

SANTA CLARA UNIVERSITY STAFF SENATE

2015-16 End of Year Report

Executive Committee Officers:

President:

Jenny Sullivan, Alumni Relations

Vice President:

Kim Gilkey-Wall, Office of Student Life

Secretary:

Liz Urie, Finance & Administration

Bylaws & Elections Committee Chair:

Liz Urie, Finance & Administration

Communications Committee Chair:

Kristin Perrin, Leavey School of Business

Community Service Committee Chair:

Matthew Cox, Law School

Events Committee Chair:

Annemarie Scott, Law School

Guest Speakers:

September: John Ottoboni, General Counsel

October: David Burns, Emergency Planning Director, Campus Safety Services

November: Charlie Ambelang, Assistant Vice President for Human Resources: Kids on Campus Update; Mike Hindery, Vice President for Finance & Administration

January: General Counsel Office Overview: John Ottoboni & Bridget Colbert
Unity 4 Update/Conversation: Lester Deanes & Alana Hinkston '16

February: Ed Ryan, Vice Provost for Planning and Institutional Effectiveness:
Commencement Update; Charlie Ambelang, Assistant Vice President for Human Resources: Staff Compensation Project Update

April: Matthew Duncan, Associate Dean for Student Life & Fr. Jeffrey Baerwald, Assistant Dean for Student Life: SCU CARE (Compassionate And Responsive Educator) Program Overview

May: Renee Baumgartner, Athletic Director

Committee Events and Initiatives:

Events Committee:

- The Staff Senate Events Committee coordinated all aspects of the annual Staff Faire for all SCU staff on St. Ignatius lawn. Staff Faire ran from 11:30am-1:30pm. It included a lunch, department vendor faire and raffle celebration. 23 departments/organizations were represented. They highlighted activities and programs planned for the upcoming year. During lunch music was provided by fellow Staff Senator, John Hyde. The opportunity raffle included over 30 donated prizes from SCU departments and local businesses.
- The Events Committee also hosted the first Coffee and Croissants for a Cause event – a Blanket Drive, benefiting our local homeless population. Over 175 blankets were donated to Cathedral of Faith in San Jose. A second Coffee and Croissants for a Cause is being planned for June 2nd, to benefit the Humane Society of Silicon Valley.
- The Communications Committee was tasked with moving the Staff Senate website to our new Terminal4 platform. We used this as an opportunity to update our website content and add new areas of interest, like a listing of departments and Staff Senate representatives, as well as a calendar module displaying upcoming events and meetings (through LiveWhale).
- The Winter quarter Staff Senate newsletter highlighted the first annual “Coffee and Croissants for a Cause” event in early March, the Unity 4 movement on campus and the Annual Community Day of Service.
 - The Spring quarter Staff Senate newsletter (set to go out in early June) will highlight the changes in the Staff Senate representative areas and introduce our newly elected Staff Senators.

Communications Committee:

- 2015-2016: The Communications Committee was tasked with moving the Senate website to t4 platform. Because of the change and the glitches that came out of the campus-wide move there was less time allotted to newsletters. The Winter newsletter highlighted the first annual “Croissants for a Cause” in early March, the Unity 4 movement on campus and the Day of Service. The Spring newsletter set to go out in early June will highlight the changes in the Senate and introduce the new senators. The committee added the LiveWhale calendar to the website this year as well.

- 2014-2015: The Fall/November Newsletter featured updates on: Staff Senate Membership, a recap of the Staff Faire, a feature on the Holiday Gift Drive, a bio on Mike Hindery, and a bio on Bob Owen. The Spring/April Newsletter featured updates on: Staff Senate Elections, the Library first floor remodel, the Community Day of Service, and the June Staff Recognition Event. Website updates included: current senate membership roster and events updates with future meetings.

Community Service Committee:

- The Staff Senate Community Service Committee worked with Alumni Office and Ignatian Center staff to coordinate our annual Community Day of Service for SCU faculty, staff, students and alumni.
- Four projects were available for volunteer participants: 1) the SCU Thriving Neighbors Initiative at Washington School, where volunteers read literature with K-5 students, 2) site beautification projects including cleaning and weeding at Community United of San Jose, 3) sorting donations for those in need at Sacred Heart Community Services, and 4) organic gardening projects at our Bronco Urban Garden (BUG).

Elections & Bylaws Committee:

- Working with Human Resources, the Elections Committee evaluated the representation of staff by departmental group to comply with the Senate's Bylaws. The departmental groups were revised to follow the organizational structure of the University by division area, increasing the total number of Staff Senators from 33 to 39. The Staff Senate approved this change at its March 2016 meeting (groups are listed below).
- Worked closely with Information Services to implement the changes within the election system to ensure a fully representative Senate is elected for the 2016-17 year.
- Proposed and passed revisions to the Bylaws to create a more functional Senate, including relocating the election of the executive officers from June to May. The June meeting will be used as a transition and orientation meeting for the new Senators. The Staff Assembly approved these revisions at its April 2017 meeting.

The areas of representation approved by the Senate in March are as follows:

- Alumni Relations
- Athletics
- Auxiliary Services
- Campus Ministry
- College of Arts & Sciences
- Development
- Enrollment Management

- Finance & Administration
- Financial Aid
- Human Resources/KOC
- Ignatian Center
- Information Services
- Jesuit School of Theology
- Leavey School of Business
- Markkula Center
- Miller Center
- Office of Marketing & Communication
- President's Office/Event Planning
- Provost's Office
- School of Education & Counseling Psychology
- School of Engineering
- Student Life
- Undergraduate Admissions
- University Finance Office
- University Operations

External Committee Representation:

- Dining Services Committee: Annemarie Scott, Law School
- Parking Committee: Cara Uy, Office of Sustainability
- Staff Affairs Committee: Kim Gilkey-Wall, Office of Student Life
- University Coordinating Committee: Jenny Sullivan, Alumni Relations
- University Budget Council: Jenny Sullivan, Alumni Relations
- Technology Advisory Committee: Marta Murchison, Finance Aid Office
- Workplace Sustainability Committee: Cara Uy, Office of Sustainability; Luis Lecanda, Finance Aid Office; Patrick Coutemarsh, Markkula Center