

TO: Staff Senate

FROM: Catherine Murphy
Staff Senate Secretary

DATE: January 18, 2012

SUBJECT: December 14, 2011 Meeting Minutes

In attendance: Ms. Bevacqua, Ms. Cherra, Ms. Clause, Ms. Cullen-Brown, Ms. Eagen Mr. Franceschelli, Ms. Freeman, Mr. Gaylets, Ms. Hynosky, Ms. Kennedy, Ms. Laffey, Ms. Lang, Ms. Murphy, Mr. Murphy, Mr. O'Malley, Mr. Pace, Mr. Sakowski, Ms. Thomas, Mr. Wasalinko, Mr. Wetherell, Mr. Wimmer, Ms. Day.

1. Welcome:

Mr. Murphy opened the meeting at 10:05 a.m. in the PNC Board Room of Brennan Hall. He also offered the opening prayer.

2. Minutes:

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

3. Agenda:

Ms. Cullen-Brown moved to accept the agenda. Mr. Gaylets seconded the motion. The agenda was approved.

4. President's Report:

Mr. Murphy reported that:

- the results of the Governance Survey are still under review. He said that the UGC will meet tomorrow and we may have more information to share on this at our next Senate meeting;
- the Speakers Policy was approved;
- the UGC discussed developing a policy on how fundraising on campus, (i.e. Blue Jeans for Babies, etc.) should be handled. Mr. Murphy said that he expects that Fr. Quinn will charge the Senates with drafting a policy;
- the UGC also discussed whether there is a need for a policy covering an employee's attendance at meetings and events. He said that the committee seemed to think that a policy needs to be put in place.

Ms. Day said that she believes that this is a management issue and she is not sure it's a policy issue. She encouraged the Senate to outline its concerns;

- beginning with how Senate participation and participation at Senate events have been affected; and
- then look at how participation on University committees and other University events (i.e. Wellness Day, etc.) have been affected.

Ms. Cullen-Brown said that one of the concerns raised at the UGC was that there are times when meetings are scheduled that don't fall within the timeline for maintenance staff to request time off.

During a discussion it became clear how complicated this issue can be, with the various employee classifications and different shifts at the University. It was also recognized that each division must ensure that they have proper coverage, but that it is also important that each division understand that the administration supports employee participation. The need for the administration to take a more visible role in supporting the Senate and its work was also discussed.

Ms. Day said that when we have gathered this information she can present it to the President's Council.

5. Liaison's Report

Ms. Day reported:

- that the senior leadership continues to work on the budget, trying to balance tuition and costs. She said their goal is to have a balanced budget to present to the Board of Trustees at their February meeting.
- Fr. Maher will be on board opening the new Jesuit Center this spring. She explained that the Center's mission is to educate lay staff and faculty on Ignatian Mission and values. She said that Fr. Maher will report to Fr. Malloy.
- that Mr. DeSanto will present the draft Alternate Work Week policy to the PC in at the beginning of the new year. She said that the policy is based on the Staff Senate's Alternate Work Week Study.

6. Committee Reports:

Recognition & Excellence Award Committee:

Mr. Wetherell reported that the committee received about 10 nominations for the Sursum Corda Awards and will get them to HR next week.

Communication Committee:

Ms. Kennedy reported that the committee is working on developing articles for the newsletter, as well as, gathering information on the Holiday Breakfast and Roundtables.

Social Events & Community Building Committee:

Ms. Cherra reported that she has received 145 responses for the Holiday Breakfast. She noted that the deadline is tomorrow. She said that the planning is complete and the committee will be meeting today to tie up any loose ends.

Ms. Hynosky said that she sent out reminders to committee chairs regarding basket donations. She reported that everyone attending the breakfast will receive one free ticket for a chance to win a centerpiece. She said that we will be selling raffle tickets for the baskets and 50/50. Ms. Hynosky said that the breakfast begins at 8:00 a.m. and that Fr. Quinn will say grace at 8:15 a.m.

Staff Development Committee:

Ms. Mascelli reported that she will be meeting with Ms. Day later today to discuss a project the committee wants to take on.

Finance Committee:

Ms. Cullen-Brown reported that Ms. Fetsko has asked that chairs send their budget needs for next year to her as soon as possible.

7. Old Business:

- Roundtable:

Ms. Hynosky reported that Social Events & Community Building Committee has developed guidelines for organizing roundtables. She asked that senators review the draft and send suggestions and comments to her as soon as possible. She said the goal is to have the guidelines ready, as soon as possible, so that we can implement them in time for planning the spring semester Roundtables. There was a brief discussion on if a new committee should be created to organize the Roundtables. Ms. Day suggested that all senators should assist in organizing the Roundtables of their particular employee group. The Senate agreed to adopt Ms. Day's suggestion.

8. Open items from the floor

- Parking

There were concerns raised about the three parking spaces on Ridge Row that were reassigned as faculty parking last week. The first concern was why the parking spaces were converted to faculty spaces. The second was why there was no notification to the University community of the impending change.

Ms. Murphy explained with the new Science Center the number of handicapped spaces needed to be increased. She said that three faculty spots behind the Long Center were reassigned as handicapped parking and that the three spaces on Ridge Row that were reassigned as faculty spots are replacement spots. She said that she did not know why the staff did not receive notification of the changes. Ms. Murphy agreed to contact Ms. Sanderson, in the parking office to ask about the possibility of sending notification to the University community before changes happen.

- Notification of Events

A concern was raised that some women in the Maintenance Department in The DeNaples Center did not receive the notices sent about the Open Forum on the Status of Women or the Open House at Campion Hall. There was a question as to whether all maintenance staff have mailboxes. Mr. Murphy said that he check with zone supervisors to see if there are mailboxes for all staff.

There was a discussion on number of ways announcements can be sent other than by paper. Since everyone should have access to a computer it was suggested that all

invitations should be send out by an email. Ms. Day said that if there are individuals that don't have access to computers they need to bring it up to their supervisors and it will be addressed. She said that we have made a commitment to ensure that everyone has computer access. It was also noted that announcements can also be sent out through Royal News, the portal, University Events Calendar, and BBoard.

- Thank you
Ms. Knott thanked the IT Department for the informative video they sent to the University on computer security. She suggested that everyone take the 20 minutes to view the video.
- Announcement
Mr. Franceschelli announced that the transition to the new email system will begin next Monday with the students. He said that some faculty and support staff will be switch in January with the remainder of staff transitioning in February and March. He said that training sessions have been scheduled.

Mr. Wetherell made a motion to adjourn the meeting. It was seconded by Ms. Cherra. The meeting adjourned at 11:25 p.m.

Respectfully Submitted By,

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

Catherine Murphy
Secretary, Staff Senate