

To: Staff Senate

From: Cathy Schneider  
Staff Senate Secretary

Date: September 9, 2012

Subject: August 15, 2012 Meeting Minutes

---

*In Attendance:* Lisa Bealla, Barbara Eagen, Kym Fetsko, Diane Lang, Catherine Schneider, Lynn Scramuzza, Ann Barnoski, William Fiorini, William Hurst, Roger O'Malley, Glen Pace, Pete Sakowski, Alex Wasalinko, Melissa Bevacqua, Meg Cullen-Brown, Patricia Cummings, Virginia Egan, Jim Franceschelli, Janine Freeman, Margaret Hynosky, Diane Kennedy, Mark Murphy, Elizabeth Rozelle, Joseph Wetherell, Jason Wimmer

*Guests:* There were no guests present at this meeting.

1. Welcome :

- Ms. Cullen-Brown began the meeting at 2:32 in the PNC Board Room.
- Ms. Hynosky said the opening prayer.
- Ms. Scramuzza (alt) would substitute for Ms. Palko
- Ms. Egan (alt) would substitute for Ms. Stamford
- Also not in attendance Ms. Rafter, Ms. Fetsko, Ms. Hayes, Ms. Edwards, Mr. Gaylets and Mr. Harris.
- Ms. Cullen-Brown stated that there was a quorum for votes, as more than two thirds of the Senate was present

2. Review of July 18, 2012 minutes:

Correction July 18 meeting was called to order at 2:35, not 2:05

A motion to accept the minutes was made by Mr. Murphy. Ms. Rozelle seconded the motion.

3. Review of Agenda:

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

4. Report from the Senate President:

Several points of interest to be relayed.

1. SANS training – Ms Cullen-Brown explained that she attended a meeting regarding SANS training with Mr. Franceschelli on August 14. She stated that she felt this is an important point for IT to relay this initiative to encourage Senators,

who can then encourage their constituency groups, the importance of participation in this training that is provided through IT.

Ms. Cullen-Brown invited Mr. Franceschelli to explain SANS training to the Senate. Mr. Franceschelli relayed the following:

IT has licensed a number of videos from SANS. Each of the full-time staff were sent an e-mail last Fall, that provided information regarding how to access the information with their user id and temporary password. Several contests were run to encourage participation. An iPad was given as a prize to the winners of two contests, one before Christmas and one in May.

There are 18 different videos that raise awareness of computer security and information security that we should be aware of. Mr. Franceschelli encouraged the Senate to look for the e-mail and if we cannot locate it to send him an e-mail and he re-send it. He encouraged us to view the videos. The information contained in the videos will help us to protect the University at large with regard to the information we have on our computers and at our desks. The videos are very well done and informative. More than 900 users were registered with SANS to be able to participate in the training. Over 700 have not yet started it. This training will be renewed for one more year, through October of 2013.

Ms. Scramuzza offered that the video instructing how to choose a password was very informative and asked if there were refresher videos to view after someone has taken the training. Mr. Franceschelli explained that users can go back into the training and view the videos again. He added that the organization adds additional videos each year.

Ms. Bevacqua asked if there was a link available to the training. Mr. Franceschelli advised that we should look to the e-mail that was sent out previously or request and it can be resent.

2. Ms. Cullen-Brown discussed her involvement in the Middle States Review Committee meetings and her involvement in several sub-committees.

Ms. Cullen-Brown stated that throughout her involvement in this process, speaking with various members of Faculty and Staff has brought to light perceptions of Senate, of who we are and what our role is. Ms. Cullen-Brown reiterated the importance of relaying to our constituency groups why we are here and what our role is.

Ms. Cullen-Brown stated that she feels that it is important for us to have clear goals. The committees were asked to identify their goals so that we can provide Fr. Quinn an overall picture of what we plan to do this year. We can then

communicate our goals, through whatever venues we deem appropriate, to the staff, administration and faculty.

3. Roberts Rules of Order

Ms. Cullen-Brown distributed a document she and Mr. Gaylets collaborated on outlining Roberts Rules of Order. She requested all Senators take time to read and review the document. Ms. Cullen-Brown informed the Senate that this is how we intend to conduct the meetings. If there are any questions, concerns or suggestions for changes Ms. Cullen-Brown is open to hearing them but they would need to be discussed in the greater format.

