

TO: Staff Senate

FROM: Catherine Murphy  
Staff Senate Secretary

DATE: May 1, 2012

SUBJECT: April 17, 2012 Meeting Minutes

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In attendance: Ms. Bevacqua, Ms. Cullen-Brown, Mr. Franceschelli, Ms. Freeman, Mr. Gaylets, Ms. Gurz, Mr. Harris, Ms. Hynosky, Ms. Kennedy, Ms. Laffey, Ms. Lang, Ms. Mascelli, Mr. Murphy, Ms. Murphy, Mr. Pace, Mr. Pilger, Ms. Rafter, Mr. Sakowski, Ms. Thomas, Mr. Wasalinko, Mr. Wetherell, Mr. Wimmer, Ms. Day.

Guest: Ms. Hayes

1. Welcome:

- Mr. Murphy began the meeting at 10:05 a.m. in the PNC Board Room in Brennan Hall.
- Mr. Murphy offered the opening prayer for Regina Bennett, a former senator, who recently retired, and was injured in an accident.

2. Review of Minutes:

Ms. Laffey made a motion to approve the minutes. It was seconded by Ms. Cullen-Brown. The minutes were approved.

3. Agenda:

Mr. Murphy asked that the Alternate Work Schedule Draft Policy and staff meeting dates and times be added to new business. Ms. Gurz made a motion to approve the agenda with those amendments. Mr. Gaylets seconded the motion. The agenda was approved.

4. President's Report:

Mr. Murphy reported that we received a letter from Andrea Matione thanking the senate for our donations to the food bank. He said that he emailed a copy of the note and photo of the gifts to everyone on the senate.

Mr. Murphy reported that the at the last UGC meeting the following items were discussed:

- Alternate Work Week Schedule – the three Senates were asked to review the draft;
- The charge for employee fundraising committee;
- Mr. DeSanto announced that Mr. Lahey will be leaving to take Presidency at Wilkes.

Mr. Murphy reported that the Executive Committee met and discussed:

- Ways to improve communications;

- Changing times and days of meetings;
- Prepared the agenda.

Mr. Murphy said that in reviewing what the Senate has completed this year he is very pleased with our accomplishments. He said that in the last 30 days alone we have:

- Completed nominations and elections;
- Hosted meet the candidates events;
- Offered a Lunch and Learn Session on Performance Management – 135 people attended;
- Hosted Roundtables for each of our three constituency groups.

#### 5. Liaisons Report:

Ms. Day thanked the Staff Development Committee for all their work on the Performance Management Lunch and Learn. She said this is evidence of a great partnership between HR and the Staff Senate. It was helpful for HR to be able to reach out to so many employees.

Ms. Day reported that the Alternate Work Schedule Draft has been sent to the Senates. She said that the President's Cabinet hope to get feedback and approval in May in order to begin a pilot program in June.

#### 6. Committee Reports

##### Election Committee:

In Ms. Fetsko's absence Mr. Murphy reported that the election ran smoothly. We had good participation in the election and all the events were well attended.

Ms. Gurz reported that Ms. Fetsko asked for information on the number of people eligible to vote and the number of those that voted in order to compare the numbers from year to year. Mr. Murphy said that last year although the numbers of those who participated seemed low, but when compared to the numbers from other institutions our numbers were not that bad. He said that after reviewing last year's data, the committee made some adjustments in how it reaches out to those that did not vote.

Ms. Cullen-Brown asked if there is policy on what to do if one of the constituency groups' numbers changes significantly. Ms. Murphy stated each year the Election Committee reviews Human Resources census data to determine the number of representatives for each constituency group.

Ms. Day suggested that the date of review should be put in the By-Laws. Ms. Murphy said that the intent of the committee was that the data would be reviewed year prior to the election.

##### Recognition & Election Award Committee:

Mr. Wetherall reported that the committee is busy planning for the May Luncheon.

##### Social Events and Community Building Committee:

Ms. Hynosky reported that we were able to fill two file boxes with food and make a cash donation for the food pantry.

Staff Development Committee:

Ms. Mascelli thanked Ms. Day and Ms. Bevacqua for all the work they did in the planning and execution of the Lunch and Learn session on the performance management program. She said that the committee is currently collating the survey results taken at the luncheon.

7. New Business:

- Staff Meeting Times:

There was a concern raised that the current meeting times are not convenient for second shift employees. It was suggested that we schedule Senate meetings in the afternoon (around 2:30) or schedule six meetings in the morning and six in the afternoon.

There was a discussion on what would be the best time to schedule meetings, taking the coverage of the first and second shifts into consideration. When looking at times we also need to be aware that Police officers working 2<sup>nd</sup> shift may be required to attend roll call at the beginning of their shifts.

Mr. Murphy will check with maintenance supervisors and with the public safety to see what times would be most convenient for their areas. Mr. Pace will check with supervisors for the technical group on the most convenient time for them.

8. Old Business:

- Roundtables:

After a discussion it was decided that a Constituency Group section will be added to the agenda. This will keep the roundtables on the agenda.

- Ombudsman Ad-Hoc Committee:

The committee's sign-up sheet was circulated and it will be passed out again in May.

- Staff Emeritus

Ms. Day said that she did not have an update

- Staff Meal Plan

Ms. Jamie Hayes was invited to make a presentation on a staff meal plan. She reported that some schools offer staff a meal plan, i.e. Keystone College offers a plan to employees that for every three meals purchased you get one free meal, or you get a 20% discount after you purchase 9 meals. She said that it benefits employees and the food service provider by offering a better and healthier lunch; it encourages more employees to use the cafeteria; and, it builds community by encouraging employees to meet and have lunch together.

It was pointed out that we need to consider

- What are the students on meal plans paying?
- What about commuter students?
- There is a need to keep in mind that the total cost of food service is something that is negotiated.

Ms. Mascelli announced that she and Ms. Thomas have an appointment with Mr. Boyd to talk about healthier choices in first floor food court. Ms. Mascelli invited Ms. Hayes to attend that meeting.

It was decided that we will vote on whether we should form this committee at the next meeting.

9. Open Items:

A senator said that two employees asked him where Automated External Defibrillators are located and if one is in the new fitness center. Ms. Davitt said that every campus police vehicle carry them. Mr. Murphy said that he will check with Mr. Bergman to see if they are in the new fitness center.

One senator reported that CPR training for staff is an issue. It was provided at one time. Ms. Davitt reported that the University Safety Committee is waiting to hear from our insurance company regarding any liabilities there might be to the University if it provides training. It was suggested that perhaps the Senate can team up with the Safety Committee.

Mr. Gaylets made a motion to adjourn the meeting which was seconded by Ms. Gurz.

The meeting adjourned at 11:40 am