

TO: Staff Senate

FROM: Catherine Murphy  
Secretary, Staff Senate

DATE: February 17, 2010

SUBJECT: Minutes of February 17, 2010 meeting

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

Mr. Murphy opened the meeting at 10:05 a.m. in the Board Room in Brennan Hall by wishing everyone a belated Happy New Year. Mr. Wetherell offered the opening prayer.

Mr. Murphy reported that Ms. Vaccaro will not be in attendance and the Ms. Hynosky will vote in her place at today's meeting. Ms. Winslow will be late today and will make her financial report later in the meeting.

1. Minutes :  
Ms. Cullen-Brown made a motion to approve the minutes. Ms. Boock seconded the motion. The minutes were approved.
2. Agenda:  
Mr. Murphy asked if there were any additions to the agenda. Ms. Mascelli asked that a reminder about Wellness Day be added. Mr. Wetherell made a motion to accept the agenda, Ms. Watson seconded the motion. The agenda was approved.
3. President's report:  
Mr. Murphy reported that the UGC will be meeting on Monday, February 22<sup>nd</sup>. The proposed academic calendars will be on the agenda. He said that he will report that the Staff Senate recommends the approval of the 2011-2012 academic calendar. The 2012-2013 and 2013-2014 calendars will require more discussion.  
  
Mr. Murphy reported that the questions from the open forum were discussed at the executive committee meeting and the discussion will continue at its next meeting.
4. Liaisons report:  
Ms. Day reported that the senior administrators are still working on balancing the budget and are now dealing with new funding requests in preparation for the February Board of Trustees

meeting. She said that this Board meeting will provide the opportunity for staff, faculty and students to have dinner with the Trustees.

Ms. Day said that the senior administrators are also working on the Strategic Plan. She said that the themes are *Magis*, *Cura Personalis*, and *Stewardship* which we will be hear more about over the next few months. Ms. Day said that this is her first experience working on a strategic plan here at the University and that she is impressed at the outreach made to include various departments in the process.

Ms. Day reported that finance and human resources continue to work on the living wage initiative and she hopes to have it rolled out sometime in the first quarter.

Ms. Day mentioned several upcoming events:

- Information Session for parents of high school juniors and seniors will be held on February 24th. This is a collaborative effort between the human resource department and the staff development committee;
- Human resources will be scheduling individual pension planning session for February 24 and 25. Please call HR to set up an appointment.
- Eileen Notariani has been asked to form a task force on the Take Your Child to Work initiative. If you would like to volunteer to serve on the task force please contact Ms. Notariani. We would like to develop a formalized program. If you are interested to volunteer to work the formalized programs please call Ms. Notariani.
- The Human Resource Department is sponsoring open house on February 25<sup>th</sup> from 2:30 to 4:00 p.m.

Ms. Day gave a brief report on the trip the senior leadership took to El Salvador made during Intersession. She said that was an incredible week and is thankful to Fr. Pilarz for having the insight to plan this trip.

5. Guest Presentation: Joseph Roback, Associate Vice President for Admission was the guest speaker. Mr. Roback said that he wanted to give us a glimpse into his world and be available for questions.

Mr. Roback said that the last two years have brought major changes. He said that the economy, parent's willingness and ability to pay, and changing demographics are a few of the challenges we face. But, he added that we are up for the challenge.

Mr. Roback explained what he thinks makes the University different from other institutions:

- Dedicated faculty willing to meet with students and parents on preview days and open houses
- Staff that are friendly and willing to go out of their way to assist students and parents
- Our campus (landscaping, buildings taken care of, etc.)
- Excellent academic reputation
- Jesuit Identity

During the question and answer session Mr. Roback was asked:

- to expound on the deadlines that he and his staff follow, and to explain how he decides how many students should receive acceptance letters

Mr. Roback said that admissions is an art and a science. He said that he analyzes various data, looks at where we were last year, and then arrives at the number of students we need to accept, knowing that not everyone accepted will matriculate.

