

TO: Staff Senate Members
FROM: Catherine Murphy
DATE: November 5, 2008
SUBJECT: Staff Senate Meeting, October 29, 2008

In Attendance: Mr. Bailey, Mr. Barrett, Ms. Bennett, Ms. Boock, Mr. Cawley, Ms. Cullen-Brown, Ms. Davis, Ms. Fetsko, Ms. Gownley, Mr. Grigorescu, Mr. Harris, Ms. Knott, Mr. Kretsch, Ms. Murphy, Mr. Murphy, Ms. Notarianni, Mr. Parry, Ms. D. Rupp, Ms. J. Rupp, Mr. Skutnick, Ms. Stavisky, Ms. Vaccaro, Ms. Watson, Mr. Wetherell, and Ms. Winslow.

Absent: Mr. Krall and Ms. Mascelli, Mr. Schofield, Mr. Hurst, Ms. Schofield, and Mr. Wooden

Welcome:

The meeting began at 10:10 a.m. in the Board Room of Brennan Hall. Mr. Murphy asked Mr. Tom Cawley to open the meeting with a prayer.

1. Review of Minutes from September 24, 2008 meeting:

Mr. Kretsch made a motion to accept the minutes as written. Mr. Skutnick seconded the motion. The minutes were approved.

2. President's Report:

Mr. Murphy briefly highlighted some key points from his report.

3. Report from Liaison:

Mr. Murphy reported that Ms. Day is away on University business and unable to attend today's meeting. However, she asked Mr. Murphy to remind senate members that November is the open enrollment period for health care policies. He also reported that Ms. Day approved \$3,000 for the Thanksgiving Breakfast that the Social Events and Community Building Committee is organizing.

4. Committee Reports:

a. Communication Committee: Ms. Davis asked Senate members to review her written report and to let her know if they have any questions or comments.

Mr. Grigorescu who is a member of the Communication's Committee will be doing a presentation on our Website and use of Angel.

- b. Alternate Work Schedules Committee: Mr. Barrett reported that the committee is gathering data on other institutions who have implemented alternative work schedules. He said that the committee is developing a survey to distribute to the staff after Senate approval. Mr. Barrett noted that the committee would like to make a formal presentation to the Senate at its January meeting.
- c. Election and Membership Committee: Ms. Bennett reported that the committee has developed an email invitation that has been sent to all staff members asking them to volunteer to serve on University committees. She also said that the committee continues to work on the election process.
- d. Staff Development Committee: Mr. Bailey reported that the committee is developing a survey to be given to supervisors in the maintenance department in order to find out what development programs are currently available for the maintenance staff. He noted that the committee will also be contributing to the maintenance department newsletter.
- e. Social Event/Community Building Committee: Ms. Vaccaro reported that Ms. Day approved a budget for the Thanksgiving Breakfast. The breakfast will be held November 25th from 8:00 am to 10:00 am and is open to all the staff. She said that everyone will be asked to bring a nonperishable item to the breakfast as a donation. Ms. Cullen-Brown asked if staff have been given permission to attend the Thanksgiving Breakfast. Ms. Vaccaro will check with Ms. Day to ask for approval.

Ms. Vaccaro announced that a community building luncheon for the Senate is scheduled for November 4, 2008 in Brennan 509.

Ms. Vaccaro said that she is aware of 7 staff members that are ill and she has get-well cards for senator's to sign. She asked that if anyone knows of a staff member who is ill to let her know, so that a get-well card can be sent.

- f. Staff Recognition and Excellence Awards Committee: Ms. Watson reported that the committee is currently researching the different awards that are currently given. Ms. Murphy said that two years ago she had compiled a list of the awards given by the University for the Provost office and offered to send Ms. Watson that file.
- g. By-Laws Committee: Mr. Wetherell reported that wording for the election section of the by-laws will be ready for discussion at the December meeting of the Senate. He said that the goal is to have everything completed by May.

5. Website and Angel Demonstration:

Mr. Grigorescu demonstrated the Staff Senate webpage. This page is our public face. It currently lists Senate members, meeting dates, and committees. Mr. Grigorescu said that he can post anything we would like on the site including minutes, agenda, etc. Ms. Cullen-Brown raised the question of what do we want to be available for the world to see. The question was tabled until the next meeting. Ms. Cullen-Brown volunteered to research what other Jesuit universities do.

Mr. Grigorescu also demonstrated Angel. This is a closed group where senate members can communicate with each other easily. Angel has the capability to allow us to send quick mail, create committee lists and exchange files. Everything on this site is only available to the senators and alternates.

6. Review Draft Policy Requiring student to submit Local Contact Information:

- Mr. Murphy explained the UGC has asked the three Senates to review the draft policy that would require students to submit local contact information. Ms. Bennett made a motion that the policy be approved. Ms. Cullen-Brown seconded the motion. The senate voted unanimously to recommend to the UGC that the policy be approved. Mr. Murphy will bring the recommendation back to the UGC at its November meeting.
- Board of Trustees Subcommittee Reports
 - Mr. Parry reported that the facilities subcommittee discussed future plans which included the new science building and the beatification project for Mulberry Street.
 - Mr. Bailey who is a member of the Civic Engagement Committee reported that they also discussed the Mulberry Street project. He reported that there will be a meeting with University personnel and PennDot officials in November for final approval of the plan.
 - Ms. Vaccaro reported that the theme of the Campus Community Committee was safety.
 - Ms. Cullen-Brown a member of the Educational Excellence Committee reported that enrollment was discussed as was a proposal for new program objectives.

Mr. Murphy thanked them for their reports and willingness to serve on these committees.

Mr. Murphy said that if anyone had any comments regarding the Governance Guide to send them to Ms. Murphy. He will report your comments to the UGC.

Ms. Murphy made a motion to adjourn the meeting. Mr. Grigorescu seconded the motion. The meeting adjourned at 11:30 a.m.

Respectively submitted by:

A handwritten signature in cursive script that reads "Catherine Murphy". The signature is written in black ink and is positioned to the left of the typed name.

Catherine Murphy
Staff Senate Secretary