

TO: Staff Senate

FROM: Ron Skutnick
Staff Senator

DATE: May 21, 2009

SUBJECT: Minutes from May 20, 2009 Meeting

In attendance: Mr. Murphy, Mr. Kretsch, Ms. Notarianni, Ms. Boock Ms. Watson, Ms. Winslow, Ms. Vaccaro, Ms. Donna Rupp, Ms. Janice Rupp, Mr. Fenwick, Mr. Costello, Mr. Parry, Ms. Day, Ms. McCrea, Ms. Bennett, Ms. Cullen-Brown, Ms. Bealla, Mr. Harris, Mr. Skutnick, Mr. Cawley, Ms. Davis, Ms. Fetsko, Mr. Gaylets, Ms. Gownley, Mr. Hurst, Ms. Knott, Ms. Mascelli, Ms. Scramuzza, Ms. Stavisky.

The meeting began at 10:05 a.m. in the PNC Board Room at Brennan Hall with the opening welcome and prayer given by Mr. Murphy.

1. Mr. Murphy welcomed all the new members of the Staff Senate and thanked all outgoing senators for their work on the Senate. Mr. Murphy reported that Father Pilarz had to reschedule his attendance at this meeting due to a funeral.
2. Minutes: The minutes from the April 29, 2009 meeting were reviewed with a few minor corrections that will be posted to the online document. Ms. Bennett made a motion to approve the minutes. Ms. Boock seconded the motion. The minutes were approved.
3. President's Report: Mr. Murphy made an announcement seeking nominations for a President Elect and a new Vice President at the next meeting in June. A ballot will be available that will contain space for write in nominations. Mr. Murphy reported on the submission of feedback on our discussion of the web site guidelines document. Mr. Murphy reflected back on the past twelve months of work by the Staff Senate and was pleased with progress and the team spirit displayed by the Senate.
4. Liaison's Report: Ms. Day congratulated all new members of the Staff Senate and thanked all outgoing Senators. Ms. Day reported that the AC continues to work on finalizing the budget for our next fiscal year. She also reported on the Board of Trustee approval to fund the new Unified Sciences Building with the official ground breaking ceremony held on May 14th.
5. Presentation of awards: Mr. Murphy and Ms. Boock presented the St. Francis Xavier Leadership Awards to the chairs of all Staff Senate Committees including Mr. Tim Barrett, Ms. Regina Bennett, Mr. Joe Wetherell, Ms. Meg Cullen-Brown, Ms. Gemma Davis, Mr. Bill Hurst, Ms. Pat Vaccaro and Ms. Sandy Watson. Each was presented with an engraved bell acknowledging their hard work and dedication to the success of each committee.
6. Guest Presentation: Deferred

7. Reports from Committee Chairs: Mr. Murphy circulated a group of signup sheets for each of the Senate Committees asking for volunteers. The signup sheets will be available again at the June Senate meeting.

By-laws Committee: Ms. Cullen-Brown reported on the approval of modifications to Articles I through V of the Staff Senate By-Laws document. Ms. Cullen-Brown also reminded the Senate of our Parliamentary brown bag luncheon meetings. Two of these luncheon meetings have already been held with two more scheduled. Ms. Cullen Brown made a motion to continue the work of the ad-hoc By-Laws committee through the next fiscal year. This motion was seconded by Ms. Watson and voted on with a unanimous approval.

Communication Committee: Ms. Davis reported on the successful meeting with Gerry Zaboski resulting in the approval of access to the email distribution list for all staff. The committee was reminded that the distribution list should only be used when necessary or in the case of an emergency. Ms. Davis thanked the members of the Communication Committee for their work throughout the year.

Alternate Work Week Ad-Hoc Committee: Mr. Hurst reported on the PAIRO office update and approval of the upcoming staff survey on alternate work week initiatives. Ms. Davis made a suggestion to investigate summer building schedules with a focus on identifying opportunities to shut down HVAC and other systems that might result in operational savings. Mr. Murphy agreed to talk further about this suggestion with Mr. Barrett.

Election & Membership Committee: Ms. Bennett thanked all members of this committee for their work throughout the year and then introduced and welcomed all new elected members of the Staff Senate. Newly elected senators include Ms. Lisa Bealla, Mr. Thomas Cawley, Mr. Chuck Costello, Ms. Meg Cullen-Brown, Mr. James Fenwick, Ms. Kym Fetsko, Mr. Raymond Gaylets, Ms. Margaret Hynosky, Ms. Diane Jachimowicz, Ms. Susan McCrea, Ms. Crystal Newby, Ms. Donna Rupp, Mr. Luke Schofield, Ms. Lynn Scramuzza, Mr. Ronald Skutnick and Mr. Joseph Wetherell.

