

To: Staff Senate
From: Virginia Egan
Alternate Senator
Date: June 28, 2012
Subject: June 27, 2012 Meeting Minutes

In Attendance: Ms. Bevacqua, Ms. Cullen-Brown, Ms. Eagen, Ms. Fetsko, Mr. Fiorini, Ms. Freeman, Mr. Gaylets, Mr. Harris, Mr. Hurst, Ms. Hynosky, Ms. Kennedy, Ms. Lang, Mr. Murphy, Mr. O'Malley, Ms. Palko, Ms. Pilger, Ms. Rafter, Ms. Rozelle, Mr. Sakowski, Ms. Schneider, Mr. Wasalinko, Mr. Wetherell, Mr. Wimmer

Guests: Ms. Barnoski, Ms. Cummings, Ms. Egan, Ms. Hayes, Ms. Edwards

1. Welcome :

- Ms. Cullen-Brown began the meeting at 2:06 in the PNC Board Room with a prayer.
- Ms. Cullen-Brown welcomed first time attendees, new members and alternates
- Jamie Hayes (alt) would substitute for Lisa Bealla
- Tricia Cummings (alt) would substitute for Ann Marie Stamford
- Ginger Egan (alt) would substitute for Jim Franceschelli
- Ann Barnoski (alt) would substitute for Glen Pace
- Sherry Edwards (alt) would substitute for Kathy Clause
- Ms. Cullen-Brown stated that there was a quorum for votes

2. Review of May, 16, 2012 minutes:

Ms. Cullen-Brown gave apologies from Ms. Murphy sending the minutes late this month. A motion to accept the minutes was made by Mr. Murphy. The motion was seconded by Mr. Gaylets. The motion was approved.

3. Agenda:

Mr. O'Malley made a motion to accept the agenda as presented. Mr. Wasalinko seconded the motion. The motion was approved.

4. Report from the Senate President:

- At the May 17th meeting of the Board of Trustees, the alternate work schedule was approved as a pilot program for 1 year, from June 2012 to May 2013. Ms. Cullen-Brown read the announcement from the Vice-President of Human Resources, Patricia Day regarding the program. It will apply to full time employees after their probationary period.
The implementation needs to be approved by each department and reviewed by HR.

Mr. Wetherell asked that the announcement mention that the policy was researched and proposed by the Staff Senate. He indicated that the publicity would showcase our work.

Ms. Hynosky chair of the fund raising committee stated that there have been no meetings of that committee since April.

CMS guidelines are pushed by PR regarding web. CMS (Content Management System) dictates protocol for entering information and also social networking guidelines for third party services. Ms. Cullen-Brown will forward copies of the guidelines.

Ms. Cullen-Brown made a motion to amend the meeting agenda and have the elections for VP and secretary next. Diane Kennedy 2nd the motion.

Ms. Fetsko, chair of the elections committee stated that there were nominations for Mr. Wetherell as Vice President and Ms. Schneider as Secretary.

Ms. Cullen-Brown nominated Mr. Wetherell for Vice-President and the motion was seconded by Mr. O'Malley. Everyone was in favor of the nomination. Motion passed.

Ms. Cullen-Brown nominated Ms. Schneider for Secretary and the motion was seconded by Mr. Wimmer. Everyone was in favor of the nomination. Motion passed.

Ms. Cullen-Brown asked if there was specific technology that Ms. Schneider might need such as a tape-recorder or a lap top computer. Ms. Kennedy indicated that there was a computer in the board room should Ms. Schneider need one.

Folders were distributed and Ms. Cullen-Brown indicated that the left side holds dates for the meetings in the coming year and there is also a list of the members of the senate. On the right side are the constitution and the by-laws which are the procedures of the senate.

Ms. Cullen-Brown indicates that there needs to be a greater understanding of our purpose. We are a representative body, we have no authority, and the senate may just make recommendations. There are three bodies:

- staff senate
- faculty senate
- student senate

These three senates report to the governance and the president's council. The University Governance Council (UGC) meets once a month. Issues are brought to the UGC by Trish Day, the liaison for the senate.

There was discussion of the Senate By-laws.

- Article V, regarding the elections at the June meeting. The election for Vice-president and secretary are done at the June meeting.

- Article VII, #2 regarding May elections needs to be addressed Ms. Cullen-Brown made a motion that Article 7, # 2, will reflect the June officer election. Ms. Hynosky seconded the motion. All in favor.

Ms. Cullen-Brown reviewed the purpose and function of the staff senate. Under the University president, we are recognized as an important voice and have membership on committees, both standing and ad hoc. She encourages alternates to check their emails for notices. There are currently 31 members. There will be adjustments in membership based on the number of constituents in each area.

The senate meets monthly and after 3 missed meetings by alternates or senators, it will be discussed as whether a decision will need to be made regarding their status.

Ms. Cullen-Brown asked if there were any questions. A point was raised regarding Article V on page 4, letter K. Should "secret" ballot be changed to "written"? The by-laws committee needs to address any changes to keep the by-laws current.

Ms. Kennedy made a motion to strike "secret" ballot. Mr. Sakowski seconds the motion. All in favor.

Ms. Hynosky discusses Article V, letter D. Ms. Kennedy makes a motion for the By-laws Committee to review the dates and it is seconded by Mr. Wimmer.

The committee also needs to look at page 6, Article VII, #3. We use to work on the academic year, but we need to change that. We plan the calendar of senate events during the summer and establish goals, round tables and breakfasts. Ms. Cullen-Brown asked what the goals will be for the next year.

- Read the by-laws
- Come back to the next meeting with goals
- What are our responsibilities?
- Get some conversations going with the constituents.

Mr. Pilger reminded the senate that physical plant and facilities employees do not have access to computers. Ms. Hayes also discussed the need for communication with maintenance staff.

Mr. Wetherell asked the committee chairs to let him know who the volunteers are for each committee.

- Committee should meet at least once a semester.
- There should be a brief report form any committee meetings.
- Open up the discussion, do all committees have enough members?

The next meeting we will discuss dates and procedures for the round tables.

Motion for meeting to be adjourned at 3:55 by Mr. Gaylets, seconded by Ms. Lang.