- how he balances the number of students we want to enroll and discount rate, since we are tuition driven.

Mr. Roback said that he not only has to make the numbers and discount rate but he also needs to keep up the quality of our students, and accept students to bring more diversity to campus. He said that our reputation, staff, faculty and facilities all help students and parents to make the sacrifice to come here.

- how our numbers are this year

Mr. Roback said that applications are flat, but that it was not a big surprise. He said that we are doing fine, but that he will have a clearer picture after May 1<sup>st</sup>.

- what schools we compare ourselves to and what schools we want to be like.

Mr. Roback said that we compare ourselves to schools like Loyola Maryland, St. Joe's and Fairfield. He said that our aspirant schools are schools like Villanova and Bucknell.

Mr. Roback said that the President has set a new goal for us to expand our recruiting area to Maryland, Massachusetts, and Connecticut. As a result, admissions will begin advertising in those areas as well as visiting schools and meeting with guidance counselors in those states. Mr. Roback said that Fr. has also set the goal of a 92% retention rate. He said that he feels that this is a reasonable goal.

- if the recruiting strategy is different for local students

Mr. Roback said that we have always been committed to the education of local students and that we offer local students' financial aid packages that will help them to come here. He said that we typically recruit about 12 to 15 students from the local counties.

The Senators thanked Mr. Roback for coming,

#### 6. Committee Reports:

##### Communications Committee:

Mr. Skutnick reported that the committee met last week and focused on the open forum questions. A spreadsheet organizing the questions has been developed and will be brought to the Executive Committee for review. He said that the next step will be to disseminate the questions to the proper departments for answers.

Mr. Skutnick said that the committee continues to explore the issue of publishing a newsletter.

Ms. Day said that she will have Ms. Notariani contact Mr. Skutnick about getting information about the Bring Your Child to Work Day placed on the Staff Senate Website.

Election and Membership Committee:

Mr. Cawley reported that the information he distributed at the beginning of the meeting is a list of the senate seats that will be available. Ms. Winslow asked if the terms of senators on the faculty Senate are two years. Mr. Murphy said that they are.

Mr. Murphy said that the committee will ask Ms. Moylan to assist with the election.

Staff Development Committee:

Ms. Gownley said that the committee will be meeting with Ms. Notarianni from HR and will be sending out information on the luncheon scheduled to discuss financial aid, tuition remission and admission. Mr. Murphy thanked the committee for such a great job.

Staff Recognition Committee:

Ms. Watson reported that the committee is working on the Excellence Awards. She said that the committee met with Ms. Day and is updating the Sursum Corda Award nomination sheet. Ms. Watson said that this year staff will receive a nomination form in campus mail. She said that she hopes this will improve on the responses. Ms. Watson said that the St. Francis Leadership Award will be discussed at their next meeting.

Ms. Day explained that the reason for making the nomination form similar to the form that supervisors use is to ensure that the same information is gathered on each nominee. She added that having consistent information will make it easier for the committee to review.

Ms. Jachimowicz mentioned that the IT department has an employee recognition program and information on the award is on ITs website. She said that if anyone would like to nominate someone for the IT department they can do so.

By- Laws Committee:

Ms. Cullen-Brown asked that the Senate to approve the language to amend Article VI. The language has been amended to include serving as the Chair of the Finance Committee as a duty of the Vice President.

Ms. Winslow made a motion to accept the new language to amend Article VI: Ms. Fetsko seconded the motion. The motion was passed unanimously.

Ms. Cullen-Brown reviewed the proposed changes to Article VII:

- The Committees are alphabetized;
- The Financial Committee was added;
- The Committee Charges were added.

Mr. Grigorescu pointed out that the Executive Committee does not have a charge included on the list. He also pointed out that the committees are not alphabetized.

