

TO: Staff Senate

FROM: Catherine Murphy  
Senate Secretary

DATE: May 20, 2009

SUBJECT: Minutes from April 29, 2009 Meeting

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In attendance: Mr. Bailey, Mr. Barrett, Ms. Bennett, Ms. Boock, Mr. Cawley, Mr. Costello, Ms. Davis, Mr. Fenwick, Ms. Fetsko, Mr. Gaylets, Ms. Gownley, Mr. Grigorescu, Mr. Harris, Mr. Hurst, Ms. Knott, Ms. Mascelli, Ms. Murphy, Mr. Murphy, Mr. Parry, Ms. Rupp, Ms. Rupp, Ms. Scramuzza, Mr. Skutnick, Ms. Stavisky, 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 with an opening prayer by Ms. Bennett.

1. Minutes: Mr. Kretch will send language to Ms. Murphy regarding a second motion that was made during the Open Forum discussion. Mr. Skutnick made a motion to approve the minutes. Ms. Winslow seconded the motion. The minutes were approved.
2. President's Report: Mr. Murphy said that he had a difficult time keeping his report to two pages. One item mentioned in the report will be discussed later in this meeting and that is the web guidelines that the University Governance Council (UGC) has asked us to review. Mr. Murphy reported that at the last UGC meeting Mr. DeSanto explained some of the benefits of outsourcing University email. He said it will improve redundancy, cost less, provides more features, and many students already use Google. He stated that the University's General Counsel has reviewed the contracts and believes they are workable. It is still under review. Mr. Murphy stated that he would like to invite a guest speaker from other University departments every other meeting to improve campus-wide communication. He said that Fr. Pilarz will be attending our May meeting. He will be talking about his Convocation Initiatives and will present the St. Francis Xavier Awards.
3. Liaison's Report: Ms. Day reported that the economy remains the focus of the AC, FMC and the Board of Trustees. Ms. Day stated that the Trustees approved Phase 1 of the Unified Science Center. She said that she has spoken to other vice presidents about coming to our meetings and updating the senate on what's going on in their area. She noted that Mr. Steinmetz's presentation would be advantageous for us to hear.
4. Guest Presentation: Mr. Murphy introduced Mr. Tim Briggs, Interim Director of Public Safety/Police Chief. Mr. Briggs was invited to speak to the Senate about the University's

preparedness for emergencies. Mr. Briggs gave a comprehensive presentation of the procedures and protocols. He explained that there is a:

- Critical Incident Response Team
- Emergency Notification System
- Emergency Response Desk Reference
- Public Safety Changes
- Question & Answer – Armed Intruder/Active Shooter

Some of the points that Mr. Briggs touched on were:

- We are part of the National Incident Management System which allows us to integrate with local police, state police, fire departments, the sheriff and emergency management.
- We are currently looking into purchasing an emergency notification system.
- We are in the process of changing from a public safety department to a police department.
- Freshmen Seminar Classes offer an Adopt a Dorm program where public safety officers adopt a dorm. This allows officers to build rapport with students.
- If there is an active shooter on campus the key word is OUT. Call Out – Run Out – Get Out – Keep Out – Take Out
- Call 911 and stay on the phone; don't hang up
- Hide out – Play dead
- Study your surroundings, locate exits, and identify what can be used as barricades
- If someone needs assistance call public safety first and then 911. Public Officers are trained in CPR and carry defibrillators and can get to an office quicker than an ambulance.

When asked about a chemical or biological attack, Mr. Briggs said that the University is scheduled for its first exercise on evacuating part of the campus in June.

Mr. Murphy and the Senate thanked Mr. Briggs for his time and the information that he shared with us.

Guest Presentation: Mr. Grigorescu made a presentation on the Staff Senate Website and Angel. He reported that the Website now lists Staff Opportunities, Events and Activities, and a list of the new Senators. He said that he updated the By-Laws to reflect the changes that were approved. He asked that requests for information to post on the site be sent through the Communications Committee. We still need to decide if we want to post minutes on the website. Ms. Cullen-Brown is checking to see what other schools are doing.

Ms. Mascelli made a motion that we get an alias for the Staff Senate Website Mr. Skutnik seconded the motion. It was passed unanimously.

Mr. Murphy thanked Mr. Grigorescu for the time and effort he has put into this project.

5. Report from Committees:

- Staff Recognition & Excellence Awards: Ms. Watson reported that the committee met twice since the last senate meeting and are busy finishing up their tasks. She said that they are gathering the nomination forms for the Sursum Corda Award to give to Human Resources by June 1<sup>st</sup> which is the deadline for nominations to be submitted.

Communication Committee: Ms. Davis reported that she tried several times to get in touch with Mr. Zabolski. She said that he finally called her and apologized for not getting back to her and stated that he would be happy to meet with her. After a discussion it was decided that Ms. Davis and Ms. Winslow will set up a meeting to meet with Mr. Zabolski.

Staff Development Committee: Mr. Hurst reported that the survey was tabulated and thanked Ms. Donna Rupp for her. He said that the survey has provided some good information and that the committee has drafted a letter to send out to department heads. Mr. Hurst made a motion that the Senate approved sending out the letter. Ms. Bennett seconded the motion. The motion was unanimously approved.

Alternate Work Week Ad Hoc Committee: Mr. Barrett reported that he and Mr. Murphy met with PAIRO. He said that they were very helpful and that the survey may be ready to send out in May or early June.

Election & Membership Committee: Ms. Bennett reported that the elections are OVER.

Board of Trustee Resource Persons Reports: Mr. Bailey reported that at the April meeting of the Board of Trustees the Education for Excellence Committee and the Civic Engagement Committee held a joint meeting. He said that involving staff and students in community outreach was discussed.

6. Web Guidelines: The UGC has asked the various senates to review and make comments on the proposed language for Web Guidelines. After a discussion the Staff Senate will present three concerns at the next UGC meeting.
- Section III. B. 4. Academic Program Pages: only makes reference to the *Undergraduate Catalog*; there is no mention of the *Graduate Studies Catalog*.
  - There is no timeline mentioned for updating web pages.
  - Section III. E. 3. Personal Pages: refers to the University's Code of Responsible Computing. Some Senators were unaware of the policy and how to locate it.
7. Student Senate Request: The Student Senate has asked us to review Senate Bill 2.2009: Student Senate Resolution Recommending that the University Re-evaluate and Restructure the Smoking Policy on Campus. Mr. Murphy said that this item will be on our next agenda.

He reminded everyone of the luncheons Mr. Kretch is conducting on Parliamentary Rules.  
Mr. Murphy thanked everyone for their hard work.

Ms. Davis motioned that the meeting be adjourned and Mr. Grigorescu seconded the motion.

The meeting adjourned at 11:40 a.m.

Respectively Submitted by:

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

Catherine Murphy  
Staff Senate Secretary