SANTA CLARA UNIVERSITY STAFF SEANTE

2017-18 END OF YEAR REPORT

Introduction

This year, the Staff Senate focused on building a stronger presence on campus, engaging and collaborating with key campus groups, and improving internal infrastructure and processes to become more efficient and effective year-to-year.

We are proud to have accomplished all of our goals and more. We launched a Staff Senate monthly eNews, added an appointed staff member to the University Budget Council, established a Staff Housing Assistance Task Force, developed a Staff Senate Handbook, created a new automated elections tool, updated our bylaws, provided staff feedback on important issues, and much more.

In this report, you will find a comprehensive list of our accomplishments, along with the key priorities set forth by the Staff Senate for the 2017-18 academic year, an update on motions and resolutions, and a list of what is still in progress.

If you have questions please email staffsenate@scu.edu.

Staff Senate Executive Committee

President	Melissa Brotherton
Vice President	Matthew Hendricks (July – December 2017) Brian Moon (December 2017 – June 2018)
Secretary	Michelle Salmiery (October 2017 – March 2018) Lynn Goodall (March 2018 – June 2018)
Past President	Luis Lecanda
HR Representative	Charlie Ambelang
Elections & Bylaws Co-Chairs	Maureen Muscat Brian Moon (September - December 2017)
Communications Co-Chairs	Cindy Cooper Sergio Lopez
Events & Services Chair	Samantha Kibbish

Key Priorities and Goals

In collaboration with the Staff Senate Executive Committee and Standing Committees, the Staff Senate President set forth the following key priorities and goals for the 2017-18 academic year:

Staff Senate At Large

1) Focus on building a stronger campus-wide brand identity and communication channels

2) Encourage cross-department collaboration and increase senator participation and attendance at monthly meetings

3) Improve the format of Staff Senate community-wide meetings to increase efficiency, quality, and discussions

4) Increase collaboration with Faculty Senate Council, Associated Student Government, and Staff Affairs

5) Update Staff Senate bylaws to provide greater clarity and specific guidelines to create a more structured and productive Staff Senate

6) Restructure the Staff Senate Executive Committee to better align with the Faculty Senate Council structure (e.g., President-elect instead of Vice President and the addition of a part-time administrative assistant position)

7) Develop transitional materials and processes to continue momentum as we transition leadership year-to-year

8) Support University-sponsored initiatives such as Sustaining Excellence, Diversity & Inclusion, and emerging task forces

9) Advance the goals set by our Staff Senate Standing Committees and Working Groups *(see below)*

Staff Senate Standing Committees

1. **Communications Committee**
   a. Expand awareness and build visibility of the Staff Senate by leveraging a monthly eNews, graphic-heavy communications, Staff Senate calendar, our website, and cross-campus collaboration and input

2. **Elections and Bylaws Committee**
   a. Refine the Staff Senate structure and constituent group division to better align with the University's structure
   b. Update bylaws for clarity and consistency
   c. Document processes for both elections and updating bylaws

3. **Events and Service Committee**
   a. Lead a successful Staff Faire event

b. Increase opportunities to engage the staff community through additional all staff events

c. Research SCU volunteer privileges through Human Resources

d. Partner with external companies and/or charities to enhance SCU's engagement with our local community

Staff Senate Working Groups

1. **Sustaining Excellence Working Group** *(formerly Financial Status Working Group)*

   a. This working group was established in 2016-17 to report on budget issues. In 2017-18, it became the Sustaining Excellence Working Group. They will work closely with the University's Sustaining Excellence Chair to support any action items that come from that effort.

   b. Additionally, this working group will explore the following topics:

      i. How can staff advance their careers at SCU? What promotional tracks or processes currently exist and can we create new processes to better support staff?

      ii. Can we implement a sliding scale for parking permits, so those in lower salary grades pay less when compared to those in higher salary grades?

      iii. Can we create a formal student intern program to help match students with specific skill sets with departments that have similar needs?

