

SANTA CLARA UNIVERSITY

2016-17 Mid-Year Progress Report (January 2017)

Introduction

The purpose of the Staff Senate is to contribute to the success of Santa Clara University, to the growth and welfare of its staff employees, and to the promotion of a positive and supportive work environment. As a constituent organization, along with the Faculty Senate and Associated Students, the Staff Senate 1) operates as a recognized part of the University governance system and 2) provides a forum for open communication and ongoing dialogue among staff and between staff and administration.

The Staff Senate is also a consultative and deliberative body with authority to make recommendations on all matters which have a significant bearing on the working environment of the staff.

It is within this structure and spirit that the 2016-2017 Staff Senate has sought to survey, assess and act on the ideas and concerns gathered through the FY17 Staff Senate Priorities Survey, administered in September 2016. The figure below summarizes the work of the Staff Senate from September to December, 2016. For additional information on each specific item, please refer to their corresponding sections below.

STATE OF THE STAFF SENATE

Progress Report Sept-Dec 2016

Survey

Staff Senate distributes the *FY2016-17 Staff Priorities Survey* to the SCU Staff.



Analysis & Organization

Staff Senate identifies four priorities based on the survey and creates corresponding Work Groups to address such areas:

- Compensation
- Benefits
- Financial Status
- Diversity in the Workplace



Long-term Collaboration

The Staff Senate will seek long-term points of collaboration with other groups and organizations that may be carried over to future Staff Senate terms.



Fall Actions

- The Compensation Work Group invites HR representatives to present status of former Compensation Review Project during the Dec 2016 Staff Senate meeting.
- Make recommendations on matters that have a significant bearing on Staff compensation.

Winter Actions

- The Staff Senate will host Fr. Engh during its February 2017 meeting to discuss enhanced collaboration.
- The Benefits Work Group will seek to host an HR representative to discuss selected topics on Benefits (date TBD).
- Make recommendations on matters that have a significant bearing on Staff benefits.

Spring Actions

- The Financial Status Work Group will seek to host a meeting with a representative from Operations to discuss selected topics on the financial status of the University (date TBD).
- Support information sharing on the financial status of the University.



Recommendations

Survey

FY17 Staff Senate Priorities Survey was sent online to the entire staff community in late September, 2016.

The responses were collected anonymously on these areas:

- Integrated Strategic Plan
- Staff Compensation Review
- SCU Financial Status
- Staff Housing Assistance
- Transportation Assistance and Alternatives
- Staff Retiree Benefits
- Family and Childcare Benefits
- Diversity in the Workplace

For each area, individuals were asked to select one of these four options:

- I'd love to increase my knowledge on this matter.
- I'd like to pose a question before we move further on this.
- I have a concern.
- I'm satisfied with my knowledge on the topic.

For each area, individuals were also asked to elaborate on their particular answer through this secondary question "Please tell us more about your selection above."

The Staff Senate received 296 completed surveys after the two-week reply period. The feedback suggested these priority rankings, based on various degrees of interest:

1. Staff Compensation Review
2. Staff Retiree Benefits
3. SCU Financial Status
4. Family and Childcare Benefits
5. Staff Housing Assistance
6. Transportation Assistance and Alternatives
7. Integrated Strategic Plan
8. Diversity in the Workplace

Analysis & Organization

On October 20, 2016 during its monthly meeting, the Staff Senate convened to assess the survey results. To address four major areas of interest and concern that emerged from the survey, the Senate formed four working groups:

1. Staff Benefits
2. Staff Compensation
3. University Financial Status
4. Diversity in the Workplace

The Senate determined that the goals of the work groups would be these:

1. Assess the current status of each of the determined areas
2. Gather additional information when necessary
3. Present any relevant findings to the staff community
4. Make recommendations to the appropriate governance bodies on campus when necessary

Actions

Fall 2016 Actions

- The Staff Compensation work group recommended a review of the findings and status of the recent Compensation Review Project.
- During the December 15, 2016, Staff Senate Meeting, Charlie Ambelang and Joan Torne, from Human Resources, addressed several questions voiced by members of the SCU Staff through the survey.
- Among other things, Charlie and Joan announced that SCU will implement a new salary structure starting in January 2017. This information was also expressed in an email sent by Charlie Ambelang to the Staff on December 13, 2016, titled Staff Compensation Review Project Update.
- The latest Compensation Review Project status information is accessible via HR's Google Project Drive.
- Also, starting in January, 2017 HR will provide additional information on Compensation Philosophy, Policy and Guidelines; Leveling Guidelines used in grading positions, Strategic Position Identification Process and List and other information.
- HR will host Town Hall Meetings during the 2017 Winter Quarter.
- The Staff Senate is delighted to collaborate with HR to ensure that the Staff is aware of the upcoming informational opportunities.
- Recommendations from the Staff Senate to follow.

Winter 2017 Actions

- Fr. Engh will attend the February 16th, 2017 Senate meeting to discuss how the Staff Senate, in collaboration with his office and SCU governance groups, can help address the challenges currently faced by the University.
- The Benefits Work Group will invite an HR representative to discuss selected topics on Benefits, as determined by the most prevalent comments expressed in the FY17 Staff Senate Priorities Survey. The date and location of this presentation are to be determined.

Other Actions

- The Staff Senate may determine to take other actions whose form may vary depending on the subject and matter at hand. Should this be the case, the Staff Senate will inform the SCU Staff Community as to maximize transparency and participation.

Long-term Collaboration

From January 2017 and until the end of the academic year, the Staff Senate...

- Will continue to assess, investigate and potentially make recommendations to the appropriate University governance bodies.
- Will continue to communicate with the University's governance groups to optimize collaboration across campus
 - This includes the work groups formed by the Office of the President, announced by Fr. Engh on Nov 29 in his email titled Fiscal Review Process Update.
- Will determine which efforts will be carried over to the next academic term