

TO: Staff Senate

FROM: Catherine Murphy
Secretary, Staff Senate

DATE: March 11, 2011

SUBJECT: Minutes – February 23, 2011 Meeting

In attendance: Mr. Cawley, Ms. Cherra, Ms. Clause, Ms Cullen-Brown, Ms. Eagen, Ms. Fetsko, Mr. Franceschelli, Mr. Gaylets, Ms. Gurz, Ms Hynosky, Ms. Jachimowicz, Ms. Laffey, Ms. Lang, Ms. Mascelli, Ms. McCrea, Mr. Murphy, Ms. Murphy, Ms. Rupp, Mr. Pace, Ms. Palko, Ms. Sakowski, Mr. Schofield, Ms. Skutnick, Ms. Thomas, Mr. Wetherell, Mr. Wimmer, and Ms. Day. Ms. Scramuzza attended as a guest.

1. Welcome:

- The meeting began at 10:10 am in the PNC Board Room in Brennan Hall. Mr. Murphy welcomed everyone to the meeting after our January break. He said that some senator's have indicated that they did not like taking a break in January. He said that it will be something we will discuss when it's time to prepare next year's meeting schedule.
- Ms. Trovato briefly addressed the group to ask senators to encourage their constituents to attend the Employee Party in March. She said that the party is a time for faculty and staff to get together and build community.
- Ms. Gurz will be finishing Mr. Hickernell's term which ends in 2012. Mr. Henfling has agreed to serve as an alternate.
- Mr. Franceschelli offered the opening prayer.

2. Review of Minutes:

Ms. Laffey made a motion to accept the minutes as written. Ms. Fetsko seconded the motion. The minutes were approved.

3. Approval of Agenda:

Mr. Skutnick made a motion to accept agenda as written. Mr. Gaylets seconded the motion. The agenda was approved.

4. Guest Presentation:

Guest Presenter was Rosette Adera, Director of the Office of Equity and Diversity. Ms. Adera thanked the senate for the invitation to come and speak about her role, and the range and scope of her responsibilities.

Ms. Adera explained that she has two charges: Equity, which deals with policy compliance, sexual harassment policy, and affirmative action and equal opportunity; and Diversity, which deals with diversity initiatives, cultural sensitivity training, and diversity training.

Ms. Adera's Power Point presentation is available on the staff senate website at <http://academic.scranton.edu/organization/staffsenate/>.

5. President's Report:

Mr. Murphy report included:

- An update on the governance survey:
He said that the survey component has been completed and is moving into its next phase. Officers from each of the senate's will be interviewed and small focus groups will be meeting to discuss governance. He said that the final report will be given to the President and Board of Trustees.
- UGC update:
 - ♦ Mr. DeSanto stated that the AC approved our By-Laws and added that the change they suggested was only a suggestion.
 - ♦ The students representing the Student Senate presented information on the Royal Ride. This is a pilot program that is taking the place of the Smart Ride. It still runs from the University to Marywood, but it also has some expanded routes. Based on the interest of students and staff they may be looking to expand the program to other areas of the city.

Mr. Murphy thanked the members of the Communication Committee for the work they did on the newsletter. He said that he sent a copy to Dr. Hogan, who played an important part in the creation of the staff senate.

6. Liaison's Report:

Ms. Day reported that a balanced budget will be presented to the Board of Trustees later this week. She said that the FMS will begin looking at new funding requests.

Ms. Day reported that the AC will be involved in the Presidential transition. An Inauguration Committee has been formed with Mr. Davis and Dean Pellegrino serving as co-chairs.

Ms. Day reported that the deadline for the Staff Window Retirement Plan is March 1st. In order to take part in the Plan employees must be at least 62 years old and have been employed by the University for 15 yrs. Ms Day was asked if a Retirement Plan would be offered again. She said that she would never say never, but there is no intent to make this permanent. She said that the Window Plan for faculty saved more money than the staff retirement plan will. She added that this is not phase one of forced downsizing.

Ms. Day reported that the Performance Management Steering Committee attended 2 days of training. Ms. Cullen-Brown said that during the training the committee reviewed the data from

the survey that was conducted on our current evaluation process. Ms. Day said that the committee submitted some recommendations to the AC for their review. She said that there was a lively discussion at the AC and the committee should expect comments from the AC sometime in March. Ms. Day said that the goal is to have a system in place, and supervisors and employees trained by June 1st.

Ms. Day was asked how the membership on the committee was decided. She said that she chose the members in consultation with the Vice President's.

Ms. Day was asked if the 360 degree evaluation process was discussed. She said that it was discussed and that the 3rd cycle will be funded.

7. Committee Reports:

Finance Committee: Ms. Cullen-Brown reported that we have a \$7,700 balance, but that does not reflect the cost for the December luncheon.

Election and Membership Committee: Ms. Fetsko reported that the committee is busy working on the upcoming election. The Meet the Candidates' luncheon is scheduled for March 25th from 11:30 to 1:00 in The DeNaples Ballroom.

Ms. Fetsko reported that the committee will be filling a request from the Parking Board for a professional employee to sit on the Board.

Staff Recognition and Award Committee: Mr. Wetherell announced that the award luncheon is scheduled for May 18th in DeNaples 407. He said that if anyone has any ideas on how to improve last year's ceremony let him know.

Communication Committee: Mr. Skutnick reported that the committee will be doing a slide presentation on each of the nominees at the Meet the Candidate Luncheon.

He reported that the committee agreed that the Newsletter will stay at 4 pages. He said that they are looking to include articles from the President and Executive Committee, a review of the Holiday Breakfast, the election results and to spotlight another senator. He said that there is no specific deadline yet but it will probably be sometime in April. He said that the election results will be on the inside pages.

Mr. Skutnick said that Megan Davit has volunteered to co-chair the committee.

Staff Development Committee: Ms. Mascelli reported that the committee continues putting together a manual for new employees. She said that the committee has invited Cory for HR.

By-Laws Committee: Ms. Cullen-Brown said the latest version of the By-Laws will be on the website shortly. She said that the suggestion made by the AC will be on the committee's agenda next month.

8. Old Business:

Mr. Murphy reported that it looks like senators will be asked to contact staff to let them know about the Pride and Passion Campaign.

Ms. Cullen-Brown asked if each of the representative groups is going to hold meetings with their constituents. After some discussion, it was decided that the Clerical representatives on the Senate will hold an open forum for clerical staff. Ms. Fetsko agreed to pull the clerical representatives together but that the event should be spearheaded by the Social Events and Community Building Committee.

Ms. Cullen-Brown said that she will review the charges of the committees in the By-Laws. Maybe the committee has to look at having the different groups meet with their constituents.

9. New Business:

Ms. Fetsko suggested that we may want to consider having a Blog. She said that the library has 2 blogs. One is for staff only and it serves as a vehicle to let people know what is going on. She said that it could make communication easier for our committees. It's a way to communicate quickly.

10. Open Items:

The topic of Open Forums was raised. After some discussion it became clear that we either need to schedule a forum or we need to revisit this and possibly amend the motion.

Ms. Thomas encouraged senators to complete the Core Alcohol Survey.

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

Respectively Submitted By,



Catherine Murphy
Staff Senate Secretary