

## Attachment 1

TO: Staff Senate

FROM: Catherine Murphy  
Staff Senate Secretary

DATE: April 11, 2011

SUBJECT: Minutes from March 16th Meeting

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In attendance: Ms. Bealla, Ms. Cherra, Ms. Clause, Ms. Eagen, Ms. Fetsko, Mr. Franceschelli, Mr. Gaylets, Ms. Gurz, Ms. Hynosky, Ms. Jachimowicz, Ms. Laffey, Ms. Lang, Mr. Murphy, Ms. Murphy, Mr. Pace, Ms. Palko, Mr. Sakowski, Mr. Skutnick, Ms. Thomas, Mr. Wetherall, Mr. Wimmer, and Ms. Day.

1. Welcome:  
Mr. Murphy opened the meeting at 10:13 a.m. in the PNC Board Room in Brennan Hall. He offered the opening prayer.
2. Minutes:  
Ms. Laffey made a motion to accept the minutes which was seconded by Mr. Franceschelli. The minutes were approved as written.
3. Agenda:  
Ms. Clause made a motion to accept the agenda which was seconded by Ms. Cherra. The agenda was accepted as presented.
4. President's Report:  
Mr. Murphy announced that we will not be helping with the Pride Passion & Promise Campaign since Ms. McCulloch is moving to a new position in Development and no one has been assigned to take over this project. Ms. Day suggested that Mr. Murphy contact Ms. Garofalo, Assistant Vice President of Development because she said that this is not what she is hearing at other meetings.

Mr. Murphy reported that the Alternate Work Schedule Committee's presentation to the UGC was well received. He thanked Mr. Barrett, Ms. Davis and Ms. Bealla for all their hard work. He said that their work can be used as a model for other committees to use.

Mr. Murphy asked senate members to encourage others to attend Wellness Day next week.

5. Liaison Report:

Ms. Day announced that 40 individuals are participating in the early retirement plan. She reported that there will be an event sometime in May to honor the employees that are retiring. She said that the vacant positions are being reviewed to determine if the position will be filled.

Ms. Day gave an update on the performance management system. She said that we have received affirmation to work with the plan the steering committee presented to the AC. She said that the steering committee will meet again in April to be trained and then committee members will train members of the university community. Everyone will be trained; supervisors as well as staff.

6. Committee Reports:

Election & Membership Committee:

Ms. Fetsko reported that the deadline for nominations for the Staff Senate elections is tomorrow. She said that as of today we have 13 nominations for 7 open seats representing the Professional staff, 12 nominations for 3 open seats representing the clerical staff and 4 nominations for 6 open positions representing the maintenance and trades staff.

There was concern expressed about the lack of interest, especially in the maintenance and trades area. Ms. Fetsko said that some members of the Election and Membership Committee sat down with Mr. Laboranti, Ms. Davitt, and Mr. Gaffney to discuss ways to make the election more accessible to maintenance employees since the election will be electronic this year. She said that they have a problem with scheduling, since most of the senators are coming from maintenance and not enough from the trades. Ms. Fetsko said this is something that should be discussed after the election.

Ideas to increase interest that were discussed:

- Mr. Skutnick will put a reminder on BBoard
- Mr. Murphy will speak to Mr. Devers and the zone supervisors – hearing from them that voting and participation on the Senate is supported will go a long way
- Ms. Day suggested more individual outreach
- Extend the deadline for nominations

The Senate agreed to extend the deadline for the nominations up until the Meet and Greet the Candidates luncheon scheduled next week.

In answer to a question that was raised regarding what we would do if there were not enough nominations to fill the vacancies Ms. Fetsko said that this is something that the By-Laws Committee should discuss.

Ms. Fetsko said that the Meet and Greet invitations will be going out later this week.

Ms. Fetsko reported that a clerical roundtable is scheduled for next week. She said that we are trying to get the word out.

Recognition & Excellence Award Committee:

Mr. Wetherell reported that we have divided up the responsibilities to execute the duties for the awards ceremony. He reminded everyone that the May Board meeting will be in DeNaples.

Mr. Wetherell said that the committee approved a new award to be given to staff; the Staff Senate President's Award. He said it has been passed to the President of the Senate for his consideration. The President's Award is instituted to recognize excellence and achievement in the performance of duties as a University of Scranton Staff senator. It is envisioned that awardees will exhibit truly outstanding execution of duties as senators in terms of effort expended and importance of outcomes. The President of the Staff Senate will select one (or very few) senator(s) each year, and the presentation of the award will be made at the Annual Senate Awards Ceremony.

Communication Committee:

Mr. Skutnick reported that they have been coordinating the information for the upcoming election. He said that they are working on the Power Point slides for the nominee introductions.

Mr. Skutnick announced that the Website is up to date and he will be posting Ms. Adera presentation shortly. He said that the deadline for articles for the newsletter is April 1<sup>st</sup>.

Ms. Day expressed some concerns about writing for the newsletter but she said that she would be happy to talk about it.

Mr. Skutnick said that distribution of the newsletter will be more challenging this time since we will be doing a direct mail.

Social Events and Community Building:

Mr. Murphy announced that Ms. Cherra and Ms. Hynosky have agreed to serve as co-chairs of the committee.

Ms. Cherra reported that the room set up, food, and flowers have been ordered for the Meet the Candidate luncheon. She said that there will be container for people to donate food item at the entrance to the luncheon, the 50/50 is ready to go, and the flowers on the table will be raffled off.

By-Laws Committee:

Mr. Murphy said that the committee did meet and has decided to recommend that it should be a requirement that everyone on the staff senate be required to serve on one committee. Since there is not a quorum this item will be tabled until the next meeting.

7. Old Business:

Blog: Mr. Skutnick will be getting in touch with Ms. Yarmey in the library to get more information about the blog.

Open Forum Discussion: There was a discussion on changing the senate's commitment to hosting two open forums a year. Mr. Murphy will have the original motion for the next meeting.

UGC: The UGC was asked to take the Alternate Work Schedule report to the AC. The Faculty Senate said that they support the report but also recommend that it be acted on.

Ms. Fetsko made a motion to adjourn the meeting. Ms. Bealla seconded the motion. The meeting adjourned at 11:10 a.m.

Respectively Submitted by,

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

Catherine Murphy  
Staff Senate Secretary