communications—Tom Farrell & Julie Wong

e. Events—Arcelia Rodriguez – Days reserved for Staff Faire are September 7, 8 and 9.

f. Parking—Jim Rowan – Jim met with Joe Sugg. The bike/parking program is now permanent and will continue under the same conditions. Charlie Arrola will be asking for a volunteer in Loyola and UFO to be the monitor to validate biker's cards.

g. Community Service Projects – Kari Craighead and Marquita Coe – Collaborated with campus housing on the spring linen drive and collected three bins of linens for the shelter. 16,000 pounds of stuff was donated to Goodwill. Diane spoke of continuing the Family Giving Tree project at Christmas time, and initiating a school supply/backpack drive at the beginning of the school year. Both were given approval.

7. Continuing Business

a. Staff Senate Retreat—Jim Rowan – Last year's event didn't seem "on target" for an effective retreat. The Senate can facilitate this and Jim will help to develop a program for the afternoon.

8. New Business--none

9. Election of Officers and Committee Chairs—Jim Rowan – Elected and seconded as follows.

2010 Staff Senate Officers and Committee Chairs elected:

President: Fred Smith

Vice President: Julie Stone

Secretary: Betsy Fiel

Elections Committee Chair: Diane Cranor

Community Service Chair: Marquita Coe & Janis Davis

Communications Committee Chair: Susan Babbel

Events Committee Chair: Maggie Malagon & Nicole Maxwell

Human Resources Committee Chair: Diane Cranor

Congratulations to all!

10. Other business – Should we schedule a transition meeting? Venue?

Susan Babbel stated the Faculty/Staff art show in October is a go. Also mentioned was that Carol Bonney is donating her "Volunteer of the Year" award to her charity.

Diane distributed Santa Clara coffee mugs to all outgoing Senators as a thank-you for their service. Also included was a Starbucks or Chilis gift card.

11. Pot Luck--Everyone