2. **Diversity and Inclusion Working Group** *(formerly Diversity in the Workplace)*

   a. This working group took on a new naming convention in 2017-18 to align with the University-wide diversity and inclusion initiative. They will support the project manager of the University's Diversity & Inclusion task force, Ray Plaza, and any efforts that come out of the task force.

   b. Additionally, this working group will focus on:

      i. Building a relationship with Ray Plaza and Margaret Russell, as the leads on diversity and inclusion efforts on our campus.

      ii. Review and share insights gleaned from the Blue Ribbon Commission Report, specifically the lack of staff initiatives.

      iii. Evaluate when and where the Staff Senate should send out emails about incidents on campus (example: Black Lives Matter board in a residence hall was defaced). When should we respond? What is the desired outcome?

3. **Staff Compensation Working Group**

   a. Compensation is always a top-of-mind for staff, so this group will collaborate closely with Human Resources and determine the best way to support and communicate compensation updates, specifically around the Comprehensive Compensation Review project.

4. **Staff Benefits Working Group**

   a. SCU President Michael E. Engh, S.J., said in his Convocation Address on Sept. 12, 2017 (https://www.scu.edu/president/selected-writings/public-addresses/convocation-2017/):

   > "I am deeply concerned about our ability to attract and retain
   > faculty and staff in this housing climate. I am committed to working
   > with the Vice Presidents, the Trustees, and our collaborative

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governance system to explore affordable and sustainable solutions
to our complex housing situation."
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    b. With housing a University-wide concern, the Staff Benefits Working Group will identify ways the Staff Senate can best support research efforts, ideas, and solutions.

    c. In addition to discussing staff housing improvements, the benefits committee will explore the following topics:

        i. Can staff donate their vacation hours to other staff members in need? If so, what is the process?

       ii. Can we expand our current University policy to allow staff to receive pay when they are doing community service or participating in national emergency response efforts?

1. Added More Staff Representation on the University Budget Council

   Members of the staff are vital to the success of the University and are key drivers in fundraising, student recruitment and support, campus infrastructure (structural, technological, and financial), human resources, and more. Currently, the staff represents more than half (56 percent) of SCU employees, whereas faculty represents 44 percent. In contrast to the faculty, staff members also engage with different members of our SCU community, so they can offer a unique perspective.

   The Staff Senate drafted and submitted a proposal to add a staff member to the University Budget Council, so staff representatives on the University Budget Council would better reflect our current employee (faculty and staff) population. The proposal was reviewed and approved by the University Coordinating Committee, University Budget Council, Staff Senate, and Faculty Senate Council. The new staff member has been appointed and began serving on the University Budget Council at the start of the 2018-19 academic year (July 1, 2018).

2. Restructured the Staff Senate Executive Committee and Officers

   In March 2018, The Staff Senate drafted a proposal to make the following changes to its bylaws:

   - Change the Vice President role to President-Elect

   - A more complete list of duties for the President and President-Elect

   - The President and President-Elect will no longer serve as a Senate representative for their area

   - The date of the President-Elect election

   - The date of the Senator election

   - The date of the Committee Chairs election

   - The term date for the Committee Chairs

   The following is the reasoning behind the changes:

   - A President-Elect (versus a Vice President) will allow the Officer to serve on the Staff Senate and Executive Committee for one year prior to their presidency, which will:

     o Give the officer greater visibility into the historical and current status of initiatives, as well as allow for continued momentum, so they can build upon the work of their predecessor more efficiently

     o Provide a seamless leadership transition year-to-year

     o Better align the Staff Senate structure to that of the Faculty Senate Council

- Once elected, Staff Senate Officers will no longer serve as Senate representatives, so they can focus strictly on the leadership of the Staff Senate and better serve the staff assembly overall

- Clearer and more explicit instructions have been added to outline what happens if either the President or President-Elect can no longer serve in their roles and how we appoint and/or elect a replacement

- Instead of the President, the President-Elect will now serve on the University Budget Council. This will give the President-Elect greater visibility into the University's budget process so that he or she can leverage those insights as President the following year. Additionally, this change better aligns with the structure of the Faculty Senate Council

