

TO: Staff Senate Members

FROM: Meg Cullen-Brown

DATE: September 24, 2008

SUBJECT: Staff Senate Meeting Minutes, September 24, 2008

In Attendance: Kevan Bailey, Tim Barrett, Regina Bennett, Kathy Boock, Tom Cawley, Charles Costello, Meg Cullen-Brown, Gemma Davis, Kym Fetsko, Nancy Gownley, Eugeniu Grigorescu, John Harris, William Hurst, Joyce Knott, Karl Kretsch, Cathy Mascelli, Mark Murphy, Lisa Notarianni, Todd Parry, Janice Rupp, Carol Schofield, Luke Schofield, Pat Vaccaro, Sandy Watson, Janice Winslow, Sherman Wooden.

Excused: Cathy Murphy and Ronald Skutnick

Absent: Chris Krall, Michael Owens, Donna Rupp, and Joseph Wetherell.

1. Welcome:
 - After convening the meeting Mr. Murphy welcomed members and guest, Patricia Day, Vice President for Human Resources. Ms. Day gave the opening prayer.
 - Mr. Murphy requested that all members please sign the attendance sheet.
2. Review of minutes from August 26, 2008 meeting:

Ms. Bennett made a motion to accept the minutes as written. Ms. Winslow seconded the motion. The minutes were approved as written.
3. Mr. Murphy summarized the University Governance Council President's Report:
 - The University Governance Council will not be raising the issue of a Tobacco Free campus this calendar year.
 - Student Senate will be working directly with Aramark to address issues and concerns related to food service. They do not need the involvement of the Staff Senate at this time.
 - Ms Vaccaro raised the importance of the Senate's involvement in developing appropriate meal plans to serve the needs of all staff. Mr. Murphy suggested that the Social Events & Community Building Committee address these issues with Aramark. Mr. Wooden made a motion for the Social Events and Community Building Committee to investigate how food service addresses the needs of Staff. The motion was seconded by Ms. Bennett and passed.
 - Ms. Davis requested that a copy of the University Governance Council flowchart be provided to all Senate members. Mr. Murphy said that an electronic copy of the UGC guidelines will be provided to all Senate members for review.
4. Mr. Murphy acknowledged and congratulated Mary Ann Maslar, Bill Hurst and Vince Merkel as recipients of the Sursum Corda Awards on behalf of the Staff Senate.

5. Committee Reports:

- Election and Membership Committee: Ms Bennett submitted the subcommittee report and discussed the goals and objectives of the committee. She indicated that the committee will work with the Communications Committee to develop an equitable process for seeking staff across the University who may want to be involved in committee work. The President's Office sought nominations for appointments to the Board of Trustees subcommittees. The following appointments were approved; Todd Parry-Facilities Committee, Pat Vaccaro-Campus Community Committee, Kevan Bailey-Civic Engagement Committee and Meg Cullen-Brown Educational Excellence Committee. The committee plans to have the Elections section ready for the December meeting.
- Staff Development Committee: Bill Hurst reported that the committee intends to compile a list of all professional development opportunities available campus wide and will work with the communications Committee on disseminating this information. The committee also supports providing computer access and computer training for all interested employees.
- Social Events and Community Building: Pat Vaccaro reported on several activities of the committee including working with Marie Travato to promote Mardi Gras, the creation and use of name badges for staff senators, the distribution of a staff survey to seek input on possible activities and recommendations for potential community building events. Several events were proposed for consideration including a Thanksgiving Breakfast, a holiday party and a theme based Fall break luncheon. The issue of a Staff Senate budget was raised and discussed. Ms. Day indicated that the Human Resource budget may potentially support some kick off activity. Mr. Parry made a motion that the Social Events and Community Building Committee develop a Fall event with an estimated budget to be submitted to Human Resources within two weeks for consideration of funding. The motion was seconded and passed. One opposed. Mr. Murphy made a motion to have name tags created for use by the Staff Senate for all such events. The motion was seconded and passed. Four opposed.
- Staff Recognition and Excellence Award Committee: Ms. Watson reported that the committee met and agreed that their purpose was to research, detail and document University methods for recognizing and rewarding staff.
- By Laws Ad Hoc Committee: Ms. Cullen-Brown reported that the committee met and drafted a preliminary time table for the development of a committee mission statement and plan to address those charges to the committee outlined in the By Laws.
- Alternative Work Week Ad Hoc Committee: Mr. Barrett reported on the work completed by the committee including researching the advantages and challenges of alternative work schedules. Mr. Barrett submitted for committee review, a recent article by Professor Kyle Saunders (aka Prof. Goose) from the University of Colorado Political Science Depart. In which he address the pros and cons of the 4 day work week.
- Communications Committee: Gemma Davis reported that the Communications Committee recommends the use of Angel as the tool for Senate

communications. Specific recommendations for inclusion in the web site were discussed as well as the need for each committee to develop its own mission statements.

6. New Business:

- Discussion was held regarding the development of a Finance Committee. A motion was submitted and subsequently rescinded and tabled for further discussion at the next Senate Committee meeting
- Ms. Day voiced her support of the development of a Finance Committee and the creation of a budget that would enable the Staff Senate to prioritize events and create a budget plan for the subsequent year.
- Recommendations were made that each committee review their charges and generate feedback on the draft charges for possible inclusion in the By-Laws. Each committee is tasked with developing a mission statement and a list of goals and objectives within the next few months.

7. Mr. Murphy made a motion to adjourn the meeting and it was seconded by Meg Cullen-Brown. The meeting adjourned at 12:00 pm

Respectively Submitted by:



Catherine Murphy
Staff Senate Secretary