

State of the Staff Senate

End of the Year Report | July 2018 – June 2019



Introduction

This report outlines the accomplishments of Staff Senate for the 2018-2019 academic year, key priorities set forth at the beginning of the 2018-2019 academic year, and a list of what is still in progress.

This year the Staff Senate continued to focus 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, as has the hiring of a new Sr. Administrative Assistant for Collaborative Governance that provides support to Staff Senate, in addition to the Faculty Senate and the University Coordinating Committee.

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

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	Carly Koebel
President-Elect	Andrew Chai
Past President	Melissa Brotherton
HR Representative	Charles Ambelang
Sr. Admin Asst for Collaborative Governance	Ixtlac Dueñas
Communications Co-Chairs	Lynn Goodall Kori Lennon
Elections & Bylaws Co-Chairs	Maureen Muscat Brian Moon
Events & Service Chair	Leah Nakasaki-Peterson

Key Priorities

In collaboration with the Staff Senate Executive Team and Committees, the Staff Senate President set forth the following key priorities and goals for the 2018-2019 academic year.

Staff Senate At Large

- 1) Create a Staff Survey in early 2019 to collect staff feedback that will help us set priorities for 2019-2020
- 2) Develop a Staff Senate branding and style guide to create a consistent look and feel of all Staff Senate Communications
- 3) Encourage Faculty, Staff, and Student Senates to improve collaboration and unity within Santa Clara University's shared governance
- 4) Provide support for the Campus Climate Survey results and implementation
- 5) Develop a Staff Senate promotional video and determine the best way to use it as a marketing and recruitment tool
- 6) Continue to advance the proposal to add equal staff representation on the University Coordinating Committee (UCC) to better reflect our current employee (faculty and staff) population
- 7) Create an Idea/Suggestion/Question intake form on our website
- 8) Advance the goals set by our Staff Senate Committees and Working Groups (*see below*)

Staff Senate Committees

1. Communications Committee

- a. Continue to build awareness and visibility for the Staff Senate
 - i. Complete a new promotional video for the website and email marketing
 - ii. Send a concise and well-designed monthly newsletter (Staff Senate eNews)
 - iii. Add Staff Senate information to the New Employee Orientation
 - iv. Promote tangible impacts and accomplishments of Staff Senate
- b. Know and share our Mission – Why We Exist
 - i. Refine the website to better show and share our purpose
 - ii. Empower Senators to know and share their mission
- c. Create resources and opportunities for Senators to better communicate with and support their constituents



2. Elections and Bylaws Committee

- a. Further streamline election process with the new election system
- b. Continue to fill any vacant seats to ensure a fully staffed senate
- c. Review the number of senators in each area and ensure there is proper representation across campus
- d. Review the bylaws for any additional changes that may be needed

3. Events and Service Committee

- a. Lead a successful Staff Faire event (Sept. 5)
- b. Create more service opportunities for SCU staff to give back to the local community
- c. Be mindful of the timing of events to hopefully increase attendance from the SCU staff community
- d. Offer a variety of events to suit the interests of many across campus

Staff Senate Working Groups

1. Diversity and Inclusion Working Group

- a. This group was renamed in 2017-2018 to align with the University-wide diversity and inclusion initiative
- b. This working group continues to work with the Office of Diversity and Inclusion by finding ways to address and implement changes resulting from the 2019 Campus Climate Survey

2. 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. The key priorities this year for the Staff Benefits Working Group were to take a continued look at housing and compensation while also working to highlight areas of inequity between faculty and staff benefits, particularly regarding retirement benefits. An added goal midway through the year was to create a list of unofficial benefits - those periphery benefits not directly sponsored by HR but available to Santa Clara Employees by outside companies or SCU departments.



3. Staff Survey Working Group

- a. Established for the 2018-2019 academic year.
- b. The goal of this group is to survey the SCU staff to ensure that the work of the Staff Senate is representative of the concerns of the community it serves. A survey is conducted every 2-3 years and acts as a key instrument in shaping the agenda of the Staff Senate.



Accomplishments

1. Earned a place for Staff on the Presidential Search Committee

Staff Senate worked with the Presidential Search Committee to secure additional staff representation on the committee. Eva Blanco Masias, Dean of Undergraduate Admissions, was chosen to represent staff interests during the search for a new president.

