

To: Staff Senate

From: Cathy Schneider
Staff Senate Secretary

Date: August 9, 2012

Subject: July 18, 2012 Meeting Minutes

In Attendance: Lisa Bealla, Barbara Eagen, Kym Fetsko, Diane Lang, Pauline Palko, Mary Rafter, Catherine Schneider, Lynn Scramuzza, Ann Barnoski, Sherry Edwards, William Fiorini, Ray Gaylets, William Hurst, Roger O'Malley, Pete Sakowski, Alex Wasalinko, Melissa Bevacqua, Meg Cullen-Brown, Patricia Cummings, Virginia Egan, Janine Freeman, Margaret Hynosky, Diane Kennedy, Mark Murphy, Elizabeth Rozelle, Joseph Wetherell, Jason Wimmer, Patricia Day

Guests: There were no guests present at this meeting.

1. Welcome :

- Ms. Cullen-Brown began the meeting at 2:05 in the PNC Board Room.
- Ms. Egan said the opening prayer.
- Ms. Barnoski (alt)would substitute for Ms. Clause
- Ms. Cummings(alt)would substitute for Ann Marie Stamford
- Ms. Egan (alt)would substitute for Mr. Franceschelli
- There was not an alternate available to substitute for Glen Pace
- Ms. Edwards (alt)would substitute for Mr. Harris
- Ms. Cullen-Brown stated that there was a quorum for votes

2. Review of June 27, 2012 minutes:

A motion to accept the minutes was made by Ms. Egan. Ms. Kennedy seconded the motion

3. Agenda:

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

4. Report from the Senate President:

CPR Training was not addressed at last meeting. Training session has happened and classes were filled. Ms. Cullen-Brown stated that she understands sessions to be scheduled in the near future. The session was opened to all staff, with preference to MTTP staff. Ms. Fetsko stated she was present at a session and it was well attended. Mr. Sakowski asked how dates and times are determined. Ms. Day said explained that dates were specifically scheduled to allow for all staff, including MTTP to

participate. Mr. Fiorini asked if AED training was also provided. Ms. Fetsko responded yes.

Question arose at last meeting whether Staff Senate President can raise a motion. Ms. Cullen-Brown stated from what she can determine, this is allowed, but has asked Mr. Gaylets to research. Mr. Murphy added that Roberts' Rules comes in many formats. The reference to Roberts' Rules was added to the Committee By-laws only as a guideline.

5. Report from Liason, Patricia Day, Vice President for Human Resources

Ms. Day conceded her time at this session. President's Cabinet is not meeting in the summer months.

6. Guest Speakers – Fr. Quinn has agreed to speak at the September Staff Senate Meeting at 2:45.

There has been a proposal to invite Fr. Maher.

Ms. Day advised the Committee that Fr. Ryan Maher is new Executive Director of the Jesuit Center. He has recently hired Assistant Director, Ryan Sheehan. Ms. Day went on to explain that the charge of the new Jesuit Center is to support, develop and foster the Jesuit and Catholic identity on campus. The Jesuit Center's focus will be on Staff and Faculty.

Ms. Cullen-Brown posed the questions to the Senators of how we would like to determine speakers for future Senate meetings, how many per session and how often.

The topic was open to the floor:

Ms. Rozelle suggested 5 per year, every other month.

Ms. Day urged the Senate to think about the role of the Staff Senate and who we need to help us better understand roles and the best way to communicate and respond to questions from our constituents. She suggested that we take advantage of the expertise of each person

Mr. Murphy suggested we schedule speakers as we can, not limit ourselves to every other month.

Ms. Scramuzza suggested inviting a Faculty Senate member.

Ms. Cullen-Brown suggested inviting a Student Senate member as well. Conversation was had regarding inviting both Senate members to attend together.

Mr. Wetherell does not recommend more than one.

Other suggestions for speakers included Kate Yerkes, Ed Steinmetz, and Jim Devers.

7. Breakout Sessions

Explanation – Identify dates and chairs

Mr. Sakowski indicated that it would be difficult to pick a date at this meeting without calendar access.

Mr. Wimmer suggested picking a month.

Ms. Cullen-Brown stated that groups will need to meet between now and September so we have solid dates.

Ms. Rozelle questioned topics of Roundtable meetings. Clerical roundtables last year received good turnout.

Ms. Cullen-Brown indicated that we should solicit input from our respective constituencies regarding areas of concern or interest.

Ms. Hynosky stated that she had minutes of the Professional Roundtable and would like to discuss proofing.

Ms. Cullen-Brown stated that in the past University Speak-Out Sessions were conducted. The Senate was not equipped or charged to respond. Format was not conducive to productive response. Last year, Roundtable Sessions were held for each of the constituent groups.

Ms. Kennedy stated we've fallen short of reporting results to the University community.

Ms. Cullen-Brown added that many things were not formalized.

Mr. Sakowski stated that with regard to the MTTP session, minutes were not taken and the attendance was low. The session was open forum style and many didn't understand the purpose of the session.

Ms. Barnoski added that there was a mandatory department meeting held at the same time. Scheduling will need to be addressed in the group breakout.

Ms. Cullen-Brown suggested notifying supervisors in advance to try to avoid conflict. Firm date should be in place for the August meeting and posted by

September. The sessions can be held in format the group chooses. She asked that all groups choose chairs and months for the group.

The Senate assembled in their constituency groups for breakout sessions at which time Ms. Day excused herself for the remainder of the meeting.

Roundtable Committee Reports

Clerical Constituency –

Co- Chairs: Kym Fetsko & Lynn Scramuzza

Dates: Thursday, October 18, 9:00 a.m. – 10:30 a.m., TDC 405

Spring session will be the first week of March

MTTP Constituency -

Co-Chairs: Pete Sakowski & Alex Wasalinko

Dates: First session will be held week of October 18

They will have the second date for August Senate meeting

Professional/Paraprofessional Constituency -

Co-Chairs: Mark Murphy & Janine Freeman

Dates: October 11, 10 a.m. – 11:30 a.m., Brennan 509

March 21st, details to follow

8. Committee Breakout Sessions

- Due to time constraints, committees did not meet. Individual committee meetings will occur prior to August meeting.

9. Open Items/Old Business

Ms. Rozelle raised the Staff Emeriti issue, i.e. the Tuition Benefit for retirees. Mr. Murphy advised that there may be an answer on record. If not, Ms. Cullen-Brown will discuss with Ms. Day.

Policy of donating sick/vacation time. Mr. Murphy believes the Senate helped changed the Short Term Disability/Long Term Disability plan for clerical and MTTP, as an answer to this issue. Ms. Cullen-Brown will discuss with Ms. Day

No Staff member on the Vice President of Development Search Committee. Ms. Cullen-Brown will discuss with Ms. Day.

Mr. Sakowski raised the issue of the time frame for a formal copy of the Staff Handbook. Ms. Cullen-Brown will discuss with Ms. Day.

Motion for meeting to be adjourned at 4:00 by Mr. Murphy, seconded by Ms. Edwards.