

TO: Staff Senate

FROM: Catherine Schneider
Staff Senate Secretary

DATE: October 8, 2012

SUBJECT: Minutes of September 12, 2012 Meeting

In attendance: Ms. Bealla, Ms. Eagen, Ms. Hayes, Ms. Lang, Ms. Palko, Ms. Rafter, Ms. Schneider, Ms. Scramuzza, Ms. Barnoski, Ms. Clause, Ms. Edwards, Mr. Gaylets, Mr. Harris, Mr. Hurst, Mr. Sakowski, Mr. Wasalinko, Ms. Bevacqua, Ms. Cullen-Brown, Ms. Cummings, Ms. Egan, Mr. Franceschelli, Ms. Freeman, Ms. Hynosky, Ms. Kennedy, Mr. Murphy, Ms. Rozelle, Mr. Wetherell. Guests: Ms. Joyce Knott, Ms. Gemma Davis.

1. Welcome:

- Ms. Cullen-Brown opened the meeting at 2:35 p.m. in the PNC Board Room of Brennan Hall.
- Ms. Scramuzza offered the opening prayer
- Ms. Barnoski will be voting for Mr. Fiorini, Ms. Edwards will be voting for Mr. O'Malley, Ms. Egan will be voting for Mr. Wimmer, Ms. Scramuzza will be voting for Ms. Fetsko, Ms. Cummings will be voting for Mr. Pace. There was not an alternate for Ms. Stamford. Quorum was called.

2. Approval of Minutes:

Mr. Murphy identified a typographical error in the minutes. Mr. Murphy then made a motion to accept the minutes. Ms. Bealla seconded the motion. They will be accepted with the correction.

3. Approval of Agenda:

Ms. Cullen-Brown made a motion to accept the agenda. It was seconded by Ms. Hynosky. The agenda was approved.

4. President's Report:

- Ms. Cullen-Brown began her report while waiting for guest speaker, Fr. Quinn to arrive. She stated that there were four issues that came to her since the last Senate meeting that she would like to discuss.
- Date of last issue of the Staff Handbook was 2005.
- Salary increases will be discussed at the next FMC meeting later this month and the amount of increases will be reported back through HR
- UGC has not met this semester. First meeting is scheduled for later this month. Ms. Cullen-Brown will also serve on the University Planning Committee. She will share information from those two meetings at each Staff Senate meeting.

5. Guest Presentation:

Fr. Kevin P. Quinn, S.J., President of the University was the guest presenter. Ms. Cullen-Brown welcomed Fr. Quinn to the meeting at 2:45.

Ms. Cullen-Brown introduced the Senate to Fr. Quinn and shared the common goals of the Senate with him.

- Facilitate the update of the employee handbook
- Improving communications with our constituents and with the broader University community
- To build Staff community
- Research development of mentoring program for new Staff
- Development of Staff Senate orientation tool
- Continue to promote Staff involvement in various committees
- Continue to identify and implement new ways to identify and recognize Staff
- Create procedures to maintain and update the Employee Resource Document
- Increase the number of Staff who participate in the Staff Senate election process
- Support Community Outreach Office through our organized Staff Senate functions

Fr. Quinn identified his thoughts for the Staff Senate:

- The Staff, Faculty and Student Senates are consultative advisory groups, not decision making bodies
- Staff Senate plays a role in formal policy development through its membership in the University Governance Council (UGC)
- The Staff Senate, through its Cabinet Liaison, may also be engaged in other policy related conversations of import to its constituencies
- The Senate may be asked to populate other campus committees and other groups with its members, some of which may also be advisory on other issues
- Fr. Quinn announced that he has reorganized the Board of Trustees. Presidents of all three Senates, as well as the President of the Alumni Association have been invited to sit with the Trustees at full board meetings. Fr. Quinn has also requested that Ms. Cullen-Brown, through the Staff Senate's appropriate process, appoint 2 delegates to represent the Staff Senate at certain Board committees. Fr. Quinn states that he thinks it is appropriate that each of the Senates have a Constituent Delegate at the full Board meeting. Delegates do not have a vote and are not considered a Trustee. They are considered representative of their constituency. Fr. Quinn thanked the Staff Senate for accepting his invitation.
- May propose research and development of policies
- Staff Senate joins the other two Senates to form University Governance
- The UGC is the form of communication between the three Senates, and through its convener, the President's Cabinet.
- Staff Senate representatives to the UGC have the responsibility to carry to and from the UGC information of import to the Senate
- Senate has the responsibility to uphold the University's Statement of Governance Principles in its operations, Constitutions, By-laws, etc.
- Staff Senate serves as a forum for communication and engagement, social and otherwise, for its members

