

STAFF Assembly

Santa Clara University

Staff Assembly Meeting Minutes

Date: Thursday, March 19, 2009

Time: 11:00 – 11:15

Place: Benson Center, Parlor C

Present: Jim Rowan, Lorraine Alibi, Susan Babbel, Chad Benzel, Marquita Coe, Kari Craighead, Diane Cranor, Sam Florio, Jessica Gagnon, Joe Guidace, Christina Johnson, Phil Livak, Nikole Nichols, Sandra Renteria (for Alma McChesney), Apryl Roberts, Arcelia Rodriguez, Mary Sexton, Jenny Stoddard, and Julie Stone.

1. Proposed Amendments to Bylaws

The following amendments to the Staff Senate Bylaws were unanimously supported by the Staff Senate Executive Committee, included in the Agenda sent via e-mail to the Staff List, and presented to Staff Assembly members present at the March 19th meeting for discussion and voting. Jim Rowan established that there was a quorum present, then summarized the purpose of each amendment and called for a vote. All of the amendments passed by voice vote without any objection.

a. The word "Council" was changed to "Senate" in Article IV of the Bylaws to reflect the October 2008 change of the name of the staff's representative body from the Staff Assembly Council to the Staff Senate.

b. The nomination and election process which begins on April 1 will be conducted over a shorter period of time so that new Senate representatives are elected by the end of April and can then begin attending Senate meetings in May instead of June as has been the custom. Starting in June can be problematic as the June meeting is after the end of the school year and staff are often on vacation or otherwise unable to attend the June meeting.

c. Write-in ballots are eliminated. The nominations and elections process is conducted electronically. The electronic system is unable to accommodate write-in ballots.

d. The number of representatives for a departmental group shall be determined by the sum of the full-time equivalency or FTE of the staff members in the group rather than the total number of employees. Full-time equivalency is a percentage applied by Human Resource which approximates the number of hours an employee works during a week.

For example, an employee who works 20 hours a week would have a .5 FTE. Some departments have a large number of employees with a very low FTE. Athletics, for example, at one time had more than 25 employees with just .1 FTE each. This change will lower the number of representatives for groups with a large number of employees with less than 100% FTE.

e. Finally, the dates for determining the number of representatives for a group, the eligibility to be a candidate and to vote for a candidate are defined as the "election qualification date" which will be the first business day of March for the general election and a date chosen by the Elections Committee for special elections. Currently the dates for calculating the number of representatives and determining eligibility to vote are not set in the bylaws. The date for eligibility to serve as a candidate was set for April 1. The April 1 date, the date on which nominations begin, was simply not workable from an administrative standpoint. This addition was proposed both for clarification and for the administrative convenience of the Elections Committee. Please note that this is similar to many other organizations including local, state and the federal government which set voter registration and candidate eligibility dates prior to the election date itself.