- Adjusting the election dates is necessary because when the President-Elect is elected a Senate seat will become vacant. Rather than having the Elections & Bylaws Committee run a separate special election to fill that seat, swapping the dates will allow for one general election

- The change to the Committee Chair term is a direct result of the change in the date of the election of the chairs. The term has been adjusted to ease the transition and to ensure that these positions are always filled

The proposal was shared with the Staff Senate during the March 15, 2018 meeting. Then, in accordance with our bylaws, the staff community was given 10 days to review. A special Staff Assembly meeting was held on March 26, 2018, to discuss feedback and vote. The bylaw changes were approved (21 – Yes; 0 – No; 1 abstain).

The changes will be instituted in the 2018-19 academic year. The 2018-19 academic year is a transitional year, so we held elections for President and President-Elect in April 2018. Then, in April 2019, we will hold elections only for the President-Elect, since the 2018-19 President-Elect will assume the role of President.

3. Developed Staff Senate Handbook

The Staff Senate Executive Committee produced a Staff Senate Handbook to serve as a resource and guide for Senate representatives, officers, and committee chairs. The document provides detailed descriptions of roles, responsibilities, and processes of each position and committee within the Staff Senate. The goal is to provide a single resource as we transition leadership year-to-year to help build on the previous year's work.

4. Established a Staff Housing Assistance Task Force

The 2016-17 Staff Senate drafted a charge to form a task force to explore staff housing assistance programs. The 2017-18 Staff Senate continued the great work by routing the motion through the University Coordinating Committee for their review.

The University Coordinating Committee approved the task force in February 2018 and appointed members in March 2018.

The Task Force assembled in April 2018 and have already conducted research of other higher education institutions and developed a staff survey (sent on July 10, 2018) to solicit feedback. The

task force will establish the financial framework, estimate the budgetary impact, consult with applicable bodies and submit the preliminary report with findings and recommendations by December 2018.

As expressed by Chief Operating Officer John Ottoboni in his May 24, 2018 email to the faculty and staff, SCU President Michael E. Engh, S.J., directed him and the Vice President of Finance and Administration, Michael Crowley, to address the need for a staff housing assistance. They are working with the Staff Housing Task Force.

5. Proposed a New Staff Senate Administrative Assistant Position

In April 2018, a proposal was drafted by the Staff Senate President, Melissa Brotherton, and Vice President, Brian Moon, to add a new 0.5 FTE to the Staff Senate to support administrative duties. An accompanying job description was also drafted. The position was presented to Charlie Ambelang from Human Resources and the General Counsel John Ottoboni for budget approval in April 2018.

In June 2018, the University Coordinating Committee discussed combining the role of the Staff Senate Administrative Assistant with the Special Assistant of Shared Governance to make a full-time position. A combined job description was drafted and reviewed by the University Coordinating Committee.

Human Resources reviewed and approve the new job description. The new position was presented to the Vice President of Finance and Administration, Michael Crowley, and General Counsel and Chief Operating Officer, John Ottoboni, for budget approval on July 12, 2018. It is currently under review and pending final approval.

6. Created a New Automated Election Tool

Led by the Staff Senate Elections and Bylaws committee and in collaboration with Faculty Senate Council, Associated Student Government, and the University's Information Services department, we created a new standard election process that is integrated with the University's current single sign-on environment. The new tool provides a standard platform for elections at SCU, is much easier to use, and offers greater functionality.

7. Launched a Monthly eNews in October 2017

To enhance communication across the campus and build a stronger brand identity, the Staff Senate now produces a monthly eNews that is sent to all staff and faculty. In addition, the eNews is archived by month on the Staff Senate's website (https://www.scu.edu/staffsenate/staff-senate-eNews/).

8. Created Team Drives and Google Groups for Better Organization

Google Team Drives have been created for Staff Senate committees and working groups to easily share and transition materials year-to-year, as well as provide a robust archive for future reference. The Google Groups will also help manage access as the participants change each year.

