

TO: Staff Senate

FROM: Catherine Murphy  
Secretary, Staff Senate

DATE: August 12, 2009

SUBJECT: Minutes from July 22, 2009 Meeting

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In attendance: Mr. Bailley, Mr. Barrett, Mr. Cawley, Mr. Costello, Ms. Cullen-Brown, Ms. Fetsko, Mr. Gaylets, Ms. Gownley, Mr. Grigorescu, Mr. Hurst, Ms. Hynosky, Ms. Jachimowicz, Ms. Knott, Mr. Kretsch, Ms. Mascelli, Ms. McCrea, Ms. Murphy, Mr. Murphy, Mr. Parry, Ms. Rupp, Mr. Schofield, Ms. Stavisky, Ms. Vaccaro, Ms. Watson, Mr. Wetherell, Ms. Winslow.

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

Ms. Hynosky will represent Mr. Skutnick at today's meeting

Ms. Murphy reported that Mr. Murphy has been elected President-Elect by a majority of the vote. Ms. Murphy said that the ballots are confidential but if anyone would like to know the numbers to contact her.

1. The minutes from the June 24, 2009 meeting were reviewed. Mr. Schofield made a motion to accept the minutes as written and Ms. Winslow seconded the motion.
2. President's Report: Mr. Murphy apologized for the lateness of the materials for the meeting. After a discussion it was decided that the By-Laws would be changed to say that information will be sent out 5 days before a meeting.

Mr. Murphy reported that the Executive Committee met and in accordance with the By-Laws have a list of proposed chairpersons for the standing committees, and a list of members for the Senate's approval.

3. Committees: Ms. Winslow explained that the Executive Committee reviewed the sign up sheets and prepared a list of chairpersons and members for each committee. She explained that some senator's had volunteered to be on several committees but that the Executive Committee did not want to over burden anyone so we made sure no one was on more than two committees. She asked the Chairs of the committees to read the names of its members. Ms. Winslow motioned that

the committees memberships ratified. Ms. Cullen-Brown seconded the motion. The motion was passed unanimously.

4. Guest Presentation: Mr. Murphy introduced and welcomed Mr. Steinmetz, Treasurer/VP of Finance. Mr. Steinmetz's presentation was on the University's operating budget. He explained
  - the budget process
  - the distribution of funds
  - the budget reduction process
  - the need to look 3, 4, and 5 years ahead
  - that the Science Center has been in the planned for in the budget for years
  - the Science Center is key to keeping us competitive to attract quality students as are many of our building projects.

There was a question and answer period.

Mr. Steinmetz said that he was happy to have had the opportunity to speak to the senate. He said that more communication across campus is needed and he welcomes any opportunity to address issues.

Mr. Murphy thanked Mr. Steinmetz.

5. Committee Charges: Mr. Murphy said that last year each committee wrote committee charges. He asked if committee chairs could send Ms. Cullen-Brown their charges so that they can be compiled and presented to the senate for approval. Once approved they will be included in the By-Laws.
6. Finance Committee: Ms. Winslow stated that the finance committee's responsibility will be to prepare the senate's budget, decide where funds will be allocated and adjust the budget, as needed, with the senate's approval. Ms. Cullen-Brown made a motion that the Staff Senate establish a finance committee. Mr. Barrett seconded the motion.
7. Old Business:  
Staff Senate Retreat: Ms. Winslow reported that the agenda for the retreat is being developed and will be on the Executive Committee's agenda. At this point, the retreat will have a social component, will review Robert's Rules and will explain how we fit into the University Governance System. Mr. Murphy asked senators for their input.

Speak Out Sessions: Ms. Vaccaro asked the status of the Speak Out Sessions. She said that the communication committee was asked to look into the old Speak Out Session procedures. Mr. Murphy said that communication committee reviewed it and presented its findings to the Senate. Mr. Kretsch said that a motion to give the Executive Committee 60 days to review was passed.

(After the meeting the Secretary checked the minutes – Speak Out Sessions were first raised at the February 2009 meeting; the communication committee investigated and made a presentation to the senate. The senate voted to support 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 by a vote of 17 to 6.)

8. Open Forum: A number of senators reported that they have been approached by staff with questions that they don't know how to handle. There was a discussion on what our role is and should be. Do we report questions to appropriate department? How do we funnel this information?

Mr. Murphy asked senators to send the questions to Ms. Murphy.

Mr. Wetherell motioned to adjourn the meeting. Ms. Boock seconded the motion. The meeting adjourned at 11:29 a.m.

Respectively Submitted by:

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

Catherine Murphy  
Staff Senate Secretary