

TO: Staff Senate

FROM: Catherine Schneider

DATE: July 11, 2014

SUBJECT: Minutes of June 18, 2014 Meeting

In attendance: Ms. Mecadon, Ms. Barrett Notarianni, Ms. Rupp, Ms. Tucker, Ms. Kocis, Ms. Barnoski, Mr. Barrett, Ms. Edwards, Mr. Fedoryk, Mr. Pilger, Mr. Roginski, Mr. Sakowski, Mr. SanMartin, Ms. Shimsky, Mr. Hallock, Ms. Bevacqua, Mr. Casabona, Ms. Freeman, Ms. Hollingshead, Mr. Murphy, Mr. Oakey, Mr. Porter, Mr. Sheehan, Mr. Wetherell, Ms. Cook

Not in attendance: Ms. Cherra, Ms. Palko, Ms. Klein, Mr. Davitt, Ms. Butler, Ms. Driscoll-McNulty, Ms. Johnson, Ms. Vita, Ms. Tetreault

Guests: Mr. Thomas Coleman, Ms. Catherine Schneider

Welcome:

- Mr. Wetherell called the meeting to order at 10:05 a.m. in the PNC Bank Board Room, Brennan Hall
- Mr. SanMartin offered the opening prayer
- Attendance was checked and it was agreed that there was quorum for voting purposes
- Mr. Wetherell thanked Ms. Schneider for volunteering services as Secretary through the June meeting. Secretary will be elected at this meeting.

1. Review of meeting March meeting minutes:

- A motion was made by Ms. Hollingshead to accept the minutes. Mr. Sheehan seconded the motion.

2. Approval of Agenda:

- A motion was made by Mr. Oakey to accept the agenda. Ms. Rupp seconded the motion.

3. Liaison Report:

- Ms. Tetreault was not able to attend the meeting and asked Mr. Wetherell to provide her report.
- Cabinet meeting – IT compliance policy has been released. The policy contains industry standard and government mandated compliance rules for information security. It will be offered to the Senates for review through the UGC, but it is currently in effect and has been approved by the cabinet as an interim policy due to the urgency.
- Dr. Donald Boomgaarden, the University of Scranton's new Provost, will be starting on July 1.

- Clayton Nottelman, HR Manager, has sent out an e-mail to all staff announcing two updates to the Staff Handbook. Clayton also sent out information for Performance Management. There are no changes from last year.

4. President's Report:

- Mr. Wetherell discussed his vision for his time as President of the Staff Senate and discussed the wide range of experience and skill that he brings to the position.
- Mr. Wetherell reviewed the purpose of the Staff Senate, as outlined in the Staff Senate Constitution, discussed the importance of our participation in policy review and outlined the good work the Staff Senate has done. Mr. Wetherell stressed that we are not a decision making body, but we should be referring constituents in need to the appropriate channels to resolve issues in the workplace.

5. Topics for the 2014-2015 Term

- Mr. Wetherell asked what topics/issues we would like to address this year.
- Some topics that were recommended for further discussion were whether or not to elevate the Ombudsman report that was completed last term; budget concerns and how the Senate can assist in disseminating information; review of the Staff Handbook and additional projects that committees were working on. These items will be discussed at the next meeting. Ms. Schneider will forward the report of the Ad hoc Ombudsman Committee to all Senators via e-mail.

6. Elections

- Elections were held for the open officer positions of Vice President, Parliamentarian and Secretary. A vote was taken and calculated during the meeting. The results are as follows:
- Vice President – Caitlyn Hollingshead
- Parliamentarian – Mark Murphy
- Secretary – Pauline Palko

7. Committee Sign-Up

- Committee sign-up sheets were passed and an explanation of each committee's purpose was provided.
- An explanation of the Roundtable committees and expectations was given as well

8. Open items from the floor

- Mr. Wetherell asked that any feedback be directed to him, either during or after the meeting.
- In follow-up to the security report – Mr. Sakowski spoke with Lisa Notarianni who informed him that all VOIP phones on campus have a button that can be programmed to go directly to University Police. Mr. Sakowski is going to have further discussion with Ms. Notarianni and report back.

Mr. Roginski put forth a motion to adjourn. Ms. Barnoski seconded the motion.

The meeting was adjourned at 11:24 a.m.