

TO: Staff Senate

FROM: Catherine Murphy  
Senate Secretary

DATE: March 2, 2009

SUBJECT: February 18, 2009 Staff Senate Meeting Minutes  
Brennan Hall – Board Room  
10:00 am – 11:30 am

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

1. Welcome:
  - Mr. Murphy welcomed everyone to the February meeting.
  - Mr. Murphy asked Nancy Gownley to open the meeting with a prayer.
2. Review of January 14, 2009 meeting minutes:
  - Ms. Cullen-Brown made a motion to accept minutes with the correction to Mr. Parry's name. It was second by Ms. Ms. Boock. The minutes were approved.
3. Report from the Senate President:
  - Mr. Murphy stated that he is truly impressed by the people who are serving on the senate and how hard everyone has worked and how much has been accomplished in such a short time. He said that he is often asked what the senate is really doing or are we getting anything done. As a result, he has started a list of the things we are doing. This led to a discussion on campus-wide communication.

It was the consensus of the group that we should take the opportunity to reach out and present information to the staff at the meet and greet the candidates' event. We need to inform the staff that we are a governance body and help them to understand our role.

4. Report from Liaison:

- Ms. Day reported that budget process continues and she expects to have our final budget in February. The FMC and the AC are continuing to work with the current economic situation.
- Ms. Day reported that she met with Mr. Devers and our Strategic Initiative Request for computers has been moved to a stand alone project.
- PAIRO has requested that all surveys go through them. They can assist in developing the survey to insure that the data collected is the data we want. Ms. Day will facilitate introducing anyone on the senate, wanting to do a survey, to Kate Yerkes or Valerie Taylor in PAIRO.

5. Senate Guest Presentation: Eugeniu Grigorescu Update on Website:

- Before the beginning of Mr. Grigorescu's presentation Ms. Davis asked if she could address the senate. She said that as the Chair of the Communications Committee she was not aware that Mr. Grigorescu was making a presentation today and she would like some clarification. She said that she thought that the agenda, which is put together at the Executive Committee meetings, should not be changed after the Executive Committee agrees to that agenda. She said that she and the committee were left out of the loop. She asked that if the agenda is change after the Executive Committee that the Chairs of the committees be notified of the changes.

Mr. Murphy responded that as President he feels that he should be able to ask a Staff Senator to make a presentation to the Senate without getting approval.

**The matter was tabled to be discussed at the next Executive Committee meeting.**

- Mr. Grigorescu was unable to connect to the web so was unable to make his presentation

6. Reports from Committee Chairs:

- Social Events & Community Building Committee: Ms. Vaccaro reported that the committee met and reviewed the surveys collected at the November breakfast. The majority of staff stated they prefer breakfast and/or lunch programs. The feedback was very positive, everyone enjoyed the event and would like to see more scheduled. More details are in the committee report.

Ms. Vaccaro stated that the committee would like to work with the Election Committee on planning an event to give staff the opportunity to be introduced to the candidates.

They would also like to have another event for the staff senate, possibly before or after a Senate meeting.

The committee encourages all staff senators to attend “Under the Boardwalk” and to wear their staff senate name badges.

- Staff Recognition & Excellence Awards Committee:  
Sandy Watson reported that the committee received approval from the AC to take nominations for the Sursum Corda Award. All nominations will be sent to the appropriate Vice President.
- By-Laws Committee: It was announced the Mr. Wetherell has stepped down as chair of the committee. Ms. Cullen-Brown has agreed to serve as chair. Mr. Wetherell will continue to serve on the senate.
- Communications Committee: Ms. Davis reported that she received an email from a staff member asking about holding Speak Out Sessions again. They were sponsored by Human Resources in the past. **The Executive Committee will discuss the feasibility of the Staff Senate sponsoring this type of session.** Mr. Hurst pointed out that his department meets four times a year; where employees are given the opportunity to speak out. The clerical and professional staffs do not have that avenue. This may be the reason some staff feel that they can bring complaints to this body.

Ms. Day said that she has run these programs at other places. She noted that communication doesn't reside in one place. Communication is a University problem. **She said that if we are going to embark on something like this we should come with plans (expectations) and have the right players in the room. We need to ask, what we want to accomplish.**

- Alternate Work Week Committee: At the last meeting, Mr. Barrett distributed draft copies of the survey the committee developed and asked the senate to review and offer feedback. Ms. Vaccaro stated that the questions were great. It was suggested that when the survey is sent it should include an explanation of the intension of the survey. Mr. Barrett will contact Ms. Day to coordinate a meeting with PAIRO.
- Election and Membership Committee: Ms. Bennett reported that the call for nominations went out on Monday and the committee is already receiving responses. She stated that the election will be conducted as the previous one was. She has spoken with Mr. Tabor who has set up the electronic balloting.

- Staff Development Committee: Mr. Hurst reported that 15 people took advantage of the computer training sessions that the committee organized.

He said that the committee has come up with a draft list of development opportunities and would like to list them on the website. In order to post more information on the website we need to increase the space. He reported that the survey on the alternative work week is being reviewed by PAIRO and will be brought back to this body for approval.

7. Old Business:

- Ms. Bennett made a motion to approve the revisions made to Article I through Article VI of the By-Laws. Mr. Parry seconded the motion. The motion was passed.
- **Status of Communications Committee report on outsourcing email will be on the next agenda.**

8. New Business:

- **The proposed informal procedure to present new business to the Staff Senate is Item 5 of the President's Report. Mr. Murphy would like the Senate to have time to discuss the proposed language so it was tabled until the next meeting.**

9. Adjourn: Ms. Gownley made a motion to adjourn and Ms. Watson seconded the motion.

Respectively Submitted by:



Catherine Murphy  
Staff Senate Secretary