9. Audited and Updated the Staff Senate Bylaws

The Staff Senate Elections and Bylaws Committee conducted a full audit of the Staff Senate Bylaws to provide consistent language throughout the document and to update procedures so they accurately reflect our current practice. The committee sent the proposed changes via email to the SCU staff community on May 1, 2018, to solicit feedback. During the May 17, 2018, Staff Senate meeting the final changes were reviewed and a vote was held. The changes were approved (39 – Yes; 0 – No; 1 – abstain). The updated bylaws are posted on the Staff Senate website (https://www.scu.edu/staffsenate/sacbylaws/).

10. Increased Senator Involvement and Participation

Senators were strongly encouraged to join a Staff Senate committee, working group, and/or to serve as a liaison to a University committee to further advance the Staff Senate's goals and to increase senator participation. Nearly **80% of the senators served on at least one working group, committee, or liaison role,** in addition to their senator role. Some were involved in multiple groups.

Additionally, the Elections and Bylaws committee worked diligently to recruit and fill vacant senate seats. At the start of the 2018-19, the committee had successfully filled **94%** of the senator seats, which is an **11%** increase over the start of last year.

11. Instituted the "Senator Spotlight" Feature in Monthly Meetings

In an effort to get to know each other better and to identify areas of collaboration, we launched the "Senator Spotlight" in our September 2017 monthly Staff Senate meeting. During each meeting, four senators share three personal facts about themselves, and a highlight and challenge from their area or department. The "Senator Spotlight" has been enthusiastically received and is an engaging way to close each meeting. In addition, each month the presenting senators are also featured in the eNews and their "spotlights" are sent to all staff and faculty. Thirty-two senators participated this year.

12. Developed Stronger Relationships with University Governance Committees

Faculty Senate Council

The Staff Senate President, Melissa Brotherton, and the Faculty Senate President, Bill Sundstrom, met monthly during the academic year to discuss key areas of focus and potential collaboration. Additionally, Brotherton presented at the Faculty Senate Council meeting on Nov. 8, 2017, and Sundstrom presented at the Dec. 21, 2017 Staff Senate meeting. Respectively, each president shared the purpose and structure of his or her governance committee, accomplishments from the previous year, key priorities for 2017-18, and areas to work together. Both groups were surprised by the overlap in issues and concerns, and excited about the opportunity to collaborate.

In February 2018, the Faculty Senate Council reviewed and endorsed a proposal drafted by the Staff Senate that requests a midyear financial update from the Office of Finance and Administration. The Staff Senate and Faculty Senate Council jointly submitted the motion to Michael Crowley, Vice President of Administration and Finance, on June 4, 2018. The proposal is currently under review and pending approval.

In June 2018, Sundstrom notified Brotherton of the Faculty Senate Council plans to email the Board of Trustees urging them to look into revising University Bylaws to allow for a lay president. *(See accomplishment No. 17 for the Staff Senate's response).*

Associated Student Government (ASG)

The Associated Student Government President, Jack Herstam, presented during the March 15, 2018, Staff Senate meeting about the Associated Student Government organizational overview, responsibilities, and goals. Additionally, the Staff Senate President, Melissa Brotherton, presented during the April 26, 2018, Associated Student Government meeting to share the Staff Senate's purpose, structure, key priorities and goals, and accomplishments.

Staff Affairs

In the fall, Matt Hendricks (Staff Senate Vice President July - December 2017) brought ideas discussed at a Staff Affairs meeting to the Staff Senate Executive Committee meeting. The issues were disseminated to the appropriate Staff Senate working groups to address and further investigate. Topics discussed in the Staff Affairs meetings (such as the proposed amendments to Policy 609 with regards to education benefits) were communicated back to the Staff Senate. The Staff Senate also sent a proposal for Staff Affairs to review with an amendment to Policy 623 with regards to community service (*See the Staff Senate Benefits working group section below for additional details.)

13. Hosted a New Senator Orientation

Before our first Staff Senate meeting on Sept. 21, 2017, we hosted an hour-long training for new senators to provide an overview of University governance and an overview of their role. This additional training provided more clarity, giving senators a better understanding of their responsibilities as members of the Staff Senate.

