

TO: Staff Senate Members

FROM: Catherine Murphy
Secretary, Staff Senate

DATE: June 9, 2011

SUBJECT: Minutes from May 18, 2011 meeting

In attendance: Mr. Cawley, Ms. Cherra, Ms. Clause, Ms. Cullen-Brown, Ms. Eagen, Ms. Fetsko, Mr. Gaylets, Ms. Gurz, Mr. Harris, Ms. Hynosky, Ms. Jachimowicz, Ms. Lang, Ms. McCrea, Mr. Murphy, Ms. Murphy, Ms. Rupp, Mr. Pace, Mr. Sakowski, Mr. Schofield, Mr. Skutnick, Ms. Thomas, Mr. Wetherall, Mr. Wimmer. Ms. Bevaqua, Ms. Freeman, Mr. O'Malley, and Ms. Rafter newly elected to Senate also attended.

The meeting began at 10:10 in Room 407 in The DeNaples Center.

1. Mr. Murphy began that meeting by welcoming everyone to the last meeting of the 2010-2011 academic year. He also recognized the new senators and outgoing senators. Ms. Lang offered the opening prayer.
2. Minutes:
Ms. Cullen-Brown made a motion to accept the minutes. Ms. Hynosky seconded the motion. The minutes were accepted as written.
3. Agenda:
Ms. McCrea made a motion to accept the agenda and Ms. Clause seconded the motion. The agenda was accepted as submitted.
4. President's Report:
Mr. Murphy said that in the interest of time he would make an abbreviated report. He said that he tried to capture all of our accomplishments this past year. He asked that if he missed something to please let him or Ms. Murphy know.
5. Liaison's Report:
Ms. Day said that she did not have any updates to report. She offered her thanks to those that attended the party for those retiring this year.

Ms. Day reported that Fr. Quinn met with some staff for lunch during his last visit. She said the feedback from that meeting was that there was not enough time.

6. Committee Reports:
Staff Development Committee: Ms. Murphy reported that the committee continues to work on their project for new employees. She said that the committee decided to get the information that is ready published and to continue to update that information.

By-Laws Committee: Ms. Cullen-Brown reported that she will update the By-Laws to reflect that changes that were adopted at the April meeting shortly.

Mr. Murphy said that with this latest change, the By-Laws are truly the Senate's By-Laws. He said that the initial By-Laws were written by the Planning Committee with the idea that they would be reviewed and changed by the Senate. He said at this point the committee has completed its review of the By-Laws.

Finance Committee: Ms. Cullen-Brown reported that we have a balance of \$2,000 as we close out the year. Since the Newsletter will not be published until after May 31st and it had been budgeted for this year, Ms. Cullen-Brown will see if we can still use this year's money to cover the cost of the newsletter. Ms. Cullen-Brown will contact Mr. Donohue to see how this can be done.

Communication Committee : Mr. Skutnick reported that Mr. Wimmer has agreed to co-chair the committee. He reported that the newsletter will be published later than expected since Ms. Davitt, who works on the layout has been out on medical leave, but she expected to be back shortly.

Mr. Skutnick said that he will stay on until the newsletter is published. He also reported that Ms. Palko will be serving as a volunteer on the committee next year.

Election Committee: Ms. Fetsko reported the percentage of staff participation in the elections was:

- Clerical 59%
- Professional 33%
- Maintenance/Trades/Public Safety 22%

Ms. Fetsko said that she will go back and compare the numbers with last year's and report back to the Senate.

7. Roundtable Report:

Ms. Fetsko reported that there was a 50% increase in the number of staff that attended the 2nd roundtable discussion. She said that moving the time of the discussion seems to have made a difference in the attendance. She added that the feedback has been overwhelmingly positive.

Mr. Murphy said that with the success of these discussions the format can be used as a model for other groups when setting up their roundtables.

Mr. Murphy began a discussion on Open Forums vs. Roundtables. After some discussion Ms. Murphy made a motion to resend the March 2009 motion that requires the Senate to hold two open forums a year. Ms. Cullen-Brown seconded the motion. The motion was approved with a majority of the vote.

Ms. Murphy made a motion that the Community Building & Events Committee review and determine the feasibility for each employee group to hold Roundtable Discussions. They would then develop a plan to organize the Roundtables. Mr. Gaylets seconded the motion. The motion was approved by a majority of the vote.

8. Open Discussion:

- Orientation Program/Development Program needs be assigned to committee
- Development of letter to include in new employees information given out by HR
- Look at options to communicate with staff other than staff-all email. We need to define our needs; what should go on BBoard, Royal Mail etc.
- Blog

Ms. Rupp made a motion to adjourn the meeting which was seconded by Ms. Cherra. The meeting adjourned at 11:15 am