Staff Development Committee: Mr. Hurst reported their committee was unable to meet this month but was able to converse by using email. The Survey Response Letter that was approved by the Staff Senate last month has been forwarded to the following departments for any feedback they would like to share with us on issues that pertain directly to their Departments. These departments and contacts include Public Safety - Tim Briggs, Weinberg Memorial Library - Charles Kratz, Human Resources - Tricia Day, Wellness Committee - Cathy Mascelli, Desk Top & Instructional Resources - James Franceschelli, and Center for Professional Training & Development - Michelle Davis.

Social Events & Community Building Committee: Ms. Vaccaro thanked all members of the committee for their work and a great year of accomplishments. There was no formal report presented.

8. Old Business:
Senate position on posting meeting agenda and minutes on website: Ms. Cullen-Brown summarized her findings related to Staff Senate web posting activities at seven other Jesuit institutions. She reported that in general, most institutions were either posting modified and

summary meeting minutes or no minutes at all for public viewing outside of their institutions. There was a healthy discussion about the choices we have in this regard with a focus of caution on posting full detailed meeting minutes that might lead to inaccurate perceptions. Mr. Murphy noted that the University Governance Council and the Student Senate do not post full minutes. These bodies post a summary report of their meetings only. This issue will be passed along to the Communications Committee for further action. Ms. Davis expressed her concern that communication and announcements are lacking from the Staff Senate and noted that the Faculty Affairs Council publishes meeting summaries that are made available via their newsletter. Ms. Cullen-Brown made a motion that the Communications Committee would post a modified version of meeting minutes to the web for public viewing and that final details would be worked out by the fall semester. This motion was seconded by Ms. Bennett and voted on with a unanimous approval.

Feedback on Draft Committee Charges for the By-Laws Committee: Deferred.

Discussion on Student Senate Smoking Policy Suggestions: There was an open discussion on the University's present smoking policy as the Student Senate has requested feedback from the Staff Senate on this topic. Ms. Mascelli offered support from the Wellness Committee. Other comments on this topic included the present policy being inconsistent, the need for better signage and policy enforcement, a review of the policy in place at Marywood University, East Stroudsburg's smoke-free campus policy and what feedback might be learned from their experience. A letter will be drafted to the Student Senate indicating our agreement to consider policy review and our willingness to assist in this matter.

Royal List update or alternate: As summarized in Communication Committee Report and detailed in section 7b of these minutes, this request has been accomplished.

9. New Business:

Ms. Cullen-Brown made a suggestion to establish a new Finance Committee that resulted in discussion. An option to utilize the Executive Committee to handle this charge was briefly discussed. Ms. Day added that this was a good idea and that she would welcome the help as she presently oversees the budget for the Staff Senate. Ms. Vaccaro made a motion to have the By-Laws Committee develop and draft a plan on the establishment of a new Finance Committee to be presented in July or August. This motion was seconded by Ms. Mascelli and voted on with a unanimous approval. Ms. Vaccaro suggested that the Staff Senate Vice President serve as the Chair of the Finance Committee. Mr. Parry suggested that the Senate should look at a Treasurer.

Mr. Kretsch reported on his continued work with Mr. Grigorescu to establish a new discussion forum that is now available on Angel. This led to further discussion about access to Angel by departing members of the Staff Senate as well as how to handle access for committee members who are not official members of the Staff Senate. It was decided that outgoing members of the Staff Senate would have their access to the Angel website deleted. Non-Staff Senate members working on an active committee would be granted access to the Angel website.

There was also some discussion about open membership to Staff Senate committees and how this is communicated and coordinated. Ms. Hynosky noted that most members of the University's staff are unaware of committees and open membership. Ms. Bennett noted that as chair of the Elections & Membership Committee, she has been approached at Senate events

with volunteer offers and that we should encourage this level of involvement. Ms. Davis suggested that this topic be forwarded to the Communication Committee for further action.

Ms. Watson reminded the Staff Senate members about the upcoming June 1 deadline for Sursum Corda nominations.

Adjournment: Ms. Bennett motioned that the meeting be adjourned and Ms. Vaccaro seconded the motion. The meeting adjourned at 11:40.

Respectively Submitted by:

A handwritten signature in cursive script that reads "Catherine Murphy". The signature is written in black ink and is positioned above the printed name and title.

Catherine Murphy
Staff Senate Secretary