14. Improved Staff Senate Meetings and Campus Collaboration

The Staff Senate invited a number of speakers *(listed below)* to our monthly meetings. Always informative and open to the entire SCU community, these presentations often yield opportunities for mutual enrichment, awareness, and ongoing collaboration on matters of common interest. Additionally, in order to cover our increasingly demanding agendas, senators voted unanimously in favor of extending our meeting time to 1.5 hours to be able to offer more speakers and allow more discussion time.

- **September 2017:** Christine Coli (University Governance)

- **October 2017:** Michael Nuttall (Sustaining Excellence update)

- **November 2017:** Michael Nuttall (Sustaining Excellence follow-up)

- **December 2017:** Bill Sundstrom (Faculty Senate President, overview and goals)

- **January 2018:** Ray Plaza (Diversity and Inclusion update)

- **February 2018:** Kathy Kale and Melissa Brotherton (Alumni Strategic Plan), Ed Ryan (Western Association of Schools and Colleges Pathway to Reaffirmation)

- **March 2018:** Jack Herstam (President, Associated Student Government)

- **April 2018:** Dennis Jacobs (Provost, Civil Discourse); Jennifer Gayle and Katie Rohrer (Development, Comprehensive Campaign)

- **May 2018:** SCU President Michael E. Engh, S.J. (Q&A); Charlie Ambelang (Human Resources, compensation update)

15. Supported Key University Initiatives

Sustaining Excellence

Michael Nuttall, the Sustaining Excellence project manager, presented during the October 2018 and November Staff Senate meetings to provide updates on the Sustaining Excellence efforts and to collect feedback from senators. We featured a call to action to take the Sustaining Excellence feedback survey in our November 2017 eNews (https://www.scu.edu/staffsenate/staff-senate-enews/november-2017/). Additionally, we dedicated a working group to support the Sustaining Excellence initiatives.

Diversity & Inclusion

We invited Ray Plaza, Director of the Office for Diversity and Inclusion, to speak during the January 2018 Staff Senate meeting to provide an update from the Diversity & Inclusion task force. His presentation became a springboard for greater collaboration with his office. We formalized our partnership with Dr. Plaza thanks to the formation of a dedicated Diversity and Inclusion working group within the Staff Senate.

16. Provided Feedback on the Amendment to the Alcohol Policy

The Staff Senate conducted an online survey from Oct. 20 – 27, 2017 to collect staff feedback on the Alcoholic Beverage Policy Amendment proposed by the athletics department. We sent the survey to the 34 current senators and they were encouraged to solicit feedback from their staff constituents. There were 75 respondents to the survey and the feedback was shared with the athletics department.

17. Conducted Staff Survey: "Do You Want a Lay President at SCU?"

In June 2018, the Faculty Senate President, Bill Sundstrom, notified the Staff Senate President, Melissa Brotherton, of the Faculty Senate Council plans to draft an email to the Board of Trustees urging them to revise University Bylaws to allow for a lay president.

The Staff Senate Executive Committee conducted a staff survey on June 13 – 27, 2018 to collect staff feedback and opinions. There were 349 responses. The results are currently being analyzed and a summary will be distributed to all staff and faculty.

18. Hosted Successful Events to Bring Staff Together

The Annual Staff Faire *(Sept. 7, 2017)*

Staff were invited to have lunch, enjoy music, host a table for their department or school, and mingle with other staff. Nearly 350 people attended the event.

Brown Bag Lunch *(Oct. 26, 2017)*

The Staff Community was invited to the Kenna Trellis area as an informal way to say "hello" and enjoy a beautiful time outdoors with fellow staff.

Coffee for a Cause *(Nov. 6-10, 2017)*

Complimentary coffee was offered as we collected donations for the Second Harvest Food Bank.

SCU Christmas Tree in Downtown San Jose *(December 2017)*

This year, the Staff Senate purchased a tree in downtown San Jose's "Christmas in the Park" to share our Bronco pride and spirit. The tree was part of setting a Guinness World Record for the most illuminated Christmas trees in one location.

