

TO: Staff Senate

FROM: Catherine Murphy (notes Ms. Gownley, Mr. Skutnick, and Mr. Murphy)  
Senate Secretary

DATE: February 2, 2009

SUBJECT: January 14, 2009 Staff Senate Meeting Minutes  
Brennan Hall – Board Room  
10:00 am – 11:30 am

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

1. Welcome:
  - Introduction, Mr. Murphy welcomed and wished everyone a Happy New Year. He suggested that in future years we may want to skip the January meeting due to shortness of work time between the December and January meeting.
  - Mr. Murphy asked Joyce Knott to open the meeting with an opening prayer.
2. Review of December 17, 2008 meeting minutes:
  - Ms. Bennett made a motion to accept minutes it was second by Ms. Cullen-Brown. The minutes were approved as presented.
3. Report from the Senate President:
  - Mr. Murphy reminded senators of their roles as ambassadors for the Senate and that we need to make sure our directors and supervisors are aware of Staff Senate activities.
4. Report from Liaison:
  - Ms. Day reported that she is working on budgets and expects to have the Senate's final budget in February.
5. Reports from Committee Chairs:
  - Staff Development Committee: Mr. Hurst reported that the committee finished compiling questions for the Staff Development Survey. Mr.

Hurst asked if the Senate should review the survey before it is sent to PAIRO. Mr. Murphy said that the Senate should review the survey.

Ms. Day felt the AC and president should be informed about the survey before it is sent out.

There was a suggestion that the survey be posted to the web page. Ms. Day cautioned that the Website is not confidential and we need to be mindful of what we post on the site. Angel is an internal site and would be a better place to post the survey. Ms. Day noted that she does not have access to the Angel web site. Mr. Murphy explained we should develop a policy on how to handle campus-wide communications. He said that if this survey needs to be done before the next meeting the executive committee and Ms. Day can make the decision. Mr. Hurst said that it can wait until the next meeting.

It was suggested that committees should include this type of information in their committee reports. This will give the Senate an opportunity to review the information at the Senate meeting. Ms. Day, as our liaison, will inform the AC and President, on Senate business as she sees appropriate. A motion for approval of the procedure will be made at the next senate meeting.

- Social Events & Community Building Committee: Ms. Vaccaro will report at the next meeting.
- Staff Recognition & Excellence Awards Committee: Sandy Watson said they are continuing their research on the awards.
- By-Laws Committee: Mr. Wetherell was unable to attend. Ms. Cullen-Brown explained that the revised By-Laws have been posted since the last Staff Senate meeting and the By-Laws Committee would like a vote on the changes. Questions of term starting dates and timing of officer elections also need to be discussed. This was deferred to be discussed under new business.
- Alternate Work Schedules Ad Hoc Committee: Mr. Barrett reported the committee met to complete their survey. Ms. Day agreed that a draft survey should be distributed to the Senate for review at the February meeting. Senators should avoid discussing survey information outside of the senate until Ms. Day can relay the Senate activity to the President and AC so that we avoid any misunderstandings. Mr. Murphy stated that many topics the Senate maybe involved with should include the administration since they may be able to assist and give us direction.
- Communications Committee: Ms. Cullen-Brown gave the report.

- Election & Membership Committee: Ms. Bennett said the committee is waiting for changes in the By-Laws to be completed before setting up the election. Mr. Murphy stated the By-Law section that pertains to term start dates may change, but the election process should be able to continue. Ms. Bennett agreed.

#### 6. Old Business:

- Guidelines for efficient meetings, per Roberts Rules states that no one should ask for the floor more than twice during the discussion of a topic.

#### 7. New Business:

- Planning and Information Resources Team Recommendation regarding outsourcing email. Mr. Murphy asked the Communications Committee to work on a reply to the presentation we heard at the December meeting regarding the outsourcing of University email. Mr. Grigorescu asked what is expected of the committee with respect to the report. Mr. Murphy said that the committee should review the information that was presented, look at the advantages and disadvantages of both companies, as well as keeping the email system in house. He said that the report should include the pros and cons for the full Senate to review.
- Replacement of a senator during mid-term:  
Mr. Karl Kretch noted that a motion has to be passed regarding procedures for filling a senate position when a senator resigns. Any changes will need to be incorporated into the By-Laws.

It was noted that at our last meeting we did agree that the alternate within the group with the highest number of votes would take the place of the resigning senator. Ms. Cullen-Brown made a motion to fill the vacancy of a resigning senator with the alternate in the group that received the highest number of votes. Ms. Bennett seconded the motion. The majority of members agreed with the motion.

Mr. Costello will take the place of the resigning senator.

Mr. Kretch will make the necessary changes to the By-laws.

- Discussion of By-Laws Revisions:  
After a lively discussion Ms. Bennett made a motion that the term for a senator should run from June to May. Mr. Kretch seconded the motion. A vote was taken and approved. Mr. Kretch will write up the motion.

It was also decided that outgoing senators will not be allowed to vote and the newly elected senators will vote. Ms. Winslow stated that since the Senate began its work in May the first senators will have served a full term.

- Mr. Skutnick asked that we wish Kathy Boock a Happy Birthday the senate agreed. “Happy Birthday Kathy.”

8. Adjourn: Mr. Parry motion to adjourn and Ms. Boock second.

Respectively Submitted by:

A handwritten signature in cursive script that reads "Catherine Murphy".

Catherine Murphy  
Staff Senate Secretary