

TO: Staff Senate Members

FROM: Catherine Murphy
Senate Secretary

DATE: June 7, 2010

SUBJECT: Minutes from May 19, 2010 Meeting

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

Guest: Ms. Davis, Mr. Pace, Ms. Eagen, Ms. Lang, Ms. Thomas.

Mr. Murphy opened the meeting at 10:10 a.m. in the PNC Board Room with an opening prayer. He thanked the outgoing senators for their service.

Mr. Murphy announced that Ms. Scramuzza will be voting for Ms. Boock and that Ms. Cullen-Brown would be acting as the Parliamentarian in Mr. Gaylets absence.

1. Minutes: Ms. Winslow made motion to accept the April 21st minutes as written. The motion was seconded by Mr. Schofield. Hearing no dissents the minutes were approved.
2. Agenda: Ms. Cullen-Brown made a motion to accept the agenda as presented and Ms. Winslow seconded the motion. The agenda was accepted.
3. President's Report: Mr. Murphy said that there was no formal report, but he did announce that he sent the newly elected alternates a note inviting them to attend all the staff senate meetings. He also reported that at the last UGC meeting Mr. DeSanto said that the AC made some changes to the Speaker policy which means that the policy will need to go before the three senates again for their review.
4. Liaison's report. Ms. Day reported that the Board of Trustees approved the Strategic Plan at their May Meeting and that a copy of the final report can be found on the Planning Website. She said that the AC continues to work on aligning the budget process to meet the strategic plan. She also reported that the Board of Trustees approved the new dormitory project.

Ms. Day informed the Senate that moving the Sursum Corda Award presentation to the Spring Convocation was raised at an AC meeting. She said that the number of staff attending the spring convocation is greater, so it seems to be a better time to present a staff award. After a brief discussion the senate unanimously approved the idea. Ms. Day will bring the Staff Senates recommendation to the AC.

5. Committee Reports:

Social Events and Community Building – Ms. Vaccaro thanked her committee and members of the Communication committee for the work they had done in planning today’s luncheon.
Staff Development Committee – Ms. Gownley reported that the committee is planning a program on retirement sometime in June.

Recognition and Excellence Awards Committee – Ms. Watson thanked her committee for all the work they did this year. She also encouraged everyone to send in nominations for the Sursum Corda Award. She said that if someone wants to nominate someone and does not have all the information that is requested, the committee will assist them.

By-Laws Committee – Ms. Cullen-Brown reported that the committee hopes to have all the By-Laws changes reviewed by the end of June.

Finance Committee- Ms. Winslow reported that there is around \$3,000 in the budget and asked for suggestions on how the money should be spent. It was suggested that the Senate purchase a laptop computer for use by the Senate Secretary. Ms. Cullen-Brown made a motion that the Senate agrees to give the Finance Committee the authority to spend the balance of the budget to meet Staff Senate needs. Ms. Boock seconded that motion. The motion was passed.

Communication Committee – Mr. Skutnick thanked his committee for the work they did this year. He reported that they continue to work on the newsletter. He asked that the Chairs of each of the committees send him something highlighting their work. He also asked Mr. Murphy to write a “Message from the President”. The newsletter will probably be published in the fall.

6. Old Business:

The payroll department is working on a system that will do away with time cards.

Ms. Gownley has been named a Pro Deo having served the University for twenty years, and Ms. Stavisky was awarded for her ten years of service.

Newsletter: There was a lengthy discussion on the questions that were raised at the Open Forum in November.

- Some questions are too broad for a quick answer. On the surface they seem simple, but there are many layers to some.
- Have the department answering the questions review the copy before printing to ensure that things were not changed in the translation.
- Some questions only the AC can answer.
- Some questions can be answered by saying that you are moving forward on it.
- Staff, UGC members, AC members, and student and faculty officers should receive a copy of the newsletter.
- Announce the publication in the Royal News with a link to the newsletter.

It was pointed out that the Senate approved the proposal to hold two Open Forums each year. The question as to why two were not held was raised. It was decided by the Executive Committee that we needed to have answers to the questions raised in the Fall Open Forum

before hosting another forum. Mr. Murphy said that our goal next year is to improve response rate to the questions raised.

Alternate Work Schedule Committee: After a brief discussion on the recommendation of the Alternate Work Schedule Committee, Ms. Cullen-Brown made a motion that the Alternate Work Schedule Committee's recommendation be brought to the UGC. Ms. Vaccaro seconded the motion. The motion was approved.

Ms. Winslow made a motion to adjourn the meeting which was seconded by Mr. Skutnick. The meeting adjourned at 11:20 a.m.

Respectfully Submitted by,

A handwritten signature in cursive script that reads "Catherine Murphy".

Catherine Murphy