Staff Senate also provided feedback to the President's Office on search protocols for future Provost and Dean searches.

2. Developed stronger relationships with University governance committees

Faculty Senate Council

The Staff Senate President, Carly Koebel, and the Faculty Senate President, Katie Wilson, met monthly to discuss key areas of focus and potential collaboration. Additionally, Koebel presented at the Faculty Senate Council meeting on Nov. 28, 2018 and Wilson presented at the Dec. 13, 2018 Staff Senate meeting. Respectively, each president shared the purpose and structure of their governance committee, accomplishments from the previous year, key priorities for 2018-2019, and topic areas where we can work together. Following the Malley gym fee announcement, Koebel and Wilson worked together to release a joint statement addressing the concerns of the Campus Community

Associated Student Government (ASG)

The Staff Senate President, Carly Koebel, and ASG President, Sam Perez, have met regularly to discuss key areas of focus and potential collaboration. The ASG president was invited, but unable to attend a Staff Senate meeting for 2018-2019.

3. Hired a Sr. Administrative Assistant for Collaborative Governance

A Sr. Administrative Assistant for Collaborative Governance position was drafted in 2018-2019, which combined administrative support for the Faculty Senate, Staff Senate, and the University Coordinating Committee. After successfully gaining approval for the new FTE, the job was posted in November 2018 and a candidate was hired in early 2019. Ixtlac Dueñas assumed this position in May 2019 and has been supporting shared governance in this role.

4. Staff Housing Assistance Task Force & Faculty/Staff Housing Project

The Staff Senate drafted a proposal to create a Staff Housing Assistance Task Force to research housing solutions for staff. In March 2018 the task force surveyed the University and shared a findings report with faculty and staff in January 2019.

The University announced plans for a Faculty/Staff Housing Project at an existing Campbell Avenue property in early 2019. The Staff Senate President spoke on behalf of staff at two meetings before the Planning Commission of San Jose and before the City Council of San Jose. The Faculty/Staff Housing Project received enough votes to continue moving forward at each meeting. Staff Senate members helped to obtain signature on support cards to share with the City of San Jose.



5. Staff Senate Buddies

The Staff Senate instituted a new Staff Senate Buddy program to pair up new members with continuing members. . This program was successfully implemented in September 2018 and helps new senators to feel welcomed and connected to 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.

Completed

- **September 2018:** **Kitty Murphy**, UCC Chair on University governance
Susan Peters, i-Exchange Program for International Students
- **October 2018:** **Ray Plaza**, Review of the Campus Climate Survey
Charles Ambelang, HR Benefits Open Enrollment Update
- **November 2018:** *Cancelled due to Air Quality*
- **December 2018:** **Katie Wilson**, Faculty Senate President on overview and goals;
John Ottoboni, Chief Operating Officer
- **January 2019:** **Jill Rovaris**, Director of Cowell Center
Meghan Shoven, Golden Circle Capital Campaign Kick Off
Michael Crowley, VP of Finance and Administration
- **February 2019:** **Dennis Jacobs**, Provost
Marissa Pimental, Facilities Update
Ed Ryan, WASC Reaffirmation Process
- **March 2019:** **John Sobrato**, Chairman of the Board of Trustees
Fr. Dorian Llywelyn & Thomas Plante, Mission Priority Examen
- **April 2019:** **Cara Uy**, Sustainability Strategic Plan
Amy Shachter & Bridget Colbert, Adjunct and Lecturer Concerns
- **May 2019:** **SCU President Michael E. Engh, S.J.**, President
Agustin Ruiz, WorkDay Update
- **June 2019:** **Lisa Kloppenberg**, Interim Provost



7. Hosted several successful events and service opportunities to bring staff together

The Annual Staff Faire (Sept. 5, 2018)

All staff were invited to have lunch from Bistro Tu Paz, enjoy music from Cunamacue, host a table for their department or school, and mingle with other staff members. Nearly 350 people attended the event.

One Warm Coat Drive (November 2018)

A successful campaign for One Warm Coat brought in 133 coats and \$160 in donations. Every \$5 donated equalled 10 coats. As a result, our donations were the equivalent of 453 coats, surpassing our target goal of 300 coats by a landslide!