4. Updates

Ms. Cullen-Brown shared her concern that the Staff Senate was not invited to serve on the search committee for the Vice President for Development search. Ms. Cullen-Brown contacted Ms. Day who in turn contacted the President's office to ask why the Senate was not included. Ms. Day shared with Ms. Cullen-Brown the response she received. The search is being conducted through an outside agency. Those identified on the search committee could speak directly to the position. There are two faculty members identified, one involved in engaging in research grants for the University. There were Alumni that were identified as being appropriate for the search and the Board of Trustees were included because it is a Vice President search. No students or staff were asked to serve on the committee. Ms. Cullen-Brown does not believe it was a conscious decision to exclude the staff, as much as it was a conscious decision to include those on the search committee.

Ms. Cullen-Brown also raised the issue to Ms. Day of the Staff Handbook. She shared her concern over the number of times the greater staff has raised with the Senators and with Ms. Cullen-Brown individually about the Handbook being an outdated, unusable document. Ms. Day appreciates and understands our concerns. Ms. Cullen-Brown advised Ms. Day that this issue will be raised as a formal motion at this meeting to push this forward to the UGC. Through the Executive Committee we will formally raise the issue at the UGC and ask our liaison at the UGC to raise the issue to the President's Cabinet's level. Ms. Cullen-Brown stated that the issue has been raised too many times and though the Senate cannot contribute to the actual updating of policies, we may be able to influence where it falls on the radar of our leadership.

Ms. Cullen-Brown sought a motion to put the issue forward to the UGC. Mr. Fiorini raised the motion. Ms. Egan seconded the motion.

Mr. Murphy asked if it were possible that Ms. Day might take the issue to the President's Cabinet. Ms. Cullen-Brown replied that Ms. Day did not offer that. Ms. Cullen-Brown also noted that this may enable Ms. Day to identify to the President's Cabinet her limited resources. Ms. Cullen-Brown reminded the

Senate that last year we went through the Performance Management process. This was made one of Ms. Day's top priorities and she was given a very short window of time in which to develop this program. This was made to happen because the Board of Trustees wanted it to happen. This was made a priority when Ms. Day may have had the handbook or any number of things as a priority that had to be set aside, in fairness to her.

Ms. Cullen-Brown stated that in addition to the overall concern, there may be specific issues that could be addressed through an updated Staff Handbook, including but not limited to the Staff Emeriti status, the donation of sick time, bereavement leave.

Discussion followed regarding the need to examine the scope of bereavement leave with consideration to the changing family unit. Ms. Cullen-Brown shared a story brought to her by a staff member who was denied bereavement leave for death of her step-father who was the spouse of biological mother. If we are to be helpful in the handbook process moving forward, some of what will come up is an opportunity to review benefits and other issues that may come up in the process.

Discussion was had regarding the last update on the handbook. The date could not be determined and is not listed on the website version of the document or the paper copy of the document. General consensus was that it may have last been revised in 2005.

Ms. Cullen-Brown assured the Senate that she will inquire and have a date of last revision for the next Senate meeting and be prepared to share that at the UGC.

Ms. Bevacqua added that, from an HR perspective, she feels that not having updated policy puts the University at risk for liability.

Ms. Kennedy accessed the electronic version of the handbook during the meeting and shared in part the Bereavement Leave policy on page 22, which read:

"Up to three paid days of bereavement leave will be allowed for all staff. Bereavement leave is granted in addition to allotted sick and vacation leave. For purposes of this policy immediate family is defined as parent, spouse, child, brother, sister, grandparent or step-parent, in-laws, relationship to the same degree or other persons living in the household.

Ms. Cullen-Brown indicated that she would share this information with the individual that was told she needed to use vacation time for death of step-father, spouse of biological mother.

Mr. Sakowski suggested that once a person is adopted, the legal perspective, not moral but legal perspective, may be that the parent/child relationship was severed and may be viewed as not being eligible in that manner.

Mr. O'Malley pointed out situations where something was brought up and they say where did you get that information, and when the person says it's in the handbook, the response is well that handbook is outdated and you can't go by that. He questioned what does the employee have to go by for policies regarding specific issues.

Ms. Cullen-Brown reiterated that this issue was discussed at the last Executive Committee meeting, of the handbook being an unusable document, further outlining the need to have the handbook updated.

Ms. Scramuzza suggested that in addition to asking for updated handbook, but also that the handbook be updated on a regular basis.