Staff Volunteer Day at the Forge Garden *(Feb. 20, 2018)*

Staff were invited to The Forge Garden, SCU's half-acre edible organic garden, for a chance to volunteer in the garden and create their own tea blend.

Toiletries for a Cause *(March 2018)*

During the week of March 5, staff were invited to donate travel-sized toiletries, which were taken to the First Presbyterian Church to be distributed to our community members affected by homelessness.

#IAmSCUStaff Video Competition *(March 2018)*

Staff were invited to work in teams or individually to shoot a video of a "day in the life" of an SCU staff member. A judging and viewing part was held on March 19, 2019, and the winning video submissions were shared in the April 2018 Staff Senate eNews (https://www.scu.edu/staffsenate/staff-senate-eNews/april-2018/).

5th Annual Lam Research Heart & Soles Run *(March 24, 2018)*

Staff were invited to run from Santa Clara University through Avaya Stadium and back in the fifth Annual Lam Research Heart & Soles Run.

Staff Senate End-of-Year Celebration Lunch *(June 21, 2018)*

To celebrate a fantastic year, the Staff Senate hosted an end-of-year celebration lunch following the last Staff Senate meeting of the 2017-18 academic year.

19. Staff Senate Working Groups

Sustaining Excellence Working Group *(formerly Financial Status Working Group)*

a. Sustaining Excellence Support

   i. The project manager of the Sustaining Excellence task force, Michael Nuttal, spoke at the October 2018 and November 2018 Staff Senate meetings. We featured a call to action to take the Sustaining Excellence feedback survey in our November 2017 eNews. At this time, there was no additional support needed from the staff community since implementation efforts are taking place within the pertinent departments.

b. Staff Promotional Track

   i. Through conversation with the human resources department, it was determined that at this time there is no intention of moving to a tenure-track model for staff employment at SCU. However, the Staff Compensation Study is one method that addresses concerns around pay and career advancement. The findings of this study have already resulted in increased wages for the lower grade level positions, with mid- to higher-grade levels soon to be increased. Additional resources are available to staff within eCampus including job leveling guides and salary ranges. Staff are encouraged to have discussions with their manager about their desire for advancement. Other ways staff can advance their careers at SCU include promotions to newly vacated positions, reclassification of a current position, or a horizontal transfer within the University.

c. Sliding Scales for Parking Permits

   i. An invitation has been sent to the Parking and Transportation department to discuss sliding scales for parking permits, however, the meeting has not been confirmed. Efforts on this topic will continue on the 2018-19 academic year.

d. Formal Student Intern Program

   i. The Staff Senate Events and Service Committee has taken the lead on this initiative. They are working with Human Resources and the Career Center to plan a job fair in the 2018-19 academic year to help match students interested in work with departments across campus.

Diversity and Inclusion Working Group *(formerly Diversity in the Workplace)*

a. Support Diversity & Inclusion Efforts

   i. The Staff Senate promoted the campus climate survey in February 2018 in the Staff Senate eNews and reminded Staff Senators to encourage their constituents to take the survey.

Staff Compensation Working Group

a. Comprehensive Compensation Review Project

   i. The working group worked with the Human Resources Compensation Team to support the Comprehensive Compensation Review project and to help inform the community on its implementation.
   ii. Charlie Ambelang, Associate Vice President of Human Resources, spoke at the May 17, 2018, Staff Senate meeting to share the staff compensation implementation plan.
   iii. Additionally, staff were invited to a compensation forum on July 16, 2018. The event was highlighted in the July Staff Senate eNews (https://www.scu.edu/staffsenate/staff-senate-enews/july-2018/).

iv. The project successfully implemented phase one on May 1, 2018, where individuals in salary grades 6-7 received market adjustments. The second implementation phase will be effective Aug. 1, 2018, and will address individuals in salary grades 8-15, including market positions.

