

State of the Staff Senate

Progress Report | July – December 2017



Overview

This report outlines the key priorities set forth for the 2017-18 academic year, a mid-year update on our accomplishments, a status update on current charges and motions, and a look at what is in progress for the remainder of the year.

The Staff Senate this year is focused on building a stronger presence on campus, engaging and collaborating more with key campus groups, and improving our internal infrastructure and processes to become more efficient and effective year-to-year. Our committees and working groups (organized around key themes) have been instrumental in advancing our goals.

Statement of Purpose

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 the 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.

Staff Senate Executive Team

President	Melissa Brotherton
Vice President	Brian Moon (*As of December 2017) Matt Hendricks (July – December 2017)
Secretary	Michelle Salmiery (*October 2017 – current)
Ex-Officio President	Luis Lecanda
HR Representative	Charlie Ambelang
Elections & Bylaws Chair	Maureen Muscat Brian Moon (September – December 2017)
Communications Co-Chairs	Cindy Cooper Sergio Lopez
Events & Service Chair	Samantha Kibbish

Key Priorities and Goals

In collaboration with the Staff Senate Executive Team and 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 brand identity on campus 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 more clarity and specific guidelines to create a more structured and productive Staff Senate body
- 6) Restructure the Staff Senate Executive Team to better align with the Faculty Senate Council structure (e.g., President-elect instead of Vice President, addition of a part-time admin)
- 7) Develop transitional materials and processes to continue momentum as we transition leadership year-to-year
- 8) Support initiatives from the Sustaining Excellence and Diversity & Inclusion reports and task forces
- 9) Advance the goals set by our Staff Senate Committees and Working Groups (*see below*)

Staff Senate Committees

1. Communications Committee

- a. Expand awareness and build visibility of the Staff Senate by leveraging a monthly eNews, more photos in our communications, Staff Senate calendar, our website, and cross-campus collaboration

2. Elections and Bylaws Committee

- a. Refine Staff Senate structure and constituent division to better align with the University's structure
- b. Update bylaws
- 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 HR
- d. Partner with off campus companies and/or charities to engage SCU community with local community



Staff Senate Working Groups

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

- a. This group was established in 2016-17 to report on budget issues and in 2017-18 transformed into a Sustaining Excellence Working Group
- b. This group will work closely with University's Sustaining Excellence Chair and support any action items that come from that effort

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

- a. This group took on a new naming convention in 2017-18 to align with University-wide diversity and inclusion initiative
- b. This group will support the project manager of the University's Diversity & Inclusion task force, Ray Plaza, including the promotion of the campus climate survey coming out in January 2018

3. Staff Compensation Working Group

- a. Compensation is always a top-of-mind for staff, so this group will stay well-connected to Human Resources and determine the best way to support and communicate compensations updates this year

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 governance system to explore affordable and sustainable solutions to our complex housing situation.”

- b. With housing as a University-wide concern, the Staff Benefits Working Group will brainstorm ways the Staff Senate can best support ideas and solutions to staff housing
- c. Additionally, we have an outstanding charge for the creation of a staff housing task force that is currently with the University Coordinating Committee for review and appointment



1. 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 also archived by month on the Staff Senate's website (<https://www.scu.edu/staffsenate/staff-senate-eneews/>).

2. Increased senator involvement and participation

Senators were strongly encouraged to join a Staff Senate committee or working group, 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 serve on at least one working group, committee, or liaison role**, in addition to their senator role. Some are involved in multiple groups.

3. Instituted the "Senator Spotlight" feature in our 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 meeting. At each meeting, four senators share three personal facts about themselves, and a highlight and challenge in their area or department. The "Senator Spotlight" has been enthusiastically welcomed and is an engaging way to close each meeting. We have had 15 senators present this year and another 15 signed up for the remainder of the year.

4. Developed stronger relationships with University governance committees

Faculty Senate Council

The Staff Senate President, Melissa Brotherton, and the Faculty Senate President, Bill Sundstrom, meet monthly 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 their governance committee, accomplishments from the previous year, key priorities for 2017-18, and areas we can work together. Both groups were surprised by the overlap in issues and concerns, and excited about the opportunity to collaborate.

Associated Student Government (ASG)

We have invited a representative from ASG to attend the Staff Senate meetings. Additionally, we are looking to invite the ASG president to speak at an upcoming Staff Senate meeting.

