

TO: Staff Senate

FROM: Catherine Murphy
Staff Senate Secretary

DATE: September 22, 2010

SUBJECT: Minutes from September 22nd Meeting

In attendance: Ms. Bealla, Mr. Cawley, Ms. Clause, Ms. Cullen-Brown, Ms. Eagen, Ms. Fetsko, Mr. Franceschelli, Mr. Gaylets, Ms. Gurz, Mr. Hickernell, Ms. Hynosky, Ms. Jachimowicz, Mr. Keegan, Ms. Laffey, Ms. Mascelli, Ms. McCrea, Mr. Murphy, Ms. Murphy, Ms. Rupp, Mr. Pace, Mr. Pilger, Mr. Sakowski, Mr. Schofield, Mr. Skutnick, Ms. Stavisky, Ms. Thomas, Mr. Wimmer, and Ms. Day

1. Mr. Murphy opened the meeting at 10:10 am in the PNC Board Room in Brennan Hall. Mr. Murphy announced that
 - a. Ms. Winslow has resigned from the Staff Senate;
 - b. Mr. Franceschelli who was the first alternate is taking Ms. Winslow's seat;
 - c. Mr. Wimmer has joined the Senate as an alternate.

Mr. Murphy offered his congratulations to Mr. Franceschelli and welcomed Mr. Wimmer.

2. Fr. Leo Manglaviti, S.J., offered the opening prayer.
3. Fr. Leo Manglaviti, S.J., Director of Ignatian Spiritual Formation was the first guest speaker of the new academic year.

Father thanked everyone for the opportunity to address the senate. He stated that he is a member of the New England Providence, and that although he is new to the University, he does have local roots in the area.

Father explained that his primary mission is to serve as a liaison between faculty and staff, and the Ignatian Identity of the University. He pointed out that with the decreasing numbers of Jesuits; it is becoming critical that we educate lay people about Ignatian Identity. Father said that he is available to work with people on an individual basis, as well as, with groups to assist them with the Spiritual Exercises. He said that if anyone is interested in joining a group or working with him individually to please contact him. Father's office is located in STT 456 and he can be reached at extension 4258.

4. Minutes: Ms. Bealla made a motion to accept the minutes as written. Mr. Gaylets seconded the motion. The minutes were approved as written.

5. Agenda: Ms. Laffey made a motion to approve the agenda and Ms. McCrea seconded the motion. The agenda as presented was approved.

6. President's Report:

Mr. Murphy announced that Rosette Adera is looking for 6 Staff Senators to serve on the Sexual Harassment Committee. He explained that this is a committee that meets on an as needed basis. He asked senate members interested in serving on the committee to notify him or Ms. Murphy.

Mr. Murphy congratulated and thanked Ms. Fetsko for the professional and timely manner in which the election for a professional staff member to serve on the Presidential Search Committee was conducted. He offered his congratulations to Ms. Anne Marie Stamford who won the election.

Mr. Murphy thanked Mr. Skutnick for taking on the responsibility of running the Communications Committee meeting last month and Ms. Stavisky for her willingness to serve as Chair the Events and Community Building Committee.

Mr. Murphy announced that the Executive Committee, acting on a suggestion made at the last senate meeting, has scheduled the Senate Orientation on October 20th in conjunction with our monthly senate meeting. He explained that we will have an abbreviated meeting and move right into the orientation. He announced that we have asked, Cena Block, a Productivity Consultant, Professional Organizer, Speaker and Coach to lead a session on "Leading Effective Meetings."

Mr. Murphy said that Ms. Trovato wanted him to pass along her thanks for our assistance with the Family Picnic. He said that there was a good turnout for the picnic.

Mr. Murphy announced that now that the UGC schedule is set, he will contact Mr. Barrett to arrange for the Alternate Work Week Committee to present the results of the survey they conducted last year to the UGC and HR staff.

7. Liaison's Report:

Ms. Day apologized for not attending the August meeting. She reported that the Board of Trustees has requested that a representative from the clerical staff and maintenance staff be appointed to the President's Search Committee. She explained that the Board is recognizing the new governance structure of the University by making this request. She explained that the guiding document that outlines the committee membership is the *Faculty Handbook*. But, she added that the *Handbook* has not kept pace with the new governance system and needs to be reviewed.

