



Overview

This report outlines the key priorities set forth for the 2018-19 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.

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
Communications Chair	Lynn Goodall Kori Lennon
Elections & Bylaws Chair	Maureen Muscat Brian Moon
Events & Service Chair	Leah Nakasaki-Peterson

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 2018-19 academic year.

Staff Senate At Large

- 1) Create a Staff Survey for early 2019 to 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 cohesive Faculty, Staff, and Student Senates for better collaboration and unity at Santa Clara University
- 4) Provide support for the Campus Climate Survey Results
- 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 staff to the University Coordinating Committee (UCC)
- 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. Refine efforts to expand awareness of Staff Senate and build visibility
 - i. Complete new promotional video for website and email marketing
 - ii. Continue outreach with a concise, visual monthly newsletter (Staff Senate eNews)
 - iii. Incorporate Staff Senate information into New Employee Orientation
 - iv. Emphasize 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 full 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. Leading 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 2017-18 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 FY 2018-2019 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. Child care benefits are a continuing concern for many staff members. The program’s expansion or inclusion of more families are ongoing priorities.
- c. The cost of housing continues to be a major concern among staff. This working group continues to assist the Staff Housing Task Force with finding long-term solutions to staff housing issues, which ultimately help retain University staff.

3. Staff Survey Working Group

- a. Established for the 2018-2019 academic year.
- b. Every 2-3 years, a survey is conducted to help ensure the work of the Staff Senate is representative of the concerns of all SCU staff. This survey is a key instrument in shaping the agenda of the Staff Senate.



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

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

2. Developed stronger relationships with University governance committees

Faculty Senate Council

The Staff Senate President, Carly Koebel, and the Faculty Senate President, Katie Wilson, meet 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 2018-19, 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)

The Staff Senate President, Carly Koebel, and ASG President, Sam Perez, have met regularly to discuss key areas of focus and potential collaboration. We are looking to invite the ASG president to speak at an upcoming Staff Senate meeting.

3. Assistant for Collaborative Governance

After successfully gaining approval for administrative support for Staff Senate, similar to the Faculty Senate Council, the job has now been posted for a combined Assistant for Collaborative Governance that will support the UCC, the Staff Senate, and the Faculty Senate Council. This position is expected to be hired and in place in early 2019.

4. Hosted a New Senator Orientation

Before our first Staff Senate meeting on Sept. 20, 2018, we hosted an half-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.

5. Staff Housing Assistance Task Force

After being formed in March 2018, the Staff Housing Assistance Task Force surveyed the University and has prepared a report to be shared with the University as a whole in January 2019.

6. Staff Senate Buddies

The Staff Senate instituted a new Staff Senate Buddy program to help welcome new senators into the Staff Senate. This program was successfully implemented in September 2018 to allow new senators to feel welcomed and connected in Staff Senate.



7. 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 Campus Climate Survey
Charles Ambelang, Open Enrollment Update
- **November 2018:** Cancelled due to Air Quality
- **December 2018:** Katie Willson, Faculty Senate President on overview and goals;
John Ottoboni, Chief Operating Officer

Upcoming

- **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 Board of Trustees
- **April 2019:** TBD
- **May 2019:** Fr. Engh, President
- **June 2019:** TBD

8. 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, enjoy music, host a table for their department or school, and mingle with other staff members. Nearly 350 people attended the event.

One Warm Coat Drive

A successful campaign for One Warm Coat brought in 133 coats and \$160 in donations during the month of November. 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

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 is rescheduled for January 17th.



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. Status of 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.

2. Status of 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.

In-Progress

1. 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.

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. 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
- Rental deposit assistance for new staff employees



- Identifying recommendations from the Diversity and Inclusion Task Force as a result of the Campus Climate Survey conducted in the Winter/Spring of 2018

4. Staff Senate Video

A team of senators led by Sergio Lopez, and with the video editing abilities of Dustin Tarver, are in the process of putting together a set of videos to show the staff community how the work of Staff Senate has made a difference for the Santa Clara Community as a whole. A preview of the videos was available at the December meeting. They are expected to be completed soon.

