

TO: Staff Senate

FROM: Catherine Murphy
Secretary

DATE: May 2, 2011

SUBJECT: Minutes from April 13, 2011 Meeting

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

1. Introduction:
Mr. Murphy opened the meeting at 10:10 am in the PNC Board Room in Brennan Hall. Ms. Thomas offered the opening prayer.
2. Minutes:
Ms. Laffey made a motion to accept the minutes which was seconded by Mr. Wetherell. The minutes were approved as written.
3. Agenda:
Ms. Bealla made a motion to accept the agenda. Mr. Gaylets seconded the motion. The agenda was approved as written.
4. Guest Presenter:
Mr. James Devers, Assistant Vice President for Facilities Operations was the guest presenter. Mr. Murphy said that with all the construction and moving of departments that is scheduled for this summer this was an appropriate time to have Mr. Devers address the Senate.

Mr. Devers reviewed some of projects that will be worked on over the summer

- Science Center
- Mulberry Street Dorms
- Commons Entrance
- Royal Way
- Clay Avenue construction
- Mulberry Street improvements
- Landscape improvements

Mr. Devers said that the University allocates \$500,000 to update the dorms each year. He said that this year Redington Hall will be upgraded and Gavigan Hall is scheduled to be upgraded next year. He said that Fayette, Tioga and Cambria Houses will be taken off-line this year, but he added that the properties may be used to house various departments.

Mr. Devers reported that Phase 1 of the signage project is completed and Phase 2 will begin shortly with the East end of the campus getting new signage.

Mr. Devers explained that renovations to St. Thomas Hall will begin in June and will take about one year to complete. He said that the first, second and third floors will be renovated and the fourth and fifth floors will receive life safety updates.

Mr. Devers said that Loyola Hall will remain in use with the science faculty offices staying there for the year while the science centers labs will be operational. The Philosophy, Math, Theology and History departments will be housed in the Science Center during the St. Thomas construction.

For complete details you can see Mr. Devers presentation on the Staff Senate website.

5. President's Report:

- The UGC continues to work on the survey on governance and we expect a report in the fall.
- Mr. Murphy thanked the Election and Membership Committee for the work they did with the election this year.
- Mr. Murphy announced that Development does want our assistance with the campaign. He said that because of time constraints our involvement will be a letter sent to staff from Mr. Murphy encouraging employees to give to the campaign. He said the letter will explain the benefit of just participating.

6. Liaisons Report:

Ms. Day said that the percentage of staff participation in giving is reviewed by rating agencies. She reported that 40 of the 65 staff members eligible to retire on the window plan are retiring. She said that HR staff continues to work with these employees and with the vice-presidents in replacing these employees.

She said that the AC has implemented a new performance management program.

She reported that there will be mock training today for members of the Performance Management Steering Group. When they are trained they will train other members of the community. She said that the new evaluation process is a multi-faceted system that will encourage conversation between staff and supervisors more than once a year.

She reported that the HR office is planning an event to honor those retiring.

7. Committee Reports:

Finance Committee: Ms. Cullen-Brown reported that there is \$2,000 left in our budget. She said that we are seeking input on how we should spend Senate money (i.e. should we be sponsoring more staff development, etc.)

Election and Membership Committee: Ms. Fetsko announced the winners of the election. She thanked everyone that helped with the elections. She said that she will try to get the percentage of staff that voted in the election.

Recognition & Awards Committee: Mr. Wetherell reported that the next Senate meeting will be May 18th in the DeNaples Center followed by our awards luncheon.

Communication Committee: Mr. Skutnick reported that the next edition of the newsletter will focus on the elections. He said that they expect to have it published by the end of May.

Staff Development Committee: Ms. Mascelli reported that the committee will be meeting on Friday and continues to work on the project. She said that Mr. Hunsinger , Human Resource Manager has been invited to join the committee. Mr. Murphy asked the committee to try to have something ready (even if in draft form) by the end of May.

By-Laws Committee: Ms. Cullen-Brown said that the committee has some changes to the By-Laws that they would like to have voted on today.

Ms. Cullen-Brown said that the committee recommends that in Article III language be added that states the staff senators are required to serve on one committee.

Mr. Gaylets motioned that the language be approved. Ms. Bealla seconded the motion. The Senate voted unanimously to approve the language.

Ms. Cullen-Brown said that the AC had suggested that we include language on the role of the Senate liaison. She said the committee agreed and are proposing the language that was submitted.

Mr. Skutnick made a motion to accept the language. Ms. Laffey seconded the motion. The senate unanimously voted to approve the language. Ms. Day will inform the AC of the change.

Ms. Cullen Brown said that the changes will be posted on the Staff Senate website.

8. Old Business:

Ms. Fetsko gave a brief report on the roundtable meeting held for clerical staff. She distributed 2 handouts, one listing the concerns that were raised at the meeting and the other what we are doing in response to those concerns.

She reported that another roundtable meeting will be held on April 28th.

9. New Business:

Ms. Murphy reported that someone made a suggestion that the agenda of an upcoming meeting be mailed to all staff prior to the meeting. After a brief discussion, it was decided that the agenda of meetings will be sent to all staff prior to the meeting.

Ms. Cullen-Brown made a motion to adjourn the meeting. It was seconded by Ms. Bealla. The meeting adjourned at 11:30 a.m.

Respectively Submitted by,



Catherine Murphy
Staff Senate Secretary