

TO: Staff Senate

FROM: Catherine Murphy  
Secretary, Staff Senate

DATE: November 17, 2010

SUBJECT: Minutes from November 17<sup>th</sup> Meeting

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

1. Welcome:

- The meeting began at 10:10 a.m. in the PNC Board Room in Brennan Hall. Mr. Murphy welcomed everyone to the meeting.
- Mr. Wimmer offered the opening prayer.
- Ms. Davitt a member of the Communication's Committee took pictures of each committee for the newsletter.
- Mr. Murphy announced that Ms. Murphy will vote for Ms. Lang in her absence.

2. Guest Presentation:

Dr. Harold W. Baillie, Provost/Academic Vice President was the guest speaker. Dr. Baillie began by stating that communication enhances and preserves our community and that the staff senate plays an important part in achieving this goal. He thanked the senate for inviting him to speak today.

Dr. Baillie reported that he has two charges: academics, which includes offering courses, staffing, and keeping faculty involved, etc., and planning and budgeting so that we can achieve our goals.

Dr. Baillie began by talking about planning and development of the University.

- Presidential Search – He stated that the search is a confidential closed search and that the search committee will be looking at the top candidates shortly. He reported that the Board of Trustees is committed to look for a Jesuit and that he believes that it is important for the University to have a Jesuit lead us. He said that if anyone has questions they should contact their search committee representatives.
- Planning for the academic side of the institution: Dr. Baillie said that we are laying a strong foundation to reach our goal of becoming the best Masters I Institute in the country institution. He reviewed some of the areas he is working on:
  - ♦ Ensure that we are offering quality programs in all the colleges
  - ♦ Continue to develop quality programs
    - i.e. the Exercise Science Major was designed to be a feeder program for DPT, but it has gone beyond that. We are now looking to develop other programs within Exercise Science.
  - ♦ A strong focused Graduate school
    - focus on professional training,( i.e. MBO and Health Admin.)
    - continue to develop quality online courses
  - ♦ Campus Facilities growth is evident. The new science building and the Mulberry Street project will be completed this year. He said that we do need new facilities from Exercise Science, OT and PT.

### Questions & Answers:

Q: How did you promote the online courses to faculty and how did you get them to buy in?

A: Faculty understand the market and what the possibilities are. When we proposed the MBO program we were prudent and had an agreement with the faculty that they would teach the courses until we knew that the program would be a success. We are now hiring faculty, to teach those courses, who will be paid out of the profits from the program. He added that we are looking to hire another faculty member for Health Administration. He said we also pay faculty to develop programs and courses during the summer.

Q: Could you comment on organizational change?

A: Dr. Baillie said that the change adjusts the number of direct reports to the President and it was done to assist Father better manage his calendar. He said that it is too early to know how it's working. He said that membership of the committees has not changed, but that there are times when the new focused group meets. He said that there are some advantages and noted there is more cooperation between Student Affairs and Academic Affairs.

Q: Can you talk about your proposal to change the total number of credits required for graduation and the proposed GE changes?

A: Dr. Baillie said that the proposal has survived and has been embraced by the faculty, for the most part. He explained that part of the proposal is to reduce the number of credits required to graduate from 130 to 120. He said that, in order to do that we will be dropping the PHED requirements, as well as, public speaking, writing and the freshmen seminar requirements. He said that this will allow students to have free electives that are free and not required. Dr. Baillie said that he also proposed a new freshman seminar for 3 credits. They will be taught by full-time faculty and will have a cap of 18 students. We have six to eight week in the fall to get students excited about their education and being here and research shows that students that connect with faculty have a higher retention rate. We have been running pilots this semester and the general consensus has been positive.

Dr. Baillie said that the Faculty Senate has a sub-committee looking at the proposal. He said that he would like to have the seminars up and running in the Fall of 2011.

Q: How will the reductions of credits affect the budget?

A: Dr. Baillie said that because we have flat tuition it does not affect tuition revenue.

Q: What are the major challenges during the transition?

A: Dr. Baillie said that we need someone to keep up the enthusiasm we have had during Fr. Pilarz's term. He said that:

- We will have to see what relationship the new President will have with senior administration
- What are the new President's goals for the institution?
- How are they the same and how is it different?
- Getting a solid budget ready to give the new President time to get established.
- Will he trust the current leadership to carry on during the introduction of the new President?
- A big challenge for the new President will be contract negotiations.

Dr. Baillie thanked the Senate for the opportunity to address the senate.

### 3. Review of Minutes:

Ms. Cullen-Brown made a motion to accept the minutes. It was seconded by Ms. Laffey. The minutes were approved.

### 4. Review the Agenda:

Ms. Mascelli asked that a discussion of the survey to added to the agenda. Mr. Hickernell made a motion to accept the amended agenda and it was seconded by Ms. Fetsko. The amended agenda was approved.

5. President's Report:

Mr. Murphy said that there has been a lot of activity in the last couple of months (i.e., newsletter, filling committees, December Breakfast, and presentation to UGC coming up in December) and he thanked everyone involved in those projects for the extra work.

