

TO: Staff Senate

FROM: Catherine Murphy
Staff Senate, Secretary

DATE: September 19, 2011

SUBJECT: Minutes from September 7th Meeting

In Attendance: Ms. Bealla, Ms. Bevacqua, Mr. Cawley, Ms. Cherra, Ms. Cullen-Brown, Ms. Eagen, Mr. Franceschelli, Ms. Freeman, Mr. Gaylets, Ms. Hynosky, Ms. Laffey, Ms. Lang, Ms. Mascelli, Ms. Murphy, Mr. Murphy, Mr. Pace, Ms. Rafter, Mr. Sakowski, Ms. Stamford, Ms. Thomas, Mr. Wasalinko, Mr. Wetherell, Ms. Day

1. Welcome:
 - Mr. Murphy opened the meeting at 10:10 a.m. in the PNC Board Room in Brennan Hall.
 - Ms. Cullen-Brown offered the opening prayer.
 - Ms. Murphy will be voting for Ms. Fetsko and Mr. Wasalinko will be voting for Mr. Pilger.
2. Minutes:

Ms. Cherra made a motion to approve the minutes and Ms. Laffey seconded the motion. The minutes were approved.
3. Agenda:

Ms. Cullen-Brown made a motion that was seconded by Mr. Wimmer to accept the agenda. The agenda was approved as submitted.
4. President's Report:

Mr. Murphy reported that the University Governance Council has not yet met, but should begin meeting shortly. He explained that at the Executive Committee meeting the following items were discussed.

 - CMS - Senate Webpage
 - The Election Newsletter
 - The Staff Resource Project
 - Assisting Human Resources with updating the Staff Handbook
 - The Inauguration citation and gift
5. Liaison's Report:

Ms. Day reported that:

 - The budget process has begun.
 - HR has been busy with training staff and supervisors on the Performance Management System

Ms. Day was asked about this year's staff raises. She said that the FMC will decide the amount of the raise between now and October 1st.

6. Ratification of Committees:

Mr. Gaylets read the names of each committee's membership and chairperson(s). He then made a motion to ratify the committees' memberships and chairs. Ms. Stamford seconded the motion. The motion was passed.

7. Committee Updates:

Finance Committee: Ms. Cullen-Brown reported that the balance of the Senate's account is \$9,698.

Election & Membership Committee: Mr. Murphy reported that the committee filled 3 vacancies on the Board of Trustees Committees.

Recognition & Excellence Committee: Mr. Wetherell reported that he committee will begin working with HR to ensure that the materials for the Sursum Corda Nominations are correct. Ms. Day said that she doesn't expect changes to last year's procedures. She added that the deadline for submission of nominations will probably be sometime in December.

Communication Committee: Mr. Wimmer announced that the Senate's Webpage is now up on the new CMS system. He asked the group to send any suggestions or feedback to him or Ms. Jachimowicz.

Mr. Wimmer said that the Newsletter with the Elections results is at the printers and will be distributed shortly. He said that 150 copies are being printed and will be distributed to various offices. He added that the newsletter will be sent electronically, as well as posted on the Senate Website and announced in Royal News. Ms. Murphy asked that she receive a printed copy for Senate files.

Social Events & Community Building Committee: Ms. Hynosky said that the committee will work with the Staff Development Committee to plan the Orientation scheduled on November 2nd. She reported that the committee is looking at December 20th or 21st for the Holiday Breakfast and asked if there was a preference. Ms. Cullen-Brown suggested Wednesday the 21st since we hold our regular Senate meetings on Wednesday mornings it might be easier for people to attend on a Wednesday.

Ms. Hynosky asked if the committee is charge with scheduling the Roundtables or are they charged with making recommendations on what the Roundtables should look like. Mr. Murphy said that the committee is charged with bringing a format and procedure back to the Senate for approval. He added that each employee group would then be responsible to organize their Roundtables.

Staff Development Committee: Ms. Mascelli announced that the New Staff Resources project is complete. She said that it will be announced on the portal, BBoard, and Royal News. She also said that it will be emailed to all staff and will be posted on the Staff Senate Website. Ms. Day said the eventually she would like to have a link to the Staff Senate website.

Ms. Mascelli reported that on November 2 we will have a brief Senate meeting which will be followed by an Orientation session and luncheon.

8. New Business:

Staff Handbook: There was a discussion on the possibility of the Staff Senate assisting HR with reviewing and updating the Staff Handbook. Ms. Day said that she feels that this is HRs responsibility. She said that her staff had been working on it and they have about 50% of it completed. She said with staffing issues and the new performance management program it has not been a high priority. Ms. Day said that if there are things missing from the Handbook or things you would like to see in the Handbook to let her know so it can be considered.

It was agreed that the Senate would review the Handbook after the revisions were completed by HR and vetted by the senior leadership.

Staff Emeriti: Ms. Stamford said that a professional staff member that is retiring asked her if they would be able to keep their email account. She presented minutes from an APC meeting that includes a list of benefits faculty and staff emeriti are entitled to. Ms. Day asked Ms. Stamford to forward that material so that she can begin to investigate this.

The meeting was adjourned at 11:30 a.m.

Respectfully Submitted By,

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

Catherine Murphy
Secretary