

TO: Staff Senate

FROM: Catherine Murphy
Staff Senate Secretary

DATE: July 9, 2010

SUBJECT: Minutes from June 23, 2010 Meeting

In attendance: Ms. Bealla, Mr. Cawley, Ms. Cherra, Ms. Clause, Ms. Cullen-Brown, Ms. Eagen, Ms. Fetsko, Mr. Gaylets, Ms. Gurz, Mr. Harris, Mr. Hickernell, Mr. Keegan, Ms. Laffey, Ms. Lang, Ms. Mascelli, Ms. McCrea, Mr. Murphy, Ms. Murphy, Ms. Rupp, Mr. Pace, Ms. Palko, Mr. Pilger, Mr. Sakowski, Mr. Schofield, Mr. Skutnick, Ms. Stavisky, and Ms. Thomas.

Mr. Murphy opened the meeting at 10:07 am in the PNC Conference Room in Brennan Hall by welcoming everyone especially the new senators.

Opening Prayer – Mr. Murphy offered the opening prayer

Ms. Gurz will be representing Mr. Wetherell for today's meeting.

1. Minutes:

Ms. Cullen-Brown made a motion to accept the minutes which was seconded by Mr. Hickernell. The minutes were approved as written.

2. Approval of Agenda:

Ms. Cullen-Brown asked that introductions should be added to the agenda. She explained that since this was the first time meeting of the newly elected senate it would be helpful if everyone introduced themselves. Mr. Hickernell made a motion that introductions be added to the agenda and Mr. Gaylets seconded the motion. The motion was approved.

Mr. Murphy asked everyone to state their names and position in order to get to know one another.

3. President's Report:

Mr. Murphy gave an overview of the relationship the Staff Senate has with the University Governance Council. He reported on the Executive Committee meeting and outlined the goals for the Senate for the upcoming year, which are listed in his report.

4. Committee Reports:

Mr. Murphy passed out the committee sign-up sheets. He encouraged everyone to sign up for one committee and ask anyone who is willing to serve as chair to indicate that on sheets. He said that if no one volunteers to serve as chair the Executive Committee will ask someone to serve as chair. Ms. Cullen-Brown was asked to read the charges of each of the committees.

Mr. Murphy explained the importance of committee work to the Senate. He said that last year most of the committees had at least one non-senator as a member and that he would like to encourage that as the committees are seated that the members and chairs make an effort to get non-senators each committee. Mr. Murphy explained that the Senate is often asked to populate staff positions on other committees across the University (i.e. Board of Trustees Committees, search committees).

5. Old Business:

Open Forum – Mr. Murphy will give the answers to the forum questions to the Communication Committee to be included into a newsletter.

Alternate Work Schedule – Mr. Murphy stated the Mr. DeSanto would like to have the Alternate Work Schedule committee make its presentation to the UGC. He said that Ms. Day also expressed an interest in having the presentation to HR. Mr. Murphy said that he will speak to Mr. Barrett, who is no longer on the Senate but who chaired the committee.

Standard and Poor's - Ms. Gurz reported that the University was just notified that Standard and Poor's have given us an A rating.

Guest Speakers – A number of names were suggested as possible guest speakers. Ms. Murphy will contact those on the list to schedule their presentation to the Senate.

Staff to Staff Mentoring Program - Ms. Murphy said that at the last Executive Committee meeting the idea of developing a Staff to Staff Mentoring Program was discussed. She explained that the idea is to look at developing a program where staff would volunteer to mentor a new employee or someone who takes a new position (i.e. faculty secretary would mentor a faculty secretary). The committee would also look at developing and then providing general information regarding procedures (i.e., placing work orders, ordering supplies, booking rooms, etc.) The Senate voted and approved sending this to the Staff Development Committee for discussion and possible implementation.

6. Election of Vice President and Secretary:

Vice-President: after a brief discussion Ms. Cullen-Brown name was placed into nomination. Mr. Hickernell moved to close the nominations and Mr. Gaylets seconded the motion. Ms. Cullen-Brown was elected as Vice-President.

Ms. Murphy was nominated to serve as Secretary. Ms. Cullen-Brown reviewed the By-Laws to make sure that an alternate senator can serve as an officer. Finding no language stating that alternates may not serve as officers the Senate voted on Ms. Murphy's nomination. The Senate voted unanimously to retain Ms. Murphy as Secretary.

There was a discussion on the need to amend the By-Laws to state clearly that alternates may serve as officers.

Mr. Skutnick distributed the Staff Senate name tags.

Mr. Gaylets motion to adjourn the meeting. Ms. Bealla seconded the motion. The meeting adjourned at 11:25 a.m.

Respectively Submitted

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

Catherine Murphy