

TO: Staff Senate

FROM: Catherine Murphy
Staff Senate Secretary

DATE: October 27, 2010

SUBJECT: Minutes from October 20, 2010 Meeting

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

1. Mr. Murphy began the meeting at 10:05 am in the PNC Board Room in Brennan Hall. He announced that today's meeting will be an abbreviated meeting in order to provide as much time to the orientation program as possible.

Ms. Clause offered the opening prayer.

2. Minutes: Mr. Skutnick made a motion to accept the minutes. Mr. Wetherall seconded the motion. The minutes were approved as written.

Ms. Palko wanted it noted that the Student and Behavioral Concerns Committee was not just formed as a response to increased violence on college campuses. She said that the committee has a broader scope than just campus violence.

3. Agenda: Ms. Clause made a motion to accept the agenda. Ms. McCrea seconded the motion.

4. President's Report: Mr. Murphy stated that the UGC met on September 28th and said the following topics were addressed:

- We will receive the Speaker's Policy again for final review;
- The UGC began working on standardizing University policies;

Mr. Murphy said that the idea is to gather all University policies and house them in one location. Currently it is very difficult to find policies. He said that he will send the members of the Senate copies of the handouts defining policies and a template on how policies should be written.

Mr. Murphy reported that the Executive Committee met and reviewed the results from the survey that was taken at the last Senate meeting. He thanked everyone for their participation. He said that after reviewing the result, the committee decided to ask Cena Block, a Professional Organizer and Productivity Coach to be our guest speaker at today's orientation. Her topic is "How to Lead Effective Meetings".

Mr. Murphy thanked Ms. Mascelli and Ms. Stavisky for their work in organizing the orientation.

Mr. Murphy reminded committee chairs that their articles for the newsletter are due on November 5th.

5. Liaisons Report: Mr. Murphy briefly summarized Ms. Day's report since she was unable to attend today's meeting.
 - The 3.2% pay increase was effective October 9th and will be reflected in the October 29th paychecks.
 - The HR department is pleased to announce that the new recruiting service is now operational. This paperless job application system replaces our current process and should enhance the experience for the applicant, hiring managers and search committees.
 - The United Way Campaign has begun and our goal is \$18,000.
 - November is Open Enrollment month for health insurance and flexible spending accounts.

6. Flu Shots: Ms. Murphy said that Pat Popeck, Director of Student Health Services wanted to remind everyone that flu shots are still available this week at the Wellness Center.

7. Committee Reports:

Election and Membership Committee: Ms. Fetsko distributed a copy of a request she received from Rosette Adera, asking for six employee representatives to volunteer to sit on the Sexual Harassment Hearing Committee pool. The memo gives detailed information on what the commitment to this committee entails.

Staff Development Committee: Mr. Wetherell said that he will get in touch with Ms. Day to see if the committee needs to do any further work on the Sursum Corda Awards. He asked Ms. Murphy to send him a list of committee members.

Social Events & Community Building Committee: Mr. Skutnick and Mr. Murphy said that work on the December luncheon needs to begin. A date needs to be picked and a room needs to be booked. Ms. Stavisky reported that she has been in touch with Ms. Vaccaro who has agreed to assist with the planning.

Finance Committee: Ms. Cullen-Brown reported that the committee is working on preparing our budget request for next year. She asked committee chairs to send her what they believe their committees are going to need for next year.

8. Old Business:

It was reported that members of the President's Search Committee will be convening meetings with groups of their constituents to listen to what they feel are important traits for a President to possess.

Mr. Hickernell made a motion to adjourn the meeting. The motion was seconded by Ms. Mascelli. The meeting adjourned at 10:30 a.m.

Respectively Submitted By,



Catherine Murphy