

TO: Staff Senate

FROM: Catherine Murphy
Staff Senate Secretary

DATE: March 24, 2010

SUBJECT: Minutes from March 24, 2010 meeting

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

Mr. Murphy opened the meeting at 10:10 am in the PNC Conference Room in Brennan Hall.

Mr. Murphy reported that Ms. Scramuzza will be voting for Ms. Knott and that Mr. Pilger will be voting for Mr. Parry.

Ms. Boock offered the opening prayer.

1. Minutes: A motion to accept the minutes was made by Ms. Winslow and seconded by Mr. Gaylets. Hearing no objections the minutes were accepted as written.
2. Agenda: Mr. Murphy asked if anyone wanted to add anything to the agenda. Ms. Winslow made a motion to accept the agenda and Mr. Skutnick seconded the motion. The agenda was approved.
3. President's report:
Mr. Murphy reported that the UGC met on March 2nd. He informed the senate that the AC has made changes to the Speakers Policy that we reviewed earlier this year. He said that as a result the policy will need to be reviewed again by the Faculty, Staff and Student Senates who will then report to the UGC.

Mr. Murphy reported that the Executive Committee is working on writing a charge for the committee to be included in the Senate By-Laws and that the question raised at the Open Forum are ready to be sent to the appropriate departments for responses.

Mr. Murphy turned the meeting over to Mr. Wetherell. Mr. Wetherell said that volunteers are needed in two areas on commencement weekend; Saturday, to work the information tent at the base of the Commons, and Sunday, to work at the arena handing out programs. He said that anyone interested in volunteering should contact him in the admissions office.

4. Liaison's Report:
Ms. Day reported that the announcement regarding the living wage initiative was recently sent out and will be implemented in the April pay period.

Ms. Day reported that the budget was approved by the Board of Trustees at the February meeting. She said that the AC continues to discuss their trip to El Salvador. She also reported that the Pedro Arrupe Award is being given to Dean Brackley this year and she encouraged everyone to attend the ceremony on April 29th.

Ms. Day thanked everyone who visited the HR open house and encouraged anyone that has not seen the new offices to stop by.

5. Guest Presentation:

Mr. Jerome DeSanto, Vice President of Planning and Chief Information Officer was the guest presenter.

Mr. DeSanto distributed a draft of the Strategic Plan which he plans to present to the Board of Trustees at their May meeting. He said that part of the planning process is to seek feedback from various constituencies on campus before the plan is presented to the Board.

Mr. DeSanto briefly outlined the planning process, the three levels of planning, and how each level relates to the other. He said that as the planning process evolved, three themes developed; Cura Personalis, Magis and Res Sollicitudo (Stewardship).

Mr. DeSanto explained that the Strategic Plan is the roadmap to how we allocate University resources the next five years to ensure that the plan is implemented.

Mr. DeSanto opened the session up to questions:

Q. Some of the points in the plan are general; will there be a blueprint that will define these points?

A. The Strategic Plan is written to be general, to set goals; the tactical plans are where the blueprint of how we are going to meet these goals is laid out. He said that the vice president's have been discussing how the tactical plans need to be geared toward the Strategic Plan.

Q. It sounds like the tactical plans guide how the Strategic Plan gets implemented. Are the tactical plans written after the Strategic Plan is approved?

A. The tactical plans are living documents. The vice presidents are now reviewing their tactical plans and will make changes to them as needed. They are looking at how their departments can contribute to the Strategic Plan's success.

Q. What about on-line courses, where do they fit in?

A. On-line courses would fit under globalization and growing graduate programs. The President is comfortable offering on-line courses at the graduate level, but he wants to preserve the undergraduate experience so you will not see undergraduate on-line courses.

Q. How are you going to ensure buy-in at all levels of the University community?

A. Senior management needs to think through how to better engage everyone on campus. Management and leadership will need to articulate the role and responsibilities to their charges.