Ms. Cullen-Brown indicated that it may be helpful to form a committee of staff members may assist and make the process easier for HR. Ms. Cullen-Brown noted that on the Faculty Senate there are committees charged with reviewing their handbook, and that they seek input from Faculty and Administrators alike.

#### Motion

Ms. Cullen-Brown announced the following formal motion - We would like to make a motion that the Executive Committee requests that the UGC through its Liaison, communicate to the President's Cabinet, the importance of providing us with a new Staff Handbook and that it be updated regularly.

The motion was put to a vote. The vote was unanimous, with 24 members voting yes and 0 voting no.

#### 5. Committee Goals

Communications Committee - Mr. Wimmer reported that the committee agreed to meet once per semester prior to the release of the Senate newsletter and possibly more if necessary.

Goals:

2 newsletters, one to be published in October. Mr. Wimmer reminded committees to think of content for the newsletter as we are working our goals and our work.

Continue to update and maintain the Staff Senate website

To design and publish Staff Senate FAQ's page, and to distribute the information in as many ways as possible

Initiate a Be Our Guest campaign to encourage Senators to bring non-senate guests to attend Staff Senate meetings.

Establish a Communications Committee guidebook to document how and when committee work was accomplished and links to any resources used

Election & Membership Committee - Ms. Fetsko was unable to attend the meeting but emailed her goals to Ms. Cullen-Brown

Primary goal is to increase participation in the Senate elections

Ms. Cullen-Brown stated that she know another priority Kym has is to ensure that we are visible to greater University community when people are seeking out participations on committees.

Finance - Mr. Wetherell reported the goals as the following:

Primary goal is to execute the 2012-2013 with no unauthorized purchases

Submit the estimate for the 2013-2014 fiscal year in accordance with University requirements

Mr. Wetherell asked that all purchases be approved and that all receipts are returned to him.

Social Events and Community Building - Ms. Hyonsky reported the goals as following, with others to follow

The annual holiday breakfast has been changed to a luncheon in an effort to encourage second shift workers to attend, building on the participation and inclusion themes. The luncheon will be held on Tuesday, December 18, from 11:30 to 1:30 in the DeNaples ballroom. In the event of an inclement weather closing, the event will be held on Wednesday, December 19. There will be baskets, a 50/50 drawing, donation of toys, coats, hats, gloves and scarves.

### Staff Development - Ms. Rozelle

Create a new staff hire mentoring program. The committee is looking at guidelines for the mentees and mentors in the Fall, with possible implementation of the program in January 2013.

To better manage the employment research document. The committee has identified the need to review, update and re-advertise the document.

Not identified as a formal goal, the committee also discussed the need to document the past work of the Staff Development Committee for use by future members of the committee.

Mr. Hurst requested a budget of \$600.00 from the Finance Committee.

Mr. Pace and Mr. Franceschelli identified themselves to Ms. Rozelle as being members of the committee who were unable to attend the first committee meeting.

### Staff Recognition and Excellence - Mr. Wetherell

Process non Chain of command Sursum Corda awards with zero defects, i.e. on time

Execute an even better end of year awards ceremony next May

Continue to find ways to institute additional ways to recognize Staff members

Mr. Wetherell asked if anyone has spent any money this year, with the exception of the Senate Secretary. No one indicated that they had.

### Executive Committee – Ms. Cullen-Brown

#### 1. Assist in facilitating the update of the Staff Handbook

Look at some of the benefits that include a review overall of benefits, specifically Staff Emeriti status, donation of sick time and bereavement leave

#### 2. Improve communications in her role with the Senate with the wider University community, not only our constituent groups. Ms. Cullen-Brown indicated that she will be meeting with Presidents of the Faculty and Student Senates to establish relationships with them separate from the UGC.

#### 3. Formalize the process by which the Senate addresses constituency concerns or ideas, so that things are brought before the full Senate. We will research and have answers to then publish to our website and be

able to direct people to the website. Ms. Cullen-Brown indicated that she is seeking input from Senate to this end.

4. Improve Roundtable procedures to ensure Roundtables are productive and positive, with attention to the Senate's By-laws and Mission.
5. Developing a tool for Administrators with regard to the Staff Senate's purpose
6. Invite Faculty and Student Presidents to speak at a Staff Senate meeting.
7. To continue to reach out to our constituency groups regarding the Senate's purpose

The meeting adjourned at 3:35 to allow for Roundtable Breakout sessions.