Faculty and Staff Mixer (Jan. 17, 2019)

The Staff Senate planned a mixer to build the relationship between faculty and staff. With over 100 RSVPs for the November Mixer, the event was looking to be a great success. Unfortunately due to poor air quality, the event had to be cancelled. It was rescheduled for Jan. 17 and was widely attended and appreciated by faculty and staff on campus. More than 125 attended.

Events and Service Opportunities Survey (February 2019)

There were over 50 responses to the survey and it helped to provide the Events and Service Committee with ideas and timing preferences.

Toiletry Drive (Feb. 14, 2019)

Over 450 toiletries were donated at the Thursday Tea, Treats & Toiletries event. The Staff Senate donated the toiletries to the Bronco Pantry, a Division of Student Life initiative for current Broncos in need.

Financial Planning Session (June 4, 2019)

Staff Senate brought in Justin Wojcik to present on "When Can I Retire." The event was very popular and drew a full house with 28 people in attendance and every chair full!

Staff Senate Booth at Staff Appreciation Event (June 18, 2019)

The Staff Senate sponsored a relaxing spa experience for staff by sponsoring a booth at the Staff Appreciation Event with chair and forearm massages, and facemasks. All 36 spots were full!

End of Year Celebration (June 20, 2019)

With over 100 RSVPs, the Staff Senate End of the Year Celebration was a smashing success! The attendance was four times the previous year. Held in the Mission Garden, it was well attended and brought together different members of the staff community.



8. Staff Senate Informational and Recruitment Video

With the help of Dustin Tarver (International Students & Scholars), the Staff Senate Communications Committee (led by Sergio Lopez) put together two excellent videos to help share what Staff Senate can do for the SCU Community. These videos will be used to encourage staff to join Staff Senate and to engage with the governance process. The videos can be viewed [here](#) and [here](#).

9. Visit to SCU's Jesuit School of Theology (JST) Campus in Berkeley

Senator Tanisha Sparks hosted the Staff Senate Executive Committee at the Jesuit School of Theology campus on April 3. The Executive Committee learned about JST's role as part of the Graduate Theological Union on "Holy Hill" where students can take classes through other members, academic centers, and affiliations including Baptist, Lutheran, Unitarian Universalist, Dharma, Islamic, Judaism, Natural Sciences, Buddhist, and Black Church/Africana.

The group learned about the mix of degrees and experiences offered and the diverse student enrollment with a mix of Lay people and Jesuits from 29 countries. The Executive Committee also enjoyed the incredible view of the Bay!

10. Staff Survey Completed

In March 2019 the Staff Senate Survey Working Group conducted a survey of staff. There were 242 respondents (19.3% of our staff population). This survey is a key instrument in shaping the goals of the Staff Senate. The results were shared at the June Staff Senate meeting and sent to the entire SCU community in July 2019.

The two most consistent themes that respondents wanted Staff Senate to address were housing and compensation. This is consistent with previous survey results. Gratefully, the University administration has already taken strides to tackle both of these issues at an institutional level. A third common theme derived from this year's survey was a concern for institutional stability and lack of strong leadership.

11. Staff Benefits Report

The Staff Senate Benefits Working Group developed a staff benefits report, which includes proposals for retirement benefits, housing, parking, and tuition remission. The working group shared the report at the June Staff Senate meeting and sent it to the entire SCU community in July 2019.

12. Bylaw Changes for how to change the University Coordinating Committee (UCC) Charter

In June 2019, the Staff Senate approved how the Staff Senate approved UCC Charter changes. This means that all University Policy Committees (UPC) have approved the changes and Staff Senate can move forward with its proposal to try to add a Staff person as a UCC Chair with the appointed faculty member.



13. UCC Chair-Elect Advisory Vote

Staff conducted an advisory vote for the UCC Chair-Elect. While this was a non-binding vote, it showed the University that staff are interested in the issues facing the University and will hopefully help the cause for eventually having a Staff UCC Chair in the future.



1. Staff Senate Staff Excellence Award

The Faculty Senate has a professor award that they present 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.

2. 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.

3. Logo Creation

The Staff Senate and the UCC have looked into creating a unified logo to be shared across shared governance.