Mr. Murphy said that he would like to get something to Mr. DeSanto within that next two weeks and asked senators to send any thoughts or feedback to Ms. Murphy by April 16th. He thanked Mr. DeSanto for coming.

6. Mr. Murphy said that Mr. Barrett and his committee will make a presentation on the outcome of the alternative work week survey at the April meeting.

7. Committee Reports:

Social Events and Community Building: Ms. Vaccaro said that the committee is working on the plans for the meet and greet luncheon scheduled for next Wednesday. She said that Ms. Fetsko worked hard on designing the invitation that will be going out today. Ms. Vaccaro expressed some concern that the social events and community building committee has not met with the election committee recently. Arrangements were made to have the two committees meet at 2:00 today. It was decided that:

- Mr. Cawley will run a 50/50 with the proceeds going to support service trips.
- Mr. Murphy suggested that the names of the candidates be projected on a screen during the luncheon.
- Mr. Skutnick announcement the luncheon on BBoard, Royal News and on Itower.

Mr. Murphy said the ballot will be 2 pages; one will have the recipient's name on it and the second page will be the ballot. He said that the committee believes that this is a way to ensure that everyone receives a ballot.

Mr. Murphy reported that there were some difficulties getting the nomination ballots to some of the maintenance areas so the nomination period has been extended to Thursday at noon. Ms. Fetsko reported that we have 38 nominees to date.

Election and Membership Committee: Mr. Murphy thanked Ms. Fetsko and Prof. Moylan for the work they have done on the election.

Staff Development Committee: Ms. Gownley reported that the committee met with Eileen Notarianni in HR. She reported that the panel of speakers discussed tuition remission, financial aid and other topics relating to children entering college. She said that HR was very helpful working with the committee and planning the luncheon.

Staff Recognition Committee: Ms. Watson reported that the revised Sursum Corda Award forms were forwarded to Ms. Day for approval. She said that the St. Francis Award recipients have been chosen.

By-Laws Committee: Ms. Cullen-Brown said that there is nothing to report.

Finance Committee: Ms. Winslow reported that she has not heard anything about our budget. She reported that we have \$5,800 in the budget, but that we still have the awards and the meet and great luncheon expenses to cover. Name tags will be purchased for the new senators and whoever else may need one after the election.

Mr. Murphy reported that after the May Senate meeting we will have a lunch for the current and new senators. It will be a time to thank senators who will be leaving the senate and to welcome the new senators.

Communication Committee: Mr. Skutnick announced that the list of questions that were raised at the Forum is ready to be sent to the appropriate departments for review. After a brief discussion it was decided to push the response deadline to May 5th.

Mr. Skutnick said that the committee continues to discuss the possibility of publishing a Staff Senate newsletter. Some of the topics we might cover are the election results, some of the constructive comments from the open forum, and the responses we receive from departments regarding the issues that were raised at the open forum.

8. Old Business:

1. Election Prep – Nominations begin March 31 – closed April 8, voting deadline is April 15th – Mr. Skutnick will include the election information in the announcement he send out regarding the meet and greet.
2. Take your child to Work: Ms. Day reported that she met with the task force and it was the consensus of that group that more than 30 days is needed to develop a well planned out and run event. The taskforce will continue to meet to ensure that we can run a program in 2011. Ms. Winslow asked if anyone from the senate was on the taskforce, she stress the importance of having senate participation on the taskforce. She said that after the election the senate should appoint someone to the taskforce. Ms. Cullen-Brown suggested that we ask for volunteers.
3. Time Cards – Ms. Gownley asked why the clerical staff have to fill out time cards instead of using the technology that we have (i.e. professional staff keep hours electronically). Ms. Day said that it is a payroll issues but that it is something that is being investigated.

Mr. Murphy said that Ms. Trovato wanted the Senate to know that she is grateful for their support for the Casino Night.

Ms. Winslow made a motion to adjourn the meeting. It was seconded by Ms. Boock. The meeting adjourned at 11:23 a.m.

Respectively Submitted by:



Catherine Murphy