

TO: Staff Senate

FROM: Catherine Murphy
Secretary

DATE: August 31, 2009

SUBJECT: Minutes from August 19, 2009 Senate Meeting (Revised)

In attendance: Ms. Bealla, Mr. Cawley, Ms. Cullen-Brown, Ms. Fetsko, Ms. Gownley, Mr. Harris, Mr. Hurst, Ms. Hynosky, Ms. Jachimowicz, Ms. Knott, Ms. Mascelli, Ms. Murphy, Mr. Murphy, Mr. Parry, Ms. Rupp, Ms. Scramuzza, Mr. Skutnick, Ms. Stavisky, Ms. Watson, and Ms. Winslow.

Guests: Ms. Davis and Mr. Devers

The meeting began at 10:10 am in the PNC Board Room. Mr. Murphy welcomed everyone to the August meeting and asked Mr. Hynosky to open the meeting with a prayer.

Ms. Hynosky and Ms. Scramuzza will be voting today for Ms. Boock and Ms. McCrea respectively.

1. Review of Minutes –Ms. Mascelli made a motion to approve the minutes with changes, Ms. Winslow seconded the motion.
2. President's Report:
Mr. Murphy reported that Mr. Kretsch has resigned as Parliamentarian and from the Senate. He said that Mr. Gaylets will be filling in as Parliamentarian for today's meeting.

Mr. Murphy reminded everyone that any questions senators have been asked by staff that they cannot answer should be sent to Ms. Murphy. He said that we would like to collect the questions and review them to make referrals to the appropriate departments.

Mr. Murphy thanked Ms. Winslow for preparing the agenda for today's meeting in his absence.

He announced that the first meeting of the University Governance Council is September 29th.

3. Liaison's Report:
Ms. Day welcomed everyone back for a second year. She reported that the budget process is still ongoing. Ms. Day said that the AC held an all day planning meeting yesterday where tactical plans for each division were reviewed. She reported that we are in the fifth year of our Strategic Plan.
4. Guest Presenter:
Mr. James Devers, Director of the Physical Plant, gave the Senate an update on campus facilities. He reviewed the projects that the physical plant have just completed and the projects they will be working on this year.

Mr. Devers also reviewed recent property acquisitions and the new signage program. Mr. Devers explained that Ayer Saint Gross has been hired to provide signage throughout campus. He said that the signs will unify the campus and will make it easier for people to navigate the campus.

Mr. Devers also went into detail on the Mulberry Street project, as well as, some of the changes that will be made to the campus. For example, the renovation of the Royal Way, the removal of the fountain and relocation of the St. Ignatius Statue, the building of a sand volleyball court near Condron Hall and the change to Gavigan Hall's entrance.

Mr. Devers reviewed the phases of construction of the Science facility. The construction of the Science Building will result in the loss of 191 parking spaces in the St. Thomas Hall lot. Mr. Devers reported that there will be 134 at the Poly Hi Site currently under construction, 25 at the Girl Scout Building Lot, 25 in the lot on Webster and Linden, and 27 at the lot at Montgomery House.

Question and Answer:

Ms. Winslow asked if the reserved faculty parking spaces lost in St. Thomas lot would be distributed across campus. Mr. Devers said that that is the plan.

Ms. Davis asked about the safety issues parking in the Poly Hi Lot. Mr. Devers said the steps will be treated as best we can in inclement weather, and cameras and emergency phones are being installed.

Ms. Scramuzza asked that when Loyola is torn down will we be gaining classroom or office space. Mr. Devers said that we will gain a bit more space but it will mostly be the same.

Ms. Jachimowicz asked if the Leahy Residence improvements are on the radar. Mr. Devers said that they are looking at Leahy Hall and are aware of the needs of the CPS's departments; however improvements are about 1 to 2 years away.

Ms. Winslow asked about the recreation facilities. Mr. Devers said that the recreation facilities are on the projects list.

Mr. Devers thanked everyone for this opportunity to address the Senate and said that he is always available to answer any questions we might have.

Mr. Murphy thanked Mr. Devers for his presentation as well as the time he spent in preparation.

5. Reports for Committees: Mr. Murphy asked committee chairs to send committee charges/mission statements to Ms. Cullen-Brown.

Ms. Murphy asked the Committee Chairs to send her updated committee listings.

- Ms. Cullen-Brown said that Ms. Scramuzza was added to the By-Laws Committee membership.
- Ms. Gownley reported that Ms. Jachimowicz will serve on the Staff Development Committee.

Mr. Murphy said that he would like to get an updated committee membership listing to Mr. Skutnick so that it can be posted on our Web site by the September meeting.

Mr. Skutnick said that Mr. Barrett asked him if the Royal News would be a good way to announce the Alternate Work Week Survey. PAIRO will be sending out the survey to the staff in early September. The consensus of the group was that Royal News would be a good vehicle to communicate to the staff.

6. Old Business:

Finance Committee:

Ms. Winslow reported that the Executive Committee decided to keep the Finance Committee relatively small. It was decided that a representative from each of the employee groups and the Vice President of the Staff Senate would make up the Committee. She said that anyone interested in serving on the committee should sign the signup sheet that was passed around. Ms. Rupp asked about the responsibilities of the Finance Committee. Ms. Winslow said that the committee is responsible for preparing and submitting the budget as part of the budget process and to oversee the budget during the year.

Retreat/Orientation:

Ms. Winslow reported that the retreat/orientation is planned for October 13th from 9:00 am to 1:00 pm at the CRC. Mr. Murphy asked everyone to check with their individual supervisors to see if there are any problems getting the time off.

7. New Business:

Parliamentarian Position – a signup sheet was distributed for the Parliamentarian position.

The By-Laws Committee will work on language that will outline the procedure to replace officers that resign or are unable to complete their term.

Mr. Parry suggested that until language is written that the Election Committee appoint a Parliamentarian.

With the resignation of Mr. Kretsch there are no alternates in the trades and maintenance employee group. Ms. Murphy will review the last election results to see who is next in line to assume an alternate position.

Other: Ms. Cullen-Brown expressed concerns about a policy change made over the summer regarding travel reimbursements and the fact that office staff were not notified of the change. She suggested that whenever there is a policy changes that a University-wide announcement should be sent.

Ms. Hynosky made a motion to adjourn the meeting and Mr. Harris seconded the motion. The meeting adjourned at 11:30 a.m.

Respectively Submitted by:



Catherine Murphy
Staff Senate Secretary