

TO: Staff Senate

FROM: Catherine Murphy
Senate Secretary

DATE: April 20, 2009

SUBJECT: Minutes from March 18, 2009 Meeting

In attendance: 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, Ms. Knott, Mr. Kretsch, Ms. Mascelli, Ms. Murphy, Mr. Murphy, Ms. Notarianni, Mr. Parry, Ms. Rupp, Ms. Rupp, Mr. Skutnick, Ms. Stavisky, Ms. Vaccaro, Ms. Watson, Mr. Wetherell, Ms. Winslow, and Ms. Day.

The meeting began at 10:05 a.m. in the PNC Board Room in Brennan Hall.

Mr. Murphy announced that the meeting would conclude at an earlier time today in order to give people the opportunity to setup for today Meet the Candidate luncheon.

1. Minutes: Ms. Vaccaro motioned to accept the minutes as presented. Mr. Parry seconded the motion. The minutes were approved.
2. President's Report: Mr. Murphy thanked everyone for their assistance with today's event and asked if anyone had any questions about the report he submitted. There were no questions.
3. Liaison's Report: Ms. Day reported that the AC, FMC, and the Board of Trustees continue to work on the budget. She said that the March meeting of the Board focused on economics, retention and enrollment numbers. Ms. Day stated that an external task force is preparing a report on Public Safety which will be made public shortly.
4. Report from Committees:
 - Staff Recognition & Excellence Awards: Ms. Watson reported that nomination forms for the Sursum Corda Award will be available at today's luncheon. She also reported that the committee has developed a St. Francis Xavier Leadership Award to be presented to standing or ad hoc committee chairpersons at a cost of approximately \$250. Ms. Watson made a motion that the Senate approve the funding for this award. Ms. Vaccaro seconded the motion. The Senate unanimously approved the motion.
 - Communication Committee: Ms. Davis reported that Mr. Hurst would like to post staff development opportunities on the Senate website. Ms. Davis made a motion that

the Senate approve the posting of staff development opportunities to the website. Mr. Kretsch seconded the motion. The motion was approved unanimously.

Ms. Davis reported that she tried to send an email out to the staff regarding the elections. Mr. Zabolski told her to use Royal News to communicate the information. This was an important email and because of the timing issues Royal News was not an option. Ms. Davis asked how do we get permission to use the staff email. Ms. Day suggested that Ms. Davis make an appointment with Mr. Zabolski to discuss the matter. She suggested that the meeting be limited to the Communication Committee. Both she and Mr. Murphy offered to attend the meeting.

- Alternate Work Week Committee: Mr. Barrett reported that he sent out the letter explaining the purpose of the survey.
- Election and Membership Committee: Ms. Bennett reported that ballots are being printed and that she has requested that they be delivered to individuals instead of the zone supervisors. Ms. Bennett said that the electronic voting will be online tomorrow.
- Staff Development Committee: Mr. Hurst reported that the committee decided to pull the survey from PAIRO because there was no way of projecting when the survey would be run. He announced that copies of the survey will be given out at today's luncheon.
- Social Events & Community Building Committee: Ms. Vaccaro reported that they have received 200 responses for today's "Meet the Candidates" luncheon. She explained that Mr. Murphy will begin the program with an introduction and welcome, Ms. Bennett will introduce the candidates, and Ms. Watson will explain about the nomination process for the Sursum Corda Award. Ms. Vaccaro announced that there will be 50/50 tickets sold to benefit a family in Carbondale.

Mr. Murphy noted that the Staff Senate has representatives serving on various committees of the Board of Trustees. He asked if anyone had anything to report from the last Board meeting.

- Ms. Cullen-Brown sits on the Excellence in Education Committee. She reported that enrollment projections are hopeful and on target. She said that we will have a clearer picture of enrollment numbers by the end of April when deposits are due. She reported that there has been a special fund set aside for current students who may be experiencing financial difficulties because of the current economic crisis.
5. Old Business: Mr. Murphy tabled old business until the April meeting. Mr. Murphy stated that a question had been raised in the fall about the University Emergency Plan. He apologized for letting it fall off his radar and suggested that Mr. Tim Briggs be invited to attend a meeting to discuss the plan. It will be placed on the agenda under old business.

6. New Business: Ms. Davis reported that she received an email from a member of the staff asking about Staff Speak Out Sessions. In the past they were run out of the Human Resources Department. Notices were sent with our paychecks asking for topics. This gave HR the opportunity to have the correct resource people in attendance.

During the discussion it was pointed out that:

- some employees don't know or are afraid to ask questions;
- some people feel more comfortable coming together as a group to get information;
- we don't want staff to believe that we are the place to come and complain, that is not our purpose;
- some concerns were raised that we are rushing this through without giving it enough thought and that perhaps it should be tabled until the April meeting.
- It was decided that it would be a better to call the sessions Open Forums rather than Speak Out Sessions.

Ms. Davis made a motion that the Senate supports an open forum which would be held twice a year, once in the spring and one in the fall, where all staff would be invited to raise staff concerns. Ms. Winslow seconded the motion. The motion was approved by a vote of 17 to 6.

Ms. Vaccaro motioned to adjourn the meeting. Ms. Winslow seconded the motion.

The meeting adjourned at 11:10 a.m.

Respectively Submitted by:



Catherine Murphy
Staff Senate Secretary