Staff Affairs

Matt Hendricks (Staff Senate VP) brought ideas discussed at a Staff Affairs meeting to the Staff Senate Executive Team meeting in the Fall. The issues were disseminated to the appropriate Staff Senate working groups to address and further investigate.

5. 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.



6. Improved Staff Senate Meetings and Campus Collaboration

The Staff Senate invited a number of speakers 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 time for discussions.

Completed

- **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)

Upcoming

- **January 2018:** Ray Plaza (Diversity and Inclusion update)
- **February 2018:** Kathy Kale (Alumni Relations, Strategic Plan), Ed Ryan (WASC accreditation process)
- **March 2018:** Charlie Ambelang (Human Resources, compensation update)
- **April 2018:** Katie Rohrer (Development, Comprehensive Campaign)

7. Supported key University Initiatives

Sustaining Excellence

Michael Nuttall, the Sustaining Excellence project manager, presented at the October 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. Additionally, we have dedicated a working group to further support the Sustaining Excellence initiatives.

Diversity & Inclusion

We invited Ray Plaza, the Diversity and Inclusion project manager, to speak at the January 2018 Staff Senate meeting to provide an update from the Diversity & Inclusion task force. Additionally, we have a dedicated Diversity and Inclusion working group.

8. 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. The survey was sent 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.

9. Hosted several successful events to bring staff together

The Annual Staff Faire (Sept. 7, 2017)

All staff was 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.



Status of Charges & Motions

The Staff Senate advances the interest of the Staff Community through charges and motions. Formal proposals are presented to the pertinent University governance bodies for review and approval. Below are the charges and motions currently being pursued.

1. Forming a Staff Housing Task Force

Status: Submitted to the University Coordinating Committee at the end of the 2016-17 academic year and awaiting review and approval.

2. Forming a Childcare Task Force

Status: Submitted to the University Coordinating Committee at the end of the 2016-17 academic year and awaiting review and approval.

3. Achieving Market Equity for Staff salary and benefits

Status: Submitted to the University Budget Council at the end of the 2016-17 academic year and considerations were made for the FY18 budget.

4. Propose equitable staff representation in University Budget Council and the University Coordinating Committee

Status: Submitted to the University Coordinating Committee at the end of the 2016-17 academic year. Reviewed at the Jan. 19, 2018 University Coordinating Committee meeting and a proposal is currently being drafted by the Staff Senate President, Melissa Brotherton.

5. Propose that the University provide a mid-year financial update

Status: A formal proposal has been drafted and feedback was solicited by the Staff Senate Executive Team. The Faculty Senate Council has agreed to jointly submit this recommendation to the Office of Finance and Administration for consideration. The Staff Senate voted to approve the proposal on Jan. 18, 2018. The Faculty Senate Council is set to vote on the proposal in their February 2018 meeting.



Restructuring the Executive Team

To better align with the Faculty Senate Council, the Staff Senate is looking to transition the Vice President role to a President-elect. Additionally, we will further define the roles and responsibilities of the President, President-Elect, Ex-Officio President, and Secretary.

New Admin Position for the Staff Senate

Like the Faculty Senate Council, the Staff Senate is drafting a proposal to add a 0.5 FTE position to help manage the administrative duties of the Staff Senate.

New Automated Election Process

In collaboration with Faculty Senate Council, Associated Student Government, and the University IS department, the Staff Senate is creating a new standard election process that will integrate with the University's current single-sign on environment.

Staff Senate Staff Excellence Award

The Faculty Senate has a professor Award that the Faculty Senate awards at the Faculty Appreciation Dinner. We are looking into doing a similar award from the Staff Senate to be awarded annually at the Staff Recognition Event.

Staff Recognition Event Award Process

Currently each department has a set number of awards given out to their own department. The Staff Senate is looking at broadening the parameters so that it is no longer department or area-specific and instead focused on awarding the most deserving candidates from across campus.

Working Groups

The working groups have been realigned as outlined in the Key Priorities section. The working groups will research and address the following topics of interest:

- A well-advertised process for donating vacation hours to colleagues in need of time off
- Staff parking fees on a sliding scale according to salary
- Staff sabbatical and emergency volunteer opportunities
- Formal student intern program
- Rental deposit assistance for new staff employees
- Staff promotion track
- Identifying recommendations from the Diversity and Inclusion Task Force that could also be applied to Staff

