

TO: Staff Senate

FROM: Catherine Murphy
Staff Senate Secretary

DATE: February 9, 2011

SUBJECT: Minutes from December 8th Meeting

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

1. Welcome:

- Mr. Murphy began the meeting at 10:10 am in the PNC Board Room in Brennan Hall.
- The opening prayer was offered by Mr. Murphy.
- Mr. Murphy announced that Mr. Wimmer will be voting for Mr. Wetherell today.

2. Approval of Minutes:

The approval of the November meeting minutes was deferred to our next meeting. Ms. Murphy will send a copy of the minutes to Senate members for review.

3. Approval of Agenda:

Ms. Bella made a motion to approve the agenda which was seconded by Ms. McCrea. The agenda was approved as written.

4. President's Report:

Mr. Murphy updated on the last UGC meeting:

- The Faculty Senate had a problem with the revised Speaker's Policy and did not recommend approval at this time.
- Our By-Laws need to be amended to include language that states how our liaison will bring items to the AC. He said that the committee is working on the language.

Mr. Murphy reported that, he met with a director from an area where concerns have been raised about Staff Senate participation and whether it should be considered University business or volunteer work. He said that the director was very receptive and indicated that he would speak with department supervisors, to stress that the Senate is important and that its work (meetings, etc.) is considered University business.

Mr. Murphy announced that he will not be at the December Breakfast and that he has asked Ms. Cullen-Brown to fill in for him in his absence. Ms. Cherra reported that she has received a number of responses for the breakfast from faculty. After a discussion it was decided that in order to avoid embarrassment Ms. Cherra will call those faculty members and let them know that this is a staff event. There was also a discussion on whether we should invite administrators to the breakfast. Ms. Laffey made a motion to invite administrators to the breakfast and Ms. Bealla seconded the motion. The motion was approved. Ms. Stavisky will send invitations to the administrators. Ms. Day will provide the labels for the mailing.

5. Liaisons Report:

Ms. Day reported that the AC continues to work with the FMC to balance the budget. She said the budget should be ready to present to the Board of Trustees at their February meeting.

Ms. Day also reported that work on the tactical plans continues.

6. Committee Reports:

Election and Membership Committee: Ms. Fetsko reported that the committee recently appointed a clerical representative to serve on the Public Safety Committee. She said that the committee will meet sometime in January to begin preparing for the next election.

Communication Committee: Mr. Skutnick reported that the committee has been meeting weekly preparing the first newsletter. He said that he hopes to have a proof ready for Mr. Murphy to preview later this week. Mr. Skutnick announced that the committee will be donating a basket for next week's breakfast.

Social Events and Community Building: Ms. Stavisky announced that the toys collected at the breakfast will be going to Children and Youth, and the proceeds from the 50/50 will be donated to the Griffin Pond Animal Shelter in "Jack's" name. She said that Fr. Pantle will give the blessing, Ms. Maculloch, from Development, will be speaking about the Capital Campaign, and Ms. Scramuzza has offered to sing at the breakfast as a Christmas gift. She said that she has contacted Mr. Skutnick and Mr. Hickernell and we will be showing clips of the newsletter on screens throughout the breakfast.

Staff Development Committee: Ms. Mascelli stated that the committee is currently preparing materials and designing a format to present information to new hires. She added that the committee will be donating a basket to the breakfast.

7. Old Business:

- Orientation Feedback: Ms. Mascelli reported that the feedback on the presentation given by Cena Block was very positive; however most people indicated that they would have liked a longer session. There was a discussion on the possibility of inviting Ms. Block back to campus. Ms. Cullen-Brown said that she would send information on Cena Block and the services she offers to Ms. Day.
- Capital Campaign: Mr. Murphy said that Ms. Maculloch will be speaking at the breakfast. He stated that he is not sure what the Senate's involvement will be.

8. New Business:

- Open Forums: Mr. Murphy reported that the Executive Committee discussed whether it is a realistic expectation to host two open forums each year. He said that since this is something that the senate voted on, he wanted to bring it to the full Senate for discussion. During a discussion the following points were raised:
 - The Senate can amend the motion
 - We need to decide if we want to hold large forums or smaller forums (focus groups)
 - We should not have a forum to have a forum
 - Some of the questions from forum were difficult to answer because they were either too broad or too specific (about an individual)
 - Have a topic for the forum and invite the individuals that may have the answers to questions raised at the event.

- The Social Events and Community Building Committee hosted the last forum and should discuss this.

It was decided that the Social Event and Community Building and Communication Committee will review this and bring their recommendation back to the Senate.

Mr. Murphy reported that the answers from the first forum will be available at the breakfast and will be posted on our website.

- Senate' Role: Ms. Cullen-Brown said that she has been approached about having the Senate meet with their own constituency. (Clerical meets with Clerical, etc.).
 - Do our constituents really understand what our role is?
 - Do they understand that we a conduit to get information for them.
 - We need to do a better job communicating our role.
 - Is there a way to have each group of constituents meet with senators once during the semester?
 - We need to develop a better way of addressing question (website or newsletter)

9. Items from the Floor:

Mr. Sakowski reported that he has been asked about the decision that was made not to publish the directory. It was explained that some of the reasons for not printing the directory are; it is labor intensive, it is outdated by the time it goes to print, and not printing it is more sustainable. It was pointed out that it would be helpful for senator's to communicate to their constituents the reasons decision was made. Mr. Hickernell added that after this year individuals that want a hard copy of the directory can have it printed at the print shop, but the department will be charged a fee.

Mr. Gaylets made a motion to adjourn the meeting. It was seconded by Ms. Laffey. The meeting adjourned at 11:30 a.m.

Respectively Submitted By,



Catherine Murphy