

TO: Staff Senate Members

FROM: Catherine Murphy
Staff Senate Secretary

DATE: April 16, 2012

SUBJECT: Minutes of March 21, 2012 Meeting

In attendance: Ms. Bealla, Ms. Bevacqua, Kathy Clause, Ms. Cullen-Brown, Ms. Fetsko, Mr. Franceschelli, Ms. Freeman, Mr. Gaylets, Ms. Gurz, Mr. Harris, Ms. Hynosky, Ms. Kennedy, Ms. Laffey, Ms. Lang, Mr. Murphy, Ms. Murphy, Mr. O'Malley, Mr. Pace, Mr. Pilger, Ms. Rafter, Mr. Sakowski, Ms. Stamford, Ms. Thomas, Mr. Wasalinko, Mr. Wetherell, Mr. Wimmer, and Ms. Day.

1. Welcome:

- Mr. Murphy opened the meeting at 10:05 am in the Rose Room in Brennan Hall
- Ms. Cullen-Brown offered the opening prayer

2. Minutes:

Mr. Wasalinko made a motion to approve the minutes as written. It was seconded by Ms. Fetsko. The minutes were approved.

3. Agenda:

Ms. Stamford Made a motion to accept the agenda. It was seconded by Ms. Laffey. The agenda was approved.

4. President's Report

The UGC met on February 23rd.

- Mr. DeSanto reported that the Board of Trustees approved the \$205 million budget
- Ms. Yerkes asked the UGC to review the governance principles for possible updating
- There was a lengthy discussion on policies and how difficult it is to find some policies and how many of the policies are outdated. The UGC will continue to work on updating and gathering policies
- AWS draft policy is moving forward
- Ms. Hynosky and Ms. Brudnicki will represent Staff Senate on the committee to look at a Fundraising Policy

Mr. Murphy reported that the following issues were discussed at the Executive Committee March 7th:

- Ms. Fetsko reported that there are some problems with the software that she uses to conduct the election. Some alternatives were discussed

- The committee reviewed the progress on the Roundtable Events planning
- The Executive Committee decided to bring the idea of forming an ad hoc committee to research the role of an ombudsman. Mr. Gaylets was asked to prepare a motion to present to the Senate

Mr. Murphy thanked everyone for the work they are doing.

5. Liaison Report

Ms. Day reported:

- The Incidental Use Policy was approved by the PC yesterday. She said that the policy is now on the Governance Website and asked everyone to review the policy.
- The PC has decided to implement the Alternate Work Schedule policy as a pilot program for one year beginning June 2012.
- That the staff session to discuss TCMC is scheduled for this Thursday – she urged everyone to attend.
- That she has received positive comments on the Roundtables. She urged that in the future the senate should communicate with the Vice Presidents to make them aware of the purpose of the Roundtables. She said that she received some phone calls from some of the Vice Presidents inquiring about the Roundtables. Ms. Day thanked Mr. Murphy and Ms. Cullen-Brown for their quick response. A letter and the protocols for the Roundtables were sent to the Vice Presidents. Ms. Kennedy asked that a copy of the letter and protocols be sent to her to post on the Senate website.

6. Committee Reports:

Election and Membership Committee

Ms. Fetsko reported that the deadline for submitting nominations for the election was yesterday. She informed the group that there were not enough nominees for the MTTP classification to conduct the election. After some discussion the Senate approved extending the deadline to March 30th. Ms. Day encourage the senators to reach out to staff that they feel would make good senators and encourage them to get involved.

Recognition & Excellence Award Committee

Mr. Wetherall reported that the annual awards luncheon will be held on May 16th after the Board Meeting. He said that the President's Award is now a plaque. He said that the individuals that have already won the award will also receive a plaque. Mr. Wetherall also reported that a plaque listing all the winners of the President's Award is being made.

Communication Committee

Ms. Kennedy reported that 165 copies of the Newsletter were printed and distributed. She said that an electronic copy is on the Staff Senate Website. The Newsletter was distributed using Royal News and portal.

Ms. Kennedy asked that various roundtable committee to send here information on the roundtables.

Social Events and Community Building Committee

Ms. Hynosky reported that they are working on the Meet and Greet Luncheon and Coffee Break. She said that there will be a 50/50 at the luncheon with the proceeds going to the Food Pantry. She also said that everyone attending the luncheon will be asked to bring canned food.

Staff Development Committee

Ms. Bevacqua reported that the committee continues to work with HR on developing the Lunch and Learn program. The goal is to give employees information on how to prepare for their evaluation and to educate them on the new management system. The program is scheduled for April 11th 11:30 to 1:00 in the Rose Room.

It was suggested that another program be scheduled for the second shift employees.

7. Old Business

- Roundtable Update:

MTTP

Mr. Sakowski reported that 17 people attended the Roundtable. He said that the following topics were discussed:

- Evaluations and appraisals – overview of process
- Nominations
- Lunch and learn session

There was some concern raised that because supervisors and staff are in the same group we are not meeting the goal of the Roundtables which was to make sure people feel safe to talk freely. It was noted that the professional staff group has the same problem.

There was a lengthy discussion about the roundtables and problems with MTTP staff not receiving mail.

- The importance of dialogue between an employee and supervisor in solving problems
- The need to define the problem to solve it
- There was a suggestion made that the MTTP group and the Vice President's should meet so that everyone can hear that the administration views Senate work as important and worthwhile.
- We need to look at providing time for employees to use the computers that are available to them.
- Send mail directly to zone supervisors
- Moving the time of the Staff Senate meetings to make it easier for 2nd shift staff to attend.

Mr. Murphy said that the Executive Committee will discuss this at their next meeting. He Mr. Wimmer to send him information on getting the staff and Vice President's together.

Clerical Staff

Ms. Lang reported there were between 20 and 25 people at the Roundtable. She said that for most of the meeting we discussed the evaluation process. She said that during

the discussion it became clear the each of the colleges were at a different point in the process. Ms. Lang said that the group decided to take a proactive approach and will begin working on the first section of the evaluation in order to be prepared when their supervisors are ready to meet with them.

Ms. Lang said that as a result of this meeting the forms are now on line.

Professional/Para Professional

Mr. Murphy reported that they had nine topics that were on the agenda. He said that it was a very positive meeting.

- Ombudsman
Mr. Gaylets made a motion that the Staff Senate create an Ad Hoc Committee to research the role and responsibilities of an ombudsman. It was seconded by Ms. Stamford. The motion was passed with 21yes votes.

- Staff Meal Plan
This was tabled until the April meeting.

8. Open Items

Pedestrian Safety

There was a concern raised about pedestrian safety on Mulberry Street. Mr. Murphy reported that he knows that some changes will be made to address this concern. He will keep the Senate updated.

The meeting was adjourned at 11:30 am.