

TO: Staff Senate

FROM: Catherine Murphy  
Secretary, Staff Senate

DATE: November 16, 2009

SUBJECT: Minutes from October 16, 2009 Meeting

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In attendance: Ms. Bealla, Mr. Barrett, Ms. Boock, Mr. Cawley, Ms. Cullen-Brown, Ms. Fetsko, Mr. Gaylets, Ms. Gownley, Mr. Grigorescu, Mr. Harris, Mr. Hurst, Ms. Hynosky, Ms. McCrea, Ms. Murphy, Mr. Murphy, Mr. Parry, Mr. Pilger, Ms. Rupp, Mr. Schofield, Ms. Scramuzza, Mr. Skutnick, Ms. Stavisky, Ms. Vaccaro, Mr. Wetherell, and Ms. Winslow.

Guest: Fr. Pilarz, S.J., and Ms. Davis

Mr. Murphy opened the meeting at 10:05 a.m. in the PNC Conference Room in Brennan Hall by welcoming everyone to the October meeting of the Staff Senate. The opening prayer was given by Ms. Scramuzza.

1. Review of the Minutes:

Ms. Cullen-Brown made a motion to approve the minutes. Mr. Hurst seconded the motion. The minutes were approved.

2. President's Report:

Mr. Murphy reported that at this year's first University Governance Council (UGC) meeting the Council was informed of the following:

- Work has begun on the new strategic plan for the University
- Planning Day will be held on October 27<sup>th</sup>
- Senate officers are invited to attend Planning Day
- The Student Senate and the Staff Senate have been asked to review a Speakers Policy that the Faculty Senate approved at their September meeting.
- The University's Governance Guide is on the governance web-site.

Mr. Murphy reported that the Executive Committee met on September 30<sup>th</sup>. He said that there was a suggestion that guest presentation be placed on our web-site, the Senate publish a monthly or quarterly newsletter to improve communication on Senate activities, and that a place be added to the web-site for staff to submit questions.

3. Senate Liaison's Report:

Ms. Day was unable to attend the meeting.

4. Guest Presentation:

Fr. Scott Pilarz, S.J., President, University of Scranton, was the guest speaker. Fr. Pilarz thanked the senators for their willingness to serve the University and for providing him the opportunity to come and address the senate.

Fr. Pilarz spoke about governance, mission, graduation and retention rates and the capital campaign. His presentation can be found on the Staff Senate Webpage.

After his presentation Father asked if there were any questions. The questions that were asked and Father's answers are below:

- Is the cost of the Science Building part of the capital campaign?
  - Some of the costs will be covered by the campaign but there are other sources that are also covering the cost of this project.
- I see commercials for other local colleges on TV but I don't see any for the University. Why don't we advertise locally?
  - We do not advertise in this market because we are already well known. We advertise heavily in Philadelphia, Long Island etc.
- Where do you see the University in 10 years?
  - Completion of the science building will be enormous and we need more housing for the upper class students. A number of buildings on Mulberry Street with mixed uses, commercial businesses on the first floor and apartments on upper floors. Leahy Hall needs to be dealt with, as well as improvement our fitness facilities, and last but not least we need to do something with St. Thomas Hall.
- Will there be another parking garage?
  - Would like to accommodate parking in other ways. The latest figures on garage construction are coming in at \$20,000 per space.
- What are the plans for the land that we own?
  - Some of the property on Rt. 307 is too difficult to develop, but the property on the right side of the road will be developed eventually. The South Side Complex is still tied up in court but as soon as it is ours we will begin improvements.
- Have you thought about having one place for parents to contact with their concerns?
  - This is something that is being discussed. Many institutions have such an office that handles the questions and concerns of parents.
- Father was asked about the memo that he sent regarding the Living Wage Initiative
  - Father Pilarz and the administration recognize that these are very tough times. We were cautious in the spring on increases that were given; now that the freshmen class is in, and things have stabilized there will be a 1% increase in the October 30 pay. HR and the CFO will administer the program.

Mr. Murphy thanked Father for coming to address the senate.

