

TO: Staff Senate

FROM: Catherine Murphy
Staff Senate Secretary

DATE: November 21, 2009

SUBJECT: Minutes of November 18, 2009

In attendance: Mr. Barrett, Ms. Bealla, Ms. Boock, Mr. Cawley, Ms. Cullen-Brown, Ms. Fetsko, Mr. Gaylets, Ms. Gownley, Mr. Grigorescu, Mr. Hurst, Ms. Jachimowicz, Ms. Knott, Ms. Mascelli, Ms. McCrea, Ms. Murphy, Mr. Murphy, Mr. Parry, Mr. Pilger, Ms. Rupp, Mr. Schofield, Ms. Scramuzza, Mr. Skutnick, Ms. Stavisky, Ms. Vaccaro, Ms. Watson, Mr. Wetherell, Ms. Day

Guest: Ms. Davis

The meeting began at 10:05 a.m. in the PNC Board Room in Brennan Hall. Mr. Luke Schofield gave the opening prayer. Mr. Murphy reported that Mr. Pete Sakowski has agreed to fill the alternate senator opening.

1. Minutes: Ms. Cullen-Brown made a motion to accept the minutes. Ms. Vaccaro seconded the motion. The minutes were approved as written.
2. President's Report:
Mr. Murphy reported that at the last Executive Committee meeting it was suggested that a list of senate accomplishments be compiled and made available to staff at the December breakfast. He included a draft of that list in his president's report. He asked everyone to review the list and to send any additions or suggestion to Ms. Murphy.
3. Liaison's Report:
Ms. Day reported that the H1N1 Committee has completed a strategic plan that has been submitted to the AC. She explained that the plan outlines procedures if faculty and students are unable to attend classes. Ms. Day said that temporary housing has been set up, and faculty have been encouraged to use the available technology. She said that it seems that the wave may be over for the fall but she cautioned that the spring may bring another wave.

Ms. Day was asked if students who are ill with the flu have to report it to someone. Ms. Day asked if there was a specific concern. The concern expressed was for the staff that are cleaning the rooms and staff that respond to maintenance calls. It was reported that the maintenance staff wear gloves and are cleaning doorknobs, light switches etc. more often. However, staff members are not informed about student illnesses. It was pointed out that the trades' people are going into rooms and there are no precautions being taken.

Ms. Day said that she will check with Mr. Devers. She agreed that there needs to be better communication.

Ms. Day reported that she will report on the board committee she sits on. At the October Meeting the committee reviewed the last 6 months of the hiring.

- HR has run 62 searches since June 1st.
- we are in the final stages of the search for the Director of Public Safety.
- A new judicial officer has been hired and at the request of the Board the office will be more educational and less punitive.
- Mr. Quinn, the President of the Student Senate, reported that they are getting organized and reviewing their budget.

Ms. Day reported that the full board heard a presentation by Mr. Zabolski on the PR office. She said the focus of his presentation was on recruiting students, but that the presentation brought out some general themes and that we might want to consider asking Mr. Zabolski to be a guest presenter.

Ms. Day reported that the UPC, the AC Tactical Planners have met and are beginning to work on a 5 year strategic plan. She said that it will focus on themes (keys) Cura Personalis, Magis, and Stewardship.

She said that Planning Day look at 5 themes;

- expansion of academics (centers of excellence)
- rehabilitation center at Leahy Hall (PT, OT, Exercise. Science.)
- center for inclusion
- strengthening leadership in faculty and staff
- actualizing the potential of student by providing support during their freshmen and sophomore years

Ms. Day said that the committees will focus on these themes. She said that if anyone is interested in serving on one of the committees to let her know and she would nominate you. She said that the committees will require a commitment to attend probably two – two hour meetings. Mr. Murphy said that this is an opportunity to have input in the Strategic Plan.

Ms. Day reminded everyone that it is open enrollment month. She also reported that the HR offices will be moving into their new office space in mid December.

4. Guest Presentation:

Ms. Cathy Mascelli, Director of the Wellness Program was the guest presenter.

Ms. Mascelli said that after her presentation she hoped that wellness would be not just her thing but hopefully it would be our thing.

Ms. Mascelli said that wellness and a healthy lifestyle is a choice a person makes each day. She explained that when designing a wellness program it is important to not only deal with people that are already dealing with an illness, or to screen for illness, or to focus on early detection, but to focus on changing behavior in order to prevent disease. She said the goal is to actively examine and improve quality of life and create an environment that nurtures. Ms. Mascelli reviewed the University's Wellness Program, and encouraged everyone to take the online health assessment, talk with a health coach, increase physical activity, eat healthier, and to relax.