Ms. Cullen-Brown said that we can add a charge for the Executive Committee if the Senate feels it needs one. She also noted that she will alphabetize the committee list and thanked Mr. Grigorescu for pointing that out.

It was decided that the charge for the Executive committee meeting will be discussed at its next meeting.

Ms. Cullen-Brown made a motion to accept the listing of the committees. Ms. Mascelli seconded the motion. The motion was passed.

Ms. Cullen-Brown made a motion to accept the addition of the Financial Committee to the By-Laws. Mr. Skutnick seconded the motion. The motion was passed.

Ms. Cullen-Brown made a motion to accept the addition of the committee charges to the By-Laws. Ms. Winslow seconded the motion. The motion was approved.

Ms. Cullen-Brown made a motion that language regarding the commitment and attendance of meetings be added to Article III of the By-Laws. Mr. Murphy read the proposed language. Ms. Winslow made a motion to approve the language and Ms. Watson seconded the motion. The motion was passed.

Mr. Murphy thanked the By-Laws committee for all their work.

Alternate Work Week Committee:

Mr. Barrett reported that he will make a presentation on the committee's findings for the alternate work week survey at the April Senate meeting.

Finance Committee:

Ms. Winslow stated that the information she is distributing is a draft of a budget for review. She said that we are behind in the process and that she has not heard from every committee.

She explained that there are some redundancies in the budget and that the committee tried to put the expenses where they would fall. She said that we are asking for less money this year than last.

She said that she would like to get it wrapped up. Ms. Day said that the 2010 budget is done and that most of the Vice Presidents have taken many of their extra proposals off the table. She said that the quicker we can get the budget to her the better.

Ms. Winslow asked if the Senate budget was already part of the budget process since we receive money last year. Ms. Day was not sure. Ms. Day and Ms. Winslow will meet to discuss the budget.

During a brief discussion it was decided that some of the money budgeted for food could be cut and then given to Ms. Day. There was a discussion on the cost of the St. Francis of Assisi Awards, the election and the meet the candidates' breakfast.

Ms. Winslow made a motion to accept this budget as a preliminary budget. Ms. Cullen-Brown seconded the motion.

The motion passed.

7. Open discussion

Casino Night: You can reserve a table for your department at Casino Night by contacting Marie Travato.

Staff Senate Letterhead: We will discuss at the next meeting.

Meet the Candidates: Ms. Vaccaro is looking for date for meet and greet the candidates breakfast.

Open Forum:

Ms. Knott asked if there is a hard copy of the Staff Handbook. Ms. Day said that there is a version of the Handbook online but that it is outdated and needs to be updated. She added that the version online is more up to date than the printed copies. She said that she no longer hands them out to new employees. She said that if you have any questions to call HR for assistance.

Ms. Knott said that someone asked her to say that there are no announcements on BBoard or Royal News of Staff Senate Meetings. Mr. Skutnick said that we did do some announcements on Royal and that all meetings are on our website and University Calendar.

Ms. Knott said that she was asked to bring up the fact that the Professional Staff life insurance raised to \$100,000. Ms. Day said that the nonexempt life insurance policy has been raised from \$30,000 to \$50,000.

Mr. Grigorescu said that the fire marshals in St. Thomas Hall have raised concerns that with the construction and demolition of the elevator in Harper McGinnis, that they have not received information on what their duties are in case of an emergency. He said that CTLE works with a number of students that are in wheelchairs. Mr. Murphy asked Mr. Grigorescu to send him the questions that the fire marshals have and he will make sure they are addressed.

Ms. Day said that the safety committee is working on a protocol and that we may want to loop the safety committee into our discussion. Mr. Murphy said that he will make sure to do that.

Ms. Winslow made a motion to adjourn the meeting and Mr. Barrett seconded the motion.

Respectfully Submitted by

A handwritten signature in cursive script that reads "Catherine Murphy". The signature is written in black ink and is positioned below the typed name "Catherine Murphy".