## 5. Committee Reports:

*Communication Committee:*

Mr. Skutnick reported that:

- The Senate website has been enhance and now includes all the guest presentations
- There has been some discussion on publishing a quarterly newsletter
- Committee is working on a logo and lapel pin
- Ms. Vaccaro and Ms. Winslow have volunteered to assist with the preparations of the Open Forum

There was a lengthy discussion on the Open Forum. Mr. Skutnick said we need better organization and concept on the open forum. Mr. Skutnick said that we don't want the open forum to be compared to the "Speak Out Sessions" that were held in the past.

Ms. Davis said that a motion was passed last year that the Senate would host an open forum in the fall and spring. She expressed concern that staff will not get sufficient notice of the forum. Mr. Murphy said the he was sure that the two committees working on this and with the help of the Executive Committee the planning and advertising of the event will be taken care of.

Ms. Vaccaro said that she is sure that the two committees can handle this and that she didn't think that they would need the help of the Executive Committee. She said that the committees will work on preparing topics for the forum. She stressed that it is important that we put a positive spin on it.

Mr. Barrett asked who will be at the forum to answer the questions that are raised by the staff. Ms. Winslow said that there will not be anyone there to answer questions that the idea of the forum is to give staff the opportunity to voice concerns and we will direct the questions to the right person/department. She said that we need to continue to work on developing a process to get feedback to the staff.

Mr. Wetherell suggested that staff should be given the opportunity to write down their questions/concerns. He also said that tying the forum to the breakfast was a good idea since the breakfast is something positive.

*Elections and Membership Committee:*

Mr. Cawley reported that Ms. Mascelli, Ms. Fetsko, Ms. Hynosky and Mr. Grigorescu will represent the Staff Senate by serving on the Board of Trustees subcommittees.

*Social Events and Community Building Committee:*

Ms. Vaccaro expressed her disappointment at the turnout for the retreat held yesterday at the CRC. She reported that the retreat was informative and thanked Dr. Whittaker and Fr. Devino for their participation.

She reported that she will be meeting with Mr. Skutnick next week to continue working on plans for the December 15<sup>th</sup> breakfast.

Mr. Murphy thanked Ms. Vaccaro and Ms. Winslow for the work that they put into planning the retreat.

*By-Laws Committee:*

Ms. Cullen-Brown distributed the latest version of the By-Laws. She reminded committee chairs to send her their committee's charges and mission statements. She explained that once they are complete and with Senate approval they will become part of the By-Laws. She reported that the committee is beginning to review Article VII.

*Alternate Work Week Committee:*

Mr. Barrett reported that the response to the Alternate Work Week survey was 56-57%. He said that PAIRO is analyzing at the data and will be sending a report.

6. New Business:

- Speakers Policy:

Mr. Murphy explained that last year Fr. Pilarz asked the Faculty Senate to write a speakers policy. The UGC has asked us to review the policy that the Faculty Senate has approved and send a report to the UGC by December 1<sup>st</sup>. Mr. Murphy asked everyone to review the policy and send comments to Ms. Murphy. He said that this will be on our next meeting's agenda.

Ms. Cullen-Brown suggested that in the last sentence it says and send to the Faculty Senate be changed to send to the three senates.

- Parking:

The Status of Women Committee has expressed the following concerns about the Grove parking lot:

- Two flights of steps may be difficult for some of the staff
- Safety – homeless people are often in the area
- Trains often block the access road as well as the stairs
- Concerned that questions are not being addressed

Mr. Murphy reported that a letter will be sent out shortly. He said that:

- Three phones have been installed
- Lighting level has been increased
- Pine trees will be cut down to improve the view of the lot
- Surveillance cameras will be installed

Ms. Winslow reported that she attended a meeting on safety and members of the committee will be taking a look first hand at the lot. She said that train safety is a big issue. She reported that Dr. Carilli will be taking the safety committee's concerns to the AC.

The possibility of running a shuttle was raised.

A complaint was raised regarding the lack of communication of the conversion of the parking lot behind Byron to faculty only parking. There was no notice given. It was pointed out that the change was made to stay in compliance with the Faculty Contract. The point was made that the change should have been communicated.

Mr. Murphy will send a letter to the Parking Department listing our concerns.

Ms. Winslow made a motion to adjourn. The motion was seconded by Ms. Cullen-Brown.

The meeting adjourned at 11:30 a.m.

Respectively Submitted by:



Catherine Murphy  
Staff Senate Secretary

