

TO: Staff Senate Members

FROM: Catherine Murphy
Secretary, Staff Senate

DATE: June 28, 2011

SUBJECT: Minutes from June 15th meeting

In attendance: Ms. Bealla, Ms. Bevacqua, Mr. Cawley, Ms. Cherra, Mr. Clark, Ms. Clause, Ms. Cullen-Brown, Ms. Eagen, Ms. Falbo, Mr. Franceschelli, Mr. Gaylets, Ms. Hynosky, Ms. Jachimowicz, Ms. Laffey, Ms. Lang, Ms. Mascelli, Mr. Murphy, Ms. Murphy, Mr. O'Malley, Mr. Pace, Ms. Rafter, Mr. Pilger, Mr. Sakowski, Ms. Stamford, Ms. Thomas, Mr. Wasalinko, Mr. Wetherall, Mr. Wimmer.

Ms. Falbo will be voting for Ms. Fetsko at today's meeting.

1. Mr. Murphy began that meeting at 10:10 a.m. in the PNC Board Room in Brennan Hall by welcoming everyone to the first meeting of the 2011-2012 year. Ms. Stamford offered the opening prayer. Mr. Murphy asked the new senators and alternates to introduce themselves to the Senate.

As the committee sign-up sheets were passed out, former committee chairs gave a brief overview of the work of each committee. Senators and alternates were informed that they must participate in one committee and that it is recommended that they sign up for no more than two committees

2. Minutes:
Ms. Cullen-Brown pointed out a misspelling. Ms. Bealla made a motion to accept the minutes. Ms. Laffey seconded the motion. The minutes were accepted with the one spelling correction.
3. Agenda:
Mr. Gaylets made a motion to accept the agenda and Ms. Cullen-Brown seconded the motion. The agenda was accepted as submitted.
4. Guest Presenter:
Mr. Edward Steinmetz, Vice President of Finance and Treasurer was the first guest presenter of this new year.

Mr. Steinmetz said that he was going to talk about the 2011-2012 Budget by combining a presentation to the UPC and the Board of Trustees report. He encouraged members to ask questions as they arise.

Mr. Steinmetz said that it was difficult this last year to build a balanced budget while at the same time building in some flexibility for the new president. He said that we have reduced the operating budget permanently by \$1 million.

In his presentation Mr. Steinmetz discusses tuition increases, discount rates, budget surpluses and the current budget.

During his presentation Mr. Steinmetz said that the University is committed to:

- continue to produce a balanced budget
- continue the fiscal discipline that has allowed us to “budget for surplus” over the last few years
- continue to look for new sources of income (i.e. new programs, semesters)
- continue to build budgets based on the income 890 freshmen will bring in
- continue to look at how our tuition and fees compare to our competitors
- continue to be conscious of the cost parents and students can afford
- continue to keep tuition increases around 4%

Mr. Steinmetz was asked:

- When you are talking about the surplus is graduate tuition included in the surplus?

Ms. Steinmetz said that the Graduate School revenue target is budgeted. He said that we count on the Graduate School, Deltak and BISK revenues.

- Has the merit pay we’ve been hearing about been considered in the budget? How to fund it? What should be the amount for it to be effective?

Mr. Steinmetz said that AC is wrestling with this. He said we need to recognize the high performers and still give enough of an increase to our regular employees.

- When the staff retirement program was proposed was it to save the University money? How was that planned?

Mr. Steinmetz said that he could only give his opinion. He said that he looked at Holy Cross’s program. Many other schools that have done this have not replaced the positions. He said that we made the decision not to do that, but rather trust each vice-president to review the positions affected in their divisions, to update the job descriptions and refocus position if necessary and to make sure the position is needed.

Mr. Steinmetz thanked the Senate for the opportunity to come and speak today. He said that he realizes that sometimes people are more comfortable talking one on one; he said that he would be happy to speak with anyone.

To view Mr. Steinmetz complete presentation, visit the Staff Senate Web Site.

5. President’s Report:

Mr. Murphy explained that we will be electing Vice President to a one year term today. He said that one of the Vice President’s responsibilities is to chair the finance committee. He said that we will also be electing a President Elect today. This person will shadow the president this coming year and will serve as the president for a two year term beginning next year. He explained that the Vice President and the President Elect can be the same person.

6. Election:

Ms. Murphy announced the candidates for President Elect:
Ms. Cullen-Brown
Ms. Cathy Mascelli - declined
Mr. Joseph Wetherall - declined
Mr. Mark Murphy - declined

Ms. Murphy announced the candidates for Vice-President:
Kym Fetsko
Ms. Cathy Mascelli - declined
Ms. Anne Marie Stamford

Ms. Cullen-Brown is the President Elect
Ms. Fetsko was elected VP by a majority

Mr. Murphy congratulated Ms. Cullen-Brown.

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