

TO: Staff Senate

FROM: Catherine Murphy  
Secretary, Staff Senate

DATE: July 10, 2009

SUBJECT: Minutes from June 24, 2009 Meeting

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In attendance: Mr. Barrett, Ms. Bealla, Mr. Cawley, Mr. Costello, Ms. Fetsko, Mr. Gaylets, Mr. Grigorescu, Mr. Harris, Mr. Hurst, Ms. Hynosky, Ms. Jachimowicz, Ms. Knott, Ms. McCrea, Ms. Murphy, Mr. Murphy, Ms. Newby, Ms. Rupp, Ms. Scramuzza, Mr. Skutnick, Ms. Stavisky, Mr. Wetherell, Ms. Winslow

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

1. Mr. Murphy welcomed everyone and said that he was looking forward to an exciting second year. Mr. Gaylets will be voting for Mr. Parry, Ms. Bealla for Ms. Watson, Ms. Scramuzza for Ms. Gownley, Ms. Newby for Ms. Cullen-Brown and Ms. Hynosky for Mr. Bailey. Mr. Wetherell will act as parliamentarian in Mr. Kretsch's absence.
2. Minutes: The minutes from the May 20, 2009 meeting were reviewed with a few minor corrections that will be posted to the online document. Ms. Skutnick made a motion to approve the minutes. Ms. Winslow seconded the motion. The minutes were approved.
3. President's Report: Mr. Murphy gave a brief overview of his report and reinforced that our role as senators is to go out and tell our constituents what the staff senate is doing.
4. Guest Speakers: Mr. Murphy informed the group that the Executive Committee developed a list of potential guest speakers for the year. Ms. Murphy reported that Mr. Steinmetz will address the Senate at its July meeting, Mr. Devers will make a presentation at the August meeting, Ms. Mascelli will be a guest at the September meeting and Fr. Pilarz will address the Senate at the October meeting.
5. Liaison's Report: Ms. Day explained to the new senators her role on the Senate. She explained that she will be giving us updates on the Academic Council and Board of Trustees.

Ms. Day reported that she met with Ms. Watson on the Sursum Corda Awards and she will be sending the award nominations to the Vice Presidents next week. Ms. Day said that she was going to bring up the work of the Alternate Work Week Committee to the AC this next week but since the AC canceled its meeting she will go ahead and inform the members of the AC by email.

Ms. Day reported that a Director of Compensation and Benefits has been hired. Her name is Patricia Tetreault and she will begin work on Monday. She said that this is a critical hire.

6. Guest Presentation: Mr. Murphy was the guest speaker. He reviewed the role of the Staff Senate and gave an overview of the Senate's formation, structure and operation. He noted that we are a constitutional body that is part of the governance body of the University. He emphasized that we are not a decision making body. Mr. Murphy said that the Staff Senate Constitution and By-Laws are posted on our website.
7. Nominations for Vice President and President Elect: Mr. Murphy explained that an email was sent to senate members asking for nominations. To date there have been no nominations for Vice President and only on nomination (Mr. Murphy) for President. Mr. Murphy asked if there were any other nominations. Mr. Murphy nominated Ms. Winslow for Vice President, Ms. Rupp nominated Ms. Vaccaro for President Elect, and Ms. Stavisky nominated Mr. Kretsch for President Elect. Ms. Murphy will check with Ms. Vaccaro to see if she is willing to accept the nomination.

Ms. Winslow made a motion that the voting be done by email before the next meeting. Mr. Skutnick seconded the motion. Ms. Murphy will send out a ballot by email.

8. Reports from Committee Chairs: Mr. Murphy circulated signup sheets for each of the Senate Committees asking for volunteers. He said if anyone is interested in serving as chair of a committee to please indicate that on the form; however you must be a senator to serve as chair. He asked if anyone who chaired a committee last year would like to share their experience.

Mr. Hurst who chaired the Staff Development Committee explained that as chair he was responsible for contacting committee members to schedule meetings. He reported that his committee tried to meet once a month. He stated that the chair is responsible to prepare a report on committee activities for the senate meetings.

Mr. Hurst reported that the committee identified there was a need to provide an opportunity for the maintenance/trade staff to have access to computers. As a result 10 computers have been installed in various locations across campus and another 10 will be installed.

Mr. Hurst stated that his committee conducted a survey of University staff asking what skills staff felt they wanted/needed to develop. He reported that the committee sent the survey to Ms. Davis, Director of CPTD for review. Her report states that after looking at the survey results it is clear that there are two groups in particular that feel they need more training. New employees and those employed for better than 10 years indicated that they need more training to feel confident in using MS office Programs and the Internet. She has offered her department's assistance in providing training. Employees interested in enrolling in CPTD training need to secure the approval of their supervisor and Human Resources.

Mr. Murphy explained that the Election and Membership Committee not only runs the election of staff senators in the spring but they also maintain a list of volunteers. They compile a list of volunteers who have indicated a willingness to serve on committee's campus wide. Last year the committee received 36 requests for staff members to serve on various committees.

Ms. Winslow who served on the Social Events & Community Building Committee said that the mission of this committee is to build community.

Mr. Murphy stated that the Staff Recognition & Awards Committee worked with Ms. Day and collected nominations for the Sursum Corda Award. The committee also developed the St. Francis Xavier Award.

Ms. Fetsko explained that members from various University departments and representatives of three senates serve as resource people on the Board of Trustees subcommittees. Members of the Staff Senate that sit on these committees are asked to report back to the senate any pertinent information.

9. Old Business:  
Old Business was tabled for this meeting

Mr. Murphy stated that mission statements from each of the committees need to be approved and put into the By-Laws. He asked Ms. Murphy to pull that data together.

Adjournment: Ms. Bealla motioned that the meeting be adjourned and Ms. Winslow seconded the motion. The meeting adjourned at 11:12 am.

Respectively Submitted by:



Catherine Murphy  
Staff Senate Secretary