Ms. Mascelli announced that the next Wellness Day is scheduled for March 19, 2010.

She thanked everyone for the opportunity to address the senate. Ms. Mascelli's presentation is available on the Senate website.

5. Committee Reports:

Communication Committee and Social Events Committee:

Ms. Vaccaro said that the two committees met and continue to work on plans for the December 15th Breakfast and Open Forum. She said that the Breakfast is scheduled for 8:00 to 10:30 am and the Open Forum will begin at 9:00 a.m. She said that staff will be able to send in questions or concerns electronically and on paper. Ms. Vaccaro reported that the committee feels that it will be beneficial not to have administrators present at the forum. Mr. Skutnick reported that invitations will be sent out in paper and electronically.

Ms. Vaccaro said that new senators will be introduced, ways to access the staff senate website, and a list of senate accomplishments will be available.

Mr. Murphy asked that a table be set up for the Elections and Membership committee to use to have staff sign up to volunteer to serve on committees.

Ms. Vaccaro reported that ARA will be hosting a Christmas Breakfast on Christmas morning and are looking for volunteers. She pointed out that this could be a nice opportunity for the whole family to attend and volunteer.

Mr. Skutnick reported that all the Senate minutes are now posted on the website.

Election and Membership Committee:

Mr. Cawley reported that the committee decided to have paper ballots, as well as, electronic voting again this year. It is the hope of the committee that next year, with the increased number of new computers and training available for the maintenance and trade staff, the election can be run entirely electronically.

Recognition & Excellence Awards Committee:

Ms. Watson said that the committee had an organizational meeting. She said that looking at a new form for the Sursum Corda Award. She also reported that at the Executive Committee there was a suggestion that the senate sponsor a retirement party. She said perhaps the staff development committee could join with other senate committees to help plan this event.

Alternate Work Week Committee:

Mr. Barrett reported that the results of the survey will be ready after the New Year.

Staff Development:

Ms. Gownley reported that the committee met with Ms. Day to discuss the comments of the staff development survey. She reported that they developing luncheon & learn sessions was discussed. She explained that the idea is to hold sessions quarterly and have a different topics each session. The meetings will be open to all staff. Ms. Gownley explained that Ms. Day said we will have to explore formalizing this concept and identify funding source.

Finance Committee:

Ms. Murphy reported in Ms. Winslow's absence. Ms. Murphy said that Ms. Winslow will be sending an email to the chairs of each committee asking them to project the money they will need next year and for the remainder of this year.

Board of Trustee Sub-Committees:

Ms. Fetsko reported that the Civic Engagement Committee reviewed the survey result on student enrollment, and discussed the Mulberry Street Project. She said that in her job she interacts with the community and the feedback she hears from the community is that they are excited about what the University is doing.

6. Old Business:

Speakers Policy: Mr. Murphy read the policy and noted that the Faculty Senate has changed the wording in the last sentence to include all the senates. Mr. Murphy asked senators to send any comments they may have to Ms. Murphy. He said that he will prepare the Senate's response to present to the UGC.

Grove Parking Lot Update:

Mr. Murphy reported that he received a letter from Ms. Evans responding to the letter he sent to her and Mr. Devers about the Senate's concerns. He said that he will forward a copy to everyone. Mr. Murphy reported that, to date he has not heard of any difficulties with the new parking regulations. He said that if anyone knows of any problems to send it to Ms. Murphy.

Mr. Murphy was asked if the University has an agreement with the rail companies that will prevent them from blocking access to the parking lots. Mr. Murphy said that he will contact Mr. Devers about this. He was also asked about the secondary exit to the parking lot. Mr. Murphy said that it is open and that it takes you to Laurel Line Drive.

7. New Business:

- Mr. Murphy reported that the Executive Committee decided that guest presentations should be held every other meeting. Ms. Murphy reviewed the list of people who were suggested as possible presenters. After a brief discussion it was decided that Ms. Murphy will ask Mr. Roback and Mr. Zaboski to present at the February meeting.
- Mr. Hurst expressed in concern with the dangerous condition in the driveway between Brennan Hall and Mulberry Street. He said that there should be better signage. He asked that a letter be sent from the Staff Senate expressing our concern with the situation. Mr. Murphy will draft a letter to send to Ms. Evans and Mr. Devers.
- Ms. Vaccaro asked if there is an attendance policy for senators. Ms. Murphy will investigate.

Mr. Gaylets made a motion that the meeting be adjourned. Ms. Boock seconded the motion. The meeting adjourned at 11:40 a.m.

Respectively Submitted by:



Catherine Murphy
Staff Senate Secretary