Staff Benefits Working Group

a. Solutions to Improve Staff Housing

i. *See Accomplishment No. 4: Established a Staff Housing Assistance Task Force*

b. Improve the Process of Donating Vacation Hours

i. The working group met with Charlie Ambelang (Associate Vice President of Human Resources) to discuss this issue. The existing policy is satisfactory, but not many staff are aware of it. The group recommended HR improve communications about the policy to remind employees of this great benefit.

c. Extension of Policy 623 (Staff Community Service Program)

i. A proposal was drafted to extend Policy 623 to include spiritual retreats and service at non-SCU organizations. The proposal was shared with the Staff Senate via email on May 10, 2018, and then discussed at the May 17, 2018, Staff Senate meeting. The Staff Affairs Committee reviewed the policy changes on Jun. 21, 2018. The Staff Affairs Committee is recommending to expand the policy to include events sponsored by Campus Ministry. The additional expansion to include other volunteer opportunities outside of the Ignatian Center will be discussed in the fall.

Status of Motions and Resolutions

The Staff Senate advances the interest of the staff community through motions and resolutions. Formal proposals are presented to the pertinent University governance bodies for review and approval. Below are the motions and resolutions that were pursued in the 2017-18 academic year.

1. ## Resolution: Market Equity for Staff Salary and Benefits (SS.R.20162017.2)

   Objective: The Staff Senate recommended that the University Budget Council use the full implementation of market equity on the compensation figures of Santa Clara University Staff.

   Status: The resolution was submitted to the University Budget Council at the end of the 2016-17 academic year and considerations were made for the FY18 budget. The implementation of salary adjustments will occur over several phases. Phase 1 began May 1, 2018.

2. ## Motion: Form a Childcare Task Force (SS.M.20162017.4)

   Objective: The Staff Senate recommended the creation of a task force to identify methods to offer childcare opportunities for more beneficiaries by addressing: 1) affordability 2) current limitations of the benefit due to location capacity.

   Status: The Staff Senate Benefits Working Group, in collaboration with Staff Affairs, are researching possible solutions. A new proposal and plan of action will be drafted in the 2018-19 academic year.

3. ## Motion: Form a Staff Housing Task Force (SS.M.20162017.3)

   Objective: The Staff Senate recommended the creation of a task force to research and propose staff housing assistance options. (Charge: Task Force for Exploring a Staff Housing Assistance Program)

   Status: The University Coordinating Committee approved the task force in February 2018 and appointed members in March 2018. The task force will submit the preliminary report with findings and recommendations by December 2018.

4. ## Motion: Conduct Staff Survey to Provide Feedback on the Amendment to the Alcohol Policy (SS.M.20172018.1)

   Objective: In response to a request from the athletics department to provide feedback on a proposal to amend the University's Alcoholic Beverage Policy, the Staff Senate motioned to conduct a staff survey.

   Status: A survey was conducted online from Oct. 20 – 27, 2017 and the results were sent to the athletics department and shared with staff in the November 2017 Staff Senate eNews.

5. ## Motion: SCU Midyear Financial Update to Faculty and Staff (SS.M.20172018.2)

   Objective: The Staff Senate and Faculty Senate Council requested a midyear update in addition to the already existing annual budget forum.

Status: The Staff Senate and Faculty Senate Council jointly submitted the motion to Michael Crowley, the Vice President of Administration and Finance, on June 4, 2018. The proposal is currently under review and pending approval.

6. Motion: Equitable Staff Representation on the University Budget Council (SS.M.20172018.3)

Objective: Adjust the number of staff representatives on the University Budget Council (UBC) to better reflect our current employee (faculty and staff) population.

Status: The proposal was approved and the University Coordinating Committee appointed a new staff member. The staff member began serving on the University Budget Council at the start of the 2018-19 academic year (July 1, 2018).

Original Motion: Review Staff Representation on University Committees (SS.M.20162017.01)

7. Motion: Equitable Staff Representation on the University Coordinating Committee (SS.M.20172018.4)

Objective: Adjust the number of staff representatives on the University Coordinating Committee to better reflect our current employee (faculty and staff) population.

