

TO: Staff Senate
FROM: Pauline Palko
DATE: July 2, 2015
SUBJECT: Minutes of the June 10, 2015 Meeting

In attendance: Ms. Notarianni, Ms. Mecadon, Ms. Palko, Ms. Schofield, Ms. Tucker, Ms. Klien, Mr. Barrett, Ms. Edwards, Mr. Griguts, Mr. Pilger, Mr. Sakowski, Ms. Shimsky, Ms. Thomas, Ms. Bevacqua, Ms. Butler, Ms. Cook, Ms. Densevich, Ms. Driscoll-McNulty, Ms. Hollingshead, Mr. Murphy, Mr. Sheehan, Ms. Strickland, Mr. Krzan, Mr. Wetherell.

Not in attendance: Ms. Cherra, Ms. Cali, Mr. Fedoryk, Mr. Hallock, Mr. Roginski, Ms. Barnoski, Ms. Johnson, Ms. Vita, Ms. Grissinger.

Guests: Ms. Jennifer Pennington.

Welcome:

- Mr. Wetherell called the meeting to order at 10:10 am, in the PNC Bank Board Room, Brennan Hall. Mr. Murphy offered the opening prayer, Ms. Bevacqua volunteered to offer the prayer for the July 8 meeting.
- Attendance was checked, quorum met for voting purposes.

Review of March meeting minutes:

Minutes approved.

Approval of Agenda:

Agenda approved.

Liaison Report:

In Ms. Tetreault's absence Mr. Wetherell reported:

The predicted enrollment for the incoming first-year class is 925.

There have been several falls on the commons near the z-brick removal site. Please remind your colleagues to be extremely careful in these areas and stay within the designated walking areas.

The new Rehabilitation Center and Quincy Avenue Early Learning Center are both on schedule for their fall openings.

Hildebrandt is currently accepting applications for students to attend the learning center at the Quincy Avenue location. Applications can be accessed through the Human Resources web page.

Presidents Report:

Mr. Wetherell thanked the Recognition and Excellence Committee for the outstanding luncheon and awards ceremony in May.

Executive Elections

This year the Senate must vote to fill the Vice President and President Elect seats.

Caitlyn Hollingshead submitted her interest in Vice President; Mark Murphy submitted his interest in President Elect. No other senators expressed interest in either office.

Candidates cast their votes and left the room. Both candidates were voted in unanimously.

Committee Reports

Finance—closing the year with \$207 in reserve. Ms. Hollingshead thanked everyone for staying within their budgets.

Parliamentarian

Mr. Murphy explained to the new senators the function of the Ad hoc By-Laws Committee, stated that it was time to have the by-laws reviewed, and asked that if anyone is interested in sitting on this committee to communicate their interest to him.

Mr. Murphy also explained the process of bringing items to the senate for discussion and/or action, noting that input is important and our collective expertise, talents, skills, experience and knowledge working together makes change possible. He also noted that the committee level is where the real work happens.

Mr. Murphy clarified that Alternates vote only in the absence of their constituent senator, but their attendance, work on committees, and input into discussions is always encouraged and welcomed.

The Staff Senate webpage has lots of valuable information for senators and staff.

Mr. Murphy gave a brief overview of each committee's projects and responsibilities before committee sign-up sheets were circulated.

Election and Membership:

- Compiling and maintaining representative balance of each constituency
- Determining who is eligible to vote
- Publicizing requests from departments for senators or staff to serve on search committees or other University committees
- Run the senate elections in April
 - Betsy Moylan (Library) and Denise Gurz (HR) have been very helpful during elections in the past.

Communications:

- Compiles and distributes one newsletter each fall and spring semester
- Senate Facebook and webpage maintenance
- Plan and advertise one communications forum each semester

Social Events & Community:

- Plan Meet & Greet social prior to April election
- Plan Christmas Luncheon
- Plan and execute charitable fund raising or service opportunities/ projects

Recognition and Excellence:

- Request for Sursum Corda nominations
- End of year recognition luncheon and awards ceremony
- Monthly Spirit Award

Staff Development:

- Organizes the Home Improvement/ Personal Safety BBQ in May
- Working with HR on *Connexions* voluntary mentoring program to pair new hires with more experienced workers in their department.

Roundtable Reports

Minutes have not yet been turned in from the MTTP and Professional Constituency roundtables.

Items from the Floor:

At the next Executive Committee Meeting, committee rosters will be filled using the sign-up sheets as their guide. Committees have to be appropriately staffed. Senate will ratify these committees at the July meeting.

If anyone has any suggestions for speakers for the fall communication forum, please send them to Mr. Wetherell.

- Suggested speakers: Dr. Dreisbach, Dr. Anitra McShea, Gerald Zaboski, and new Executive Director of Campus Ministries, Dr. Helen Wolf.

Motion to Adjourn:

Meeting adjourned at 10:55 am