

TO: Staff Senate Members
FROM: Catherine Murphy
DATE: January 6, 2009
SUBJECT: Staff Senate Meeting, December 17, 2008

In Attendance: Mr. Bailey, Mr. Barrett, Ms. Boock, Mr. Cawley, Mr. Costello, Ms. Cullen-Brown, Ms. Davis, Ms. Day, Ms. Gownley, Mr. Grigorescu, Mr. Harris, Mr. Hurst, Ms. Knott, Mr. Krall, Mr. Kretsch, Ms. Mascelli, Ms. Murphy, Mr. Murphy, Mr. Parry, Ms. D. Rupp, Mr. Skutnick, Ms. Stavisky, Ms. Watson, Mr. Wetherell, Ms. Winslow and Mr. Wooden.

Welcome:

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

1. Review of Minutes from November 19, 2008 meeting:

Mr. Parry made a motion to accept the minutes as written. Mr. Wetherell seconded the motion. The minutes were approved.

2. President's Report:

Mr. Murphy briefly highlighted some key points from his report. He reported that at the last University Governance Council meeting the officers of the three senates reported that their senates support the proposed policy requiring submission of local contact information from all students.

Mr. Murphy reported that Ms. Carol Schofield has resigned from the Senate. This started a discussion on the fact that there is nothing in our By-Laws on the process of replacing a senator during their term. The general consensus was that the alternate with the highest number of votes from that particular group would fill the vacant position. Mr. Kretsch was asked to draft a motion on this and bring it back to the next meeting.

3. Report from Liaison:

Ms. Day reported that she met with Mr. Devers to discuss the possibility of finding another avenue to fund the purchase of computers for use by the maintenance staff rather than using Strategic Initiative Funds.

She said that the budget process is in full swing and a balanced budget will be presented to the Board of Trustees at their February meeting.

Ms. Day wished everyone a Happy Holiday.

4. Guest Presentation:

Mr. Dallas Wisehaupt, from Planning and Information Resources, explained that the University has formed a Planning and Information Resource Team (PIRT) which is investigating the feasibility of contracting out University email and calendars to Google Apps or Microsoft Labs. Mr. Wisehaupt said that the PIRT will be making presentations to various group on campus asking for there input. He thanked the Senate for giving him this time.

He explained that the PIRT is looking at cost effectiveness, PDA integration, features, and reviewing contacts (Grants, Accreditation, etc.) to make ensure that we are in compliance if we outsource. PIRT's plan is to begin testing the infrastructure early next year and to have a formal report in March. In April, they would like to have a formal recommendation.

He explained the pros and cons of each of the services and asked the Senate to compose a formal report to the PIRT in February.

Mr. Murphy said that this will be on the agenda for the January Senate meeting. He thanked Mr. Wisehaupt for his time.

5. Committee Reports:

- a. Election and Membership Committee: Ms. Bennett was unable to attend today's meeting. The report she submitted states that committee continues to plan for the election.
- b. Staff Development Committee: Mr. Hurst reported that two computer training sessions have been scheduled for the maintenance staff. Mr. Bailey is writing an article for the Maintenance Department Newsletter. Mr. Hurst reported that the committee continues its work on developing a survey to be sent to University staff.
- c. Social Event/Community Building Committee: Ms. Vaccaro was unable to attend today's meeting. Mr. Murphy congratulated the committee on the Thanksgiving Breakfast they organized.

- d. Staff Recognition & Excellence Awards Committee: Ms. Watson stated that the committee met twice this month. She reported two new members have joined the committee, Mr. Ray Gaylets and Mark Wojewodski. She reported that the committee is working on developing an Employee Award and hopes to make a final recommendation at the January Senate meeting.

Ms. Watson asked Ms. Day if there is something that the committee should be concerned with in developing this award. Ms. Day said that if the award is to be integrated with other University awards, funded by the University, than we would need the UGC's and the AC's approval. If however, the award is an award from the Staff Senate, using Senate funds, she suggests that it be brought to the University Governance Council.

- e. Communications Committee: Ms. Davis reported that the committee was unable to meet this month and that the written report is self explanatory.
- f. By-Laws Committee: Mr. Wetherell reported that the By-Laws Committee has submitted revisions to the By-Laws for Senate approval. He said that although the committee submitted a number of changes, they would like the Senate to focus on the section dealing with elections. The committee would like to have approved language ready for the elections this spring.

There was a lengthy discussion on when a senator's term begins (May or September). It was suggested that the election be held in May and the election of officers be held in September. The issue was tabled until January.

6. New Business:

Ms. Davis asked about installing a card swipe lock on the back door of O'Hara Hall. Ms. Day said that this request has to be approved by a Department Head, then the Vice President of the division, and then it has to be included in the FIP request.

Mr. Krall made a motion to adjourn and Mr. Skutnick seconded the motion. The meeting adjourned at 11:30 a.m.

Respectively submitted by:



Catherine Murphy
Staff Senate Secretary