6. Liaison Report:

Ms. Day reported that the AC continues to work on the budget and they would like to have it ready to present to the Board of Trustees at their February meeting. She said that the restructuring of direct reports was done to reduce the time constraints on the President since his role needs to be more externally focused and that key strategic areas (i.e., admissions) are now under an executive vice president

Ms. Day said that she plans to use the Sursum Corda Awards nominations the committee submitted in anticipation of the awards being part of the fall convocation. Mr. Wetherell suggested that this is an opportunity to let everyone that was nominated know and to thank them for their contributions.

Ms. Day reminded everyone that November is open enrollment month. She said that December 6<sup>th</sup> is the deadline to change insurance and to enroll in the flex spending accounts.

7. Committee Reports:

Finance Committee: Ms. Cullen-Brown stated that the senate will not be asking for an increase in our budget. She distributed a form that the committee designed and should be used when requesting funds.

Ms. Cullen-Brown made a motion that the Staff Senate purchase a laptop to be used by the Secretary for Senate business. Mr. Hickernell seconded the motion. The motion was unanimously approved. Ms. Cullen-Brown will order the computer.

By-Laws Committee: Ms. Cullen-Brown asked that we vote on the changes that she submitted from review at the September meeting.

- Ms. Cullen-Brown made a motion that the Senate vote on the proposed changes to Article IV. The motion was seconded by Mr. Gaylets.  
Article IV, #7 to include bolded type: "The Executive Committee will identify and appoint a Senator and now **or Alternate** to fill a vacating officer's seat in the event that a lack of candidates precludes an election. The appointed Senator **or Alternate** will fill the vacancy until the next regularly scheduled election."  
The motion was approved.
- Ms. Cullen-Brown made a motion that the Senate vote on the proposed changes to Article V. The motion was seconded by Ms. Mascelli.  
Article V, #2a. to include bolded type: "Staff Senate Officers are elected by the Staff Senate. **Only Staff Senate Members may be elected to officer positions.**"  
After a brief discussion the Senate voted and the motion was not to approve.
- Ms. Cullen-Brown made a motion that the Senate vote on the proposed changes to Article IX. Ms. Jachimowicz seconded the motion.  
Article IX to include the following statement: "**Alternates serving as Senators designees are entitled to one (1) vote.**"  
The motion was approved.

Election and Membership Committee: Ms. Fetsko reported on the status of committee appointments:

- Sexual Harassment Hearing Committee –six staff members are now serving on the committee
- Associate Dean of the Library – completed.

Ms. Clause asked Ms. Fetsko how individuals are chosen to fill committee positions. Ms. Fetsko said that currently the committee decides, but she added that the committee is currently working developing a process for the committee to follow.

Recognition & Excellence Committee: Mr. Wetherall reported that the committee work for the Sursum Corda Award is complete. He suggested that he would like to show recognition to anyone that was nominated. He said that it would be another way to recognize staff.

Communication Committee: Mr. Skutnick reported that the committee has been meeting weekly to work on the newsletter. He said that they are now working on the layout and photos.

Social Events and Community Building: Ms. Stavisky reported on the progress of the breakfast.

Staff Development Committee: Ms. Mascelli reported that the committee will be meeting this Friday and that they are continuing to work on the staff to staff mentoring program.

8. New Business:

- Speaker Policy – Mr. Murphy reported that the Senate needs to vote on the changes made by the AC. Mr. Murphy read the policy. Mr. Murphy made a motion to accept the Speaker Policy. Ms. McCrea seconded the motion. The Senate unanimously approved recommending the policy to the UGC.

9. Old Business:

- Capital Campaign: Mr. Murphy reported that the Senate has been asked to assist in wrapping up the Capital Campaign. He explained that we have been asked to assist the campaign to reach its goal of higher staff participation. After a discussion Ms. Cullen-Brown made a motion that the Senate agree to have the Executive Committee investigate the request further. Ms. Jachimowicz seconded the motion. The motion was approved.
- IR Forum on Email Conversion: Ms. Jachimowicz reported that there will be a forum to introduce the new product, tomorrow at 11:30 am in Brennan Hall.
- Training for CPR: Mr. Sakowski reported that a staff member has asked him if CPR training could be made available. Mr. Gaylets who is a member of the University's Safety Committee said that it was brought up at a committee meeting and that the Human Resource person on the committee was interested in this and was going to look into it. After some discussion, Ms. Mascelli agreed to try to pull details together and report back to the Senate.
- Committee Reports: Mr. Murphy asked committee chairs to submit written reports prior to the Senate meetings. This will ensure that we have the information on your committees' work in the event we run short of time and skip the committee reports.
- Campus Survey: The University has sent out a survey to the faculty, staff and students asking them to rate their specific governance body. This led to a discussion on the availability of computers on campus. It was pointed out that not everyone has access to a computer during work. Some individuals can only access their email on a break, lunch hour, after work or at home. After a lengthy discuss it was decided that Ms. Cullen-Brown would speak with Mr. DeSanto and tell him of the Senate's concerns and posting information on the portal.

Ms. Laffey made a motion to adjourn which was seconded by Mr. Pace. The meeting adjourned at 11:55 a.m.

Respectfully Submitted By,



Catherine Murphy