

TO: Staff Senate

FROM: Catherine Murphy
Staff Senate Secretary

DATE: December 9, 2011

SUBJECT: Minutes of November 2nd Meeting

In attendance: Ms. Bealla, Ms. Cherra, Ms. Clause, Ms. Cullen-Brown, Ms. Eagen, Ms. Fetsko, Ms. Freeman, Mr. Gaylets, Ms. Hynosky, Ms. Jachimowicz, Ms. Laffey, Ms. Lang, Ms. Mascelli, Mr. Murphy, Ms. Murphy, Mr. O'Malley, Mr. Pace, Ms. Rafter, Mr. Sakowski, Ms. Stamford, Mr. Wasalinko, Mr. Wetherell, Mr. Wimmer, Ms. Day.

1. Welcome:

- Mr. Murphy opened the meeting at 10:02 a.m. in the PNC Board Room of Brennan Hall.
- Ms. Freeman offered the opening prayer

2. Approval of Minutes:

Ms. Laffey made a motion to accept the minutes. Ms. Jachimowicz seconded the motion. The minutes were approved as written.

3. Approval of Agenda:

Ms. Cullen-Brown made a motion to accept the agenda. It was seconded by Ms. Hynosky. The agenda was approved.

4. President's Report:

Mr. Murphy said that in the interest of time his report would be abbreviated. He said that the UGC will be meeting tomorrow and that the results from the Governance Survey are on the agenda.

Mr. Murphy congratulated Ms. Jachimowicz and Mr. Wimmer on the Fall Newsletter.

Mr. Murphy announced that Mr. Pace is now a senator.

5. Guest Presentation:

Fr. Kevin P. Quinn, S.J., President of the University was the guest presenter. Mr. Murphy welcomed Fr. Quinn to the meeting.

Fr. Quinn said that he has found everyone to be welcoming and supportive and is looking forward to working with us. He said that he would like to talk about his hope for the University.

Fr. Quinn laid out some of his hopes for the University:

- For us to increasingly become a place for students to embrace education not just in the classroom but outside the classroom

- To become a place that sees transformational education
- A place where the mind, heart and soul are integrated – this is when vocation in life is found.

Fr. Quinn announced that he is going to establish a Jesuit Center, which will be housed in Campus Ministries, to ensure that we keep our Jesuit mission in the forefront. He said that he is also going to establish an Office of Sustainability to educate staff, faculty and students on sustainable issues.

Fr. Quinn said the staff are an integral part of what happens at the University and that we are living examples of St. Ignatius' view of education.

Fr. Quinn thanked everyone for their service to the Senate and he complimented the work of the Senate. He also thanked the group for the caricature we presented him for his inauguration. He gave a special thanks to Ms. Fetsko.

6. Liaison's Report:

Ms. Day reported that:

- Fr. Quinn has renamed the Administrators Conference, it is now the President's Cabinet (PC)
- The PC had a robust discussion on the Governance Survey that was conducted last year. Ms. Day said that it will be discussed at the next UGC meeting.
- The PC continues working on the budget
- Mr. DeSanto and Ms. Yerkes will meet with HR regarding the Alternate Work Schedule. She said that the UGC will update the Senate.

7. Committee Reports:

- Election and Membership Committee:

Ms. Fetsko reported that she received a request for a staff member to serve on the Scranton Inclusion Committee. She said that Ms. Eagen has agreed to serve on the committee.

- Staff Recognition Committee:

Ms. Lang reported that she met with Ms. Day on the Sursum Corda Award. Nomination requests will be sent out next week and will be due on December 19th. Ms. Lang said that the awards are given out during the Spring Convocation.

- Communication Committee:

Mr. Wimmer reported that 150 paper copies of the Fall Newsletter were mailed out. He said that the Senate Website has been updated and that the committee is working on publicizing the December breakfast.

Mr. Wimmer said that the Staff Resource Project was on the ITower last month. He added that it is still on the front of our website and it has been on the portal and BBoard. Ms. Jachomowicz said that she will contact Valerie Clark about doing a story for the Staff section of the Record.

Ms. Mascelli said that emails were sent out to all new staff hired since February informing them about project and asking for their feedback.

- Social Event and Community Building:

Ms. Hynosky reported that the committee has finalized arrangements for the Staff Senate orientation and has begun to work on the Christmas Breakfast arrangements. She asked senators if they wanted to contribute a basket from each committee for the breakfast as we did last year. Ms. Hynosky will email committee chairs to see if their committee will donate a basket.

Ms. Hynosky agreed to contact Ms. Vaccaro regarding donating toys to be distributed at the ARA/University Christmas Breakfast.

Ms. Hynosky said that she will bring information regarding the roundtable format to the Executive Committee and then bring it back to the full Senate.

- Staff Development Committee:

Ms. Mascelli reported that the committee continues to discuss what project to take on this coming year. She said that if anyone would like to see the committee take on a specific project to let her know.

On another matter Ms. Mascelli said that she would like to have us come up with a way to recognize honored guest speakers and presenters.

- Finance Committee:

There was no formal report, but Ms. Cullen-Brown asked Chairs to let Ms. Fetsko know what their committee's budget needs are since this is budget planning time. Ms. Day said that at this point in the process she needs a total number.

8. Old Business:

- Ombudsman position: Mr. Murphy explained to Fr. Quinn that one of our constituents raised the issue of having an ombudsman here at the University. He said that typically the Senate will look at a request and decide what to do. Typically we will investigate, write a report and make a recommendation to the UGC. He stressed that the Senate is not saying we need one or don't need one. We are just investigating.
- Staff Handbook: Ms. Day said that the Staff Handbook is an HR function and that when it is complete we will be able to review it.

Ms. Bealla made a motion to adjourn; it was seconded by Ms. Mascelli. The meeting adjourned at 10:50 a.m.

Respectively Submitted By,



Catherine Murphy