

TO: Staff Senate

FROM: Catherine Murphy
Senate Secretary

DATE: October 19, 2011

SUBJECT: Minutes from October 5th meeting

In attendance: Ms. Bealla, Ms. Cherra, Ms. Clause, Ms. Cullen-Brown, Ms. Eagen, Ms. Falbo, Ms. Fetsko, Mr. Franceschelli, Ms. Freeman, Ms. Hynosky, Ms. Jachimowicz, Ms. Lang, Ms. Mascelli, Mr. Murphy, Ms. Murphy, Mr. O'Malley, Mr. Pace, Ms. Rafter, Mr. Sakowski, Ms. Stamford, Ms. Thomas, and Mr. Wimmer.

1. Welcome

- ♦ Mr. Murphy began the meeting at 10:10 a.m. in the PNC Board Room of Brennan Hall by welcoming everyone to the meeting.
- ♦ Ms. Rafter offered the opening prayer.

Ms. Bevacqua and Ms. Laffey called and are unable to attend today's meeting.

2. Minutes

Ms. Stamford made a motion to accept the minutes. The motion was seconded by Ms. Cullen-Brown. The minutes were approved as written.

3. Agenda

Ms. Bealla made a motion to accept the agenda. Mr. Gaylet's seconded the motion. The agenda was approved as written.

4. President's Report

Mr. Murphy reported that the UGC had its first meeting of the academic year last week. He said the following was discussed:

- ♦ Speaker Policy – a new version has been submitted for approval to the Senates.
- ♦ The AC has been renamed – it is now the President's Cabinet.
- ♦ Alternate Work Week – Mr. DeSanto and Ms. Yerkes have a meeting scheduled to discuss this with Ms. Day in November.
- ♦ The need to update the Staff Handbook was discussed. Mr. Murphy said that he sent Ms. Day a memo asking when the Staff Handbook updates are expected to be completed.
- ♦ The UGC will continue to work on collecting policies from across the University and housing them in one place on the Governance Website.
- ♦ CMS has been updated.
- ♦ Staff Resource Project is complete and online. The Senate briefly discussed ways to promote its use to employees.

Mr. Murphy reported that the Executive Committee met and discussed the number of emails we should send out to staff members. It was decided that in order to limit the emails we send to staff, we will try to include any pertinent information in the email that is sent monthly with the agenda.

Mr. Murphy announced that Ms. Stavisky has resigned and the Mr. Clark is no longer an employee of the University. He said Ms. Murphy is checking the election results to see who is next in line to assume the alternate positions.

Mr. Murphy thanked all those that participated in the Inauguration, especially Ms. Cullen-Brown. He reported that the citation and gift from the Senate were well received.

5. Committee Reports

- ♦ Recognition & Excellence Awards

The Sursum Corda Awards was discussed and Mr. Wetherell will meet with Ms. Day to discuss sending the nomination forms out electronically. Arrangements will be made to have paper copies for the maintenance staff.

- ♦ Communication

The website continues to be updated. The Newsletter on the election has been distributed. The deadline for the November Newsletter is October 5th.

- ♦ Social Events & Community Building

Ms. Hynosky reported that everything is ready for the orientation. She also reported that the December Breakfast is scheduled for December 20th.

- ♦ By-Laws

Ms. Cullen-Brown asked that the committee be removed from the monthly reports since the committee will only be active on an as needed basis. Mr. Murphy asked Ms. Murphy to make that change. Ms. Cullen-Brown will send the latest version of the By-Laws to Ms. Jachimowicz to be posted on the website.

6. Old Business

Speaker Policy

Mr. Murphy informed the committee that this is the latest version of the Speaker Policy. He said that Fr. Quinn rewrote the policy but did not make major changes. Father agreed to drop the disclaimer which was an issue for the Faculty Senate.

Ms. Mascelli made a motion to accept the policy and Ms. Cullen-Brown seconded the motion. The motion passed unanimously. Ms. Murphy will inform Mr. DeSanto of the Senate's decision.

Roundtable Discussion

Ms. Hynosky reported that the Committee will be meeting later today and this is on the agenda.

7. Items from the Floor

A senator reported that they have been approached by a constituent inquiring about the possibility of having an ombudsman here at the University. There was a lengthy discussion that included some background information on the Climate Study conducted in 2004, the internal study conducted a year later, and the possibility of forming an Ad Hoc Committee to investigate the role of an ombudsman at a University. It was decided that this is something that the Executive Committee will discuss.

8. Adjournment

Mr. Wimmer made a motion to adjourn which was seconded by Ms. Rafter. The meeting adjourned at 11:35 a.m.

Respectfully Submitted by:

A handwritten signature in black ink that reads "Catherine Murphy". The script is fluid and cursive, with the first letter of each word being capitalized and larger than the others.

Catherine Murphy