Status: The University Coordinating Committee reviewed the motion at the Jan. 19, 2018 meeting and a proposal was drafted by the Staff Senate President, Melissa Brotherton, and the Vice President, Brian Moon. The proposal is currently on hold until the updates to the University Governance Charter Amendment Process are approved.

Original Motion: Review Staff Representation on University Committees (SS.M.20162017.01)

8. Motion: Restructure the Staff Senate Executive Committee and Officers (SS.M.20172018.5)

Objective: Restructure the Staff Senate Executive Committee to provide a better transition of leadership from year-to-year and to better align with the Faculty Senate Council structure. Additionally, redefine job responsibilities and election timelines.

Status: The proposal was approved in March 2018 and the changes will be instituted in the 2018-19 academic year.

9. Motion: Audit and Update the Staff Senate Bylaws (SS.M.20172018.6)

Objective: Conducted a full audit of the Staff Senate Bylaws to provide consistent language throughout the document and to update procedures so they accurately reflect our current practice.

Status: The Elections and Bylaws Committee conducted a full audit and proposed changes via email on May 1, 2018, and then held a discussion and vote at the May 17, 2018, Staff Senate meeting. The changes were approved (39 – Yes; 0 – No; 1 – abstain). The updates are on the Staff Senate website.

10. Motion: Propose a New Staff Senate Administrative Assistant Position ([SS.M.20172018.7](SS.M.20172018.7))

Objective: Add a new 0.5 FTE to the Staff Senate to support administrative duties.

Status: The new position is currently under review and pending final budget approval.

11. Motion: Thanking University President Michael E. Engh, S.J. ([SS.M.20172018.8](SS.M.20172018.8))

Objective: Thank University President Michael E. Engh, S.J., for his dedication and service to Santa Clara University for the past nine years, in light of his announcement that he will resign from the presidency at the end of the next academic year.

Status: The motion was reviewed and voted on by the Staff Senate at the Jun 21, 2018, Staff Senate meeting. The motion was approved (Yes – 24; No – 0; Abstain – 1).

12. Motion: Create and Send a Staff Survey: "Do You Want a Lay President at SCU?" (SS.M.20172018.9)

Objective: Conduct a survey of all staff to seek feedback and opinions about changing the University Bylaws to allow for a lay president.

Status: The Staff Senate Executive Committee conducted a staff survey on June 13 – 27, 2018. There were 349 responses. The results are currently being analyzed and a summary will be distributed to all staff and faculty.

1. ### Staff Senate Staff Excellence Award

   The Faculty Senate Council gives out an award to an outstanding professor at the annual Faculty Appreciation Dinner. The Staff Senate would like to give out a similar award to recognize an outstanding staff member at the annual Staff Recognition Event. We have initial approval from Human Resources, and we will work with the administration on final approval to add this award to the division awards already given out at the event. In addition to final approval, the Staff Senate Executive Committee needs to develop a process for nominations, selections, and the award/compensation for the winner.

2. ### Staff Senate Promotional Video

   The Staff Senate Executive Committee is currently recruiting a small working group to help produce a promotional video featuring the work and recent accomplishments of the Staff Senate. The goal is to create a short, engaging, and image-rich clip during this year's summer months (July and August) so we can deploy it in the fall 2018. We hope it will help promote our work and encourage members of the staff to join during the next election cycle.

3. ### New Staff Senate Administrative Assistant Position

   Human Resources reviewed and approve the new job description. The new position was presented to the Vice President of Finance and Administration, Michael Crowley, and General Counsel and Chief Operating Officer, John Ottoboni, for budget approval on July 12, 2018. It is currently under review and pending final approval.

4. ### Staff Senate Buddies

   The Staff Senate has instituted a new Staff Senate Buddy program to help welcome new representatives into the Staff Senate. New representatives will be matched up with continuing representatives, ideally from a different department or area on campus. This buddy will answer any questions that the new representative may have, encourage the new representative to get involved with a committee or working group, and ensure the new representative feels welcomed and connected in the Staff Senate. We currently have 10 new representatives to the Staff Senate, each of whom have been assigned a buddy.