- As a Governance group, the Senate's primary goal is in policy development. Fr. Quinn encourages the Senate to balance these two roles.

Fr. Quinn opened the floor to questions:

- Ms. Cullen-Brown and several others thanked Fr. Quinn for coming to speak with us and for reaffirming our understanding of our role in University Governance and as well affirming our value to the University by inviting our attendance at Board meetings.
- A Senator asked how or if Fr. Quinn feels that the Faculty's current position will impact the Staff, with regard to some of the changes being discussed right now (reference to Faculty contract negotiations). Will the Staff as a whole be impacted?

Fr. Quinn states his understanding of the process is that anything the Faculty receives through their negotiations is also provided to Staff. Fr. Quinn stated that the items still being negotiated are specific to Faculty and should not have an impact to Staff.

Concerns were raised that Staff do not always benefit from Faculty negotiations and some items benefit Faculty only. Some areas of concerns include salary increases and tuition exchange. Fr. Quinn is going to investigate further.

Fr. Quinn concluded his discussion with the thanks of the Senate and departed at 3:15.

Ms. Cullen-Brown returned to the President's report:

- Bereavement leave does include step-parents.
- Donation of sick time was addressed in the development of the new policy of Extended Short Term Disability. Ms. Cullen-Brown asked the Senate why we might need a sick or vacation time leave donation program now that the Short and Long Term Disability plans are in place. The Senators discussed scenarios such as family illness, where Short Term Disability was not applicable; the possibility of monetary donation in lieu of vacation days; fundraisers and dealing with items on an exception basis when/if they arise and how such a program would be managed and/or administered. After much discussion, it was decided the topic would be tabled pending constituency Roundtable sessions to see if it is raised as a concern.

Ms. Cullen-Brown will follow up with HR to ask if there can be some mechanism by which people can donate sick/vacation time to other employees in the event someone should fall through the cracks; if the Senate wanted to pursue it, how would they. If a policy needs to be developed, it will be raised to the Senate as to whether or not to make it a priority.

Discussion was had with regard to how the Staff Senate might support Human Resources with the process of updating the Employee Handbook. We will reach out to Ms. Day, and we can report at the next meeting how the Senate might be able to assist.

Committee Reports:

Election and Membership

In Ms. Fetsko's absence, Ms. Cullen-Brown asked that we reach out to our constituents and encourage them to respond to e-mail for requests for Staff participation on committees.

Communications Committee

Committee is gathering content for the coming Newsletter from committees, constituent roundtables and regarding the holiday event. The committee continues to maintain the website and work on the guidebook for future Communications Committee chairs/members. Plans are underway to move forward on the "Be Our Guest" campaign and FAQ project.

Finance

Mr. Wetherell distributed the budget to the Senate prior to this meeting.

Social Events and Community Building

In conjunction with Center for Service & Social Justice, the Committee will be assisting with a Fall Cereal Drive to benefit the food pantry at the Leahy Clinic.

Staff Recognition & Excellence

The committee discussed ideas for two new ways to recognize Staff members. The committee discussed developing recognition for perfect attendance and for those who attained degrees. The committee also discussed a program that might recognize acts of good behavior.

Staff Development

The committee continues to work on New Staff Mentoring Program by working on the content and format of a plan that they would like to implement as a pilot in the Spring to be offered to incoming hires. The committee has committed to reviewing and updating the Staff Resource Document and to continue to learn about and promote different training opportunities available to Staff on campus.

Ombudsman Ad Hoc Committee

Has not met. Co-chair has not been determined.

Staff Meal Plan

The committee will be meeting with Ted Zayac in the next month for discussion.

Meeting was adjourned at 4:12.