Ms. Day said that the Mr. Condron, Chairman of the Board, made it clear in his memo, that it is the intent of the Board to seek a qualified Jesuit to serve as President, but will consider other candidates only if the initial search is unsuccessful.

Ms. Day was asked about the confidential nature of the search Mr. Condron referenced in his memo. She said that because other Jesuit Universities are also searching for a President, the Board felt that we must be able to assure candidates strict confidence. However, the search

committee will be seeking input from its constituencies, as to what they feel are the values, credentials, and qualifications the next President should possess. There was a brief discussion on how the searches were handled in the past. Ms. Day reassured the senate that everyone will have the ability to express what they views.

8. Committee Reports:

Staff Development Committee: Ms. Mascelli reported that committee held its first meeting last week. She said that the meeting focused on organization.

By-Laws Committee: Ms. Cullen-Brown explained that the information that was sent with today's agenda reflects the changes that the By-Laws Committee has made to Article IV, #7, Article V, #2, Article IX. She asked that we review the documents so that we can vote on adopting the changes at the October meeting. Ms. Cullen-Brown reported that if the changes to the By-Laws are adopted next month, she doesn't expect the committee to meet unless there is a specific reason.

Mr. Murphy who is a member of the committee interjected that when these changes are adopted, the committee will have completed its review of the By-Laws. He explained that the original By-Laws were written by the planning committee. He noted that the By-Laws will now be the By-Laws written and approved by the Senate.

Ms. Cullen-Brown stated that the members of the Executive Committee are deeply concern with the lack of participation by some senators. She stressed the importance of senator participation on committees.

Finance Committee: Ms. Cullen-Brown announced that the committee will begin to review the current budget and start the process of creating a budget for next year. She said that she would like the full senate decide how the money is spent.

Recognition and Excellence Award Committee: Mr. Murphy reported that Mr. Wetherell has agreed to begin serving as chair of the committee in November. Ms. Day said that the work for the nominations for the Sursum Corda Awards was completed by the committee in anticipation of fall convocation. She informed the senate that the AC decided to make a change and present the awards at the Spring Convocation since more staff members attend. She said that she will work with the nominations that were submitted in anticipation of the fall convocation.

Communication Committee: Mr. Skutnick stated that committee meetings have been schedule for the year. He reported that at their last meeting the committee reviewed the website and is in the process of making updates. He said that the newsletter was discussed and the committee has decided to publish 2 newsletters a year. He reported that Ms. Davitt, who has agreed to serve on the committee as a non-senator participant, has experience in publishing newsletters and has offered to help. Mr. Skutnick reported that Ms. Davitt is in the process of searching for a template that will be a good fit for our newsletter. He asked the President and Committee Chairs to submit articles for the first newsletter. He then asked the senators to help name the newsletter.

Ms. Jachimowicz stated that she would like us to consider sending out the newsletter electronically. She said that she thinks that it is important for us to be as sustainable as possible.

Mr. Skutnick reported that the committee still does not have a chair. He said that this is his third year serving on the committee and that he would like to give someone else the chance at taking a leadership role.

9. New Business:

Mr. Murphy explained that the Executive Committee is very concerned about the lack of willingness of senators to take on leadership roles. He said that in an attempt to understand the issue and to identify what roadblocks may be keeping individuals from participating more fully, the committee created a questionnaire. He asked that everyone take a few moments to fill out the questionnaire.

A senator reported that a staff member raised a concern about public safety ignoring parking violations (i.e. parking over the lines), as well as, the problem with pigeons on the bottom floor of the garage. This individual was wondering when the spikes were going to be installed to keep the pigeons out. Mr. Murphy asked that the senator to forward the complaint to Ms. Murphy, who will then forward the complaint to the proper department.

Ms. Cullen-Brown informed the Senate that the University's response to the increase in violence on campuses across the country has been to form a Student with Behavioral Concerns Committee. She said that the Committee has published a pamphlet which outlines some behaviors that may indicate that a student is having some problems, and lists what resources are available for helping the individual. She said that she will bring copies of the pamphlet to distribute at the next meeting.

Mr. Murphy reported that there have been questions raised about the book rental program at the bookstore. He said that he will be investigating the issue.

Mr. Gaylets made a motion to adjourn the meeting it was seconded by Ms. Cullen-Brown. The meeting adjourned at 11:30 a.m.

Respectively Submitted By,

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

Catherine Murphy