

TO: Staff Senate

FROM: Catherine Schneider
Staff Senate Secretary

DATE: January 7, 2013

SUBJECT: Minutes of December 5, 2012 Meeting

In attendance: Ms. Eagen, Ms. Fetsko, Ms. Hayes, Ms. Lang, Ms. Palko, Ms. Rafter, Ms. Schneider, Ms. Scramuzza, Ms. Barnoski, Mr. Gaylets, Mr. Hurst, Mr. Pace, Mr. Sakowski, Mr. Smoke, Ms. Bevacqua, Ms. Cullen-Brown, Ms. Egan, Mr. Franceschelli, Ms. Freeman, Ms. Hynosky, Ms. Kennedy, Mr. Murphy, Ms. Rozelle, Mr. Wetherell, Mr. Wimmer, Ms. Day.

Not in attendance: Ms. Bealla, Ms. Clause, Ms. Edwards, Mr. Fiorini, Mr. O'Malley, Ms. Cummings, Ms. Stamford

Guests: Mr. Paul Porter

1. Welcome:

- Ms. Cullen-Brown called the meeting to order at 2:30 p.m. in the PNC Board Room of Brennan Hall.
- Ms. Schneider offered the opening prayer

2. Review of November Minutes.

A motion was made by Mr. Franceschelli to accept the minutes. Ms. Rozelle seconded the motion. Minutes accepted.

3. Approval of Agenda:

Ms. Hynosky made a motion to accept the agenda. The motion was seconded by Ms. Rozelle. The agenda was approved.

4. President's Report:

- The UGC met on November 27.
 - Immediately following the meeting Ms. Cullen-Brown asked Mr. DeSanto if he would agree to speak at next year's June meeting. He has agreed to do that.
 - There was a slight update to the Liaison role. A line was reinserted to return "advocacy" to the Liaisons Roles and Responsibilities section.
 - The committee reviewed several policies.
 - The UGC is seeking input regarding the Fundraising policy. The Senate will review and provide feedback prior to the UGC's December 11 meeting.
 - CMS Policy has been approved by all Senates and is moving forward.

- The UGC is also seeking input on the Non-Discrimination/Anti-Harassment Policy draft.
- Student Government advised the UGC that they will be addressing student concerns of safety on campus. As a follow-up, Mr. DeSanto announced that the President's Cabinet and Budget Committee have approved allocation of funds to upgrade security campus wide. Ms. Cullen-Brown spoke with Chief Bergmann to discuss whether the project could benefit from input from the three Senates. Mr. Bergmann advised that the process had been pre-determined and the allocation of funds supported these pre-determined initiatives. He identified three areas that were identified by multiple campus committees as being important initiatives to support security across campus.
 - Increased lighting off campus in courts and alleys
 - Upgrade of existing security cameras (additional cameras will not be added at this time)
 - Upgrade the dispatch center
- Chief Bergmann will address the Senate at our March meeting and will better explain the security upgrades, as well as respond to any areas of concern we may have

- At the UPC much of the discussion was focused on the upcoming Board of Trustees meeting. There was a lot of conversation regarding MOOCS (Massive Online Open Course System) that many Ivy League universities are participating in and providing free online courses. Middle States Review subcommittee reports were due on November 30. The full report is expected to be submitted to Middle States by May or June.
- The Staff Employee Appreciation Event is slated to take place in March. Frani Mancuso has requested input from the Senate and/or a volunteer that would be willing to work with a subcommittee to assist in creating a new theme and increase participation.

5. Attendance was taken. (see attendance above)

Alternates: Ms. Eagen served as alternate for Ms. Stamford; Ms. Scramuzza served as alternate for Ms. Bealla. Several MTTP Senators and one alternate were not in attendance. Ms. Cullen-Brown did a count and determined that we had quorum should a vote be necessary.

6. Liaison's Report:

- Ms. Day continued discussion of the Board of Trustees' position regarding MOOCS. The Board raised their concerns to Senior Leadership and Fr. Quinn. The Trustees are interested in being assured that the Senior Leadership is aware of, analyzing and will have approaches to dealing with the changing environment around higher education. There was also discussion regarding the fact that currently MOOCS classes are non-credit bearing. It remains to be seen if there will be some certification or credential associated with MOOCS.
- Senior Leadership has spent the last month and a half trying to balance the 2013-2014 operating budget.

7. Roundtable Reports:

Mr. Wetherell reiterated the need for us follow up on items that are brought to the Senate through the Roundtable events. He will work with the chairs to ensure that the groups aren't working individually to answer questions that may be posed to all three groups.

Professional/Paraprofessional Constituency – There were 11 line items. 2 needed no further action, leaving 9. The remaining 9 were assigned to individual Senators. These Senators are currently working on their assigned items. After further research, they will meet to identify what items may need to be elevated to the full Senate.

Mr. Wimmer addressed all three groups to remind everyone of the importance of reviewing and following the procedures outlined in the Roundtable Policy and Procedures manual that was developed last year.

Clerical Constituency – The Clerical Constituency has begun moving forward on a number of their initiatives. Tasks have been assigned within the group to do background research on some items such as Royal Card discounts and daycare on campus. The group wants to ensure that they have an understanding of the work done on these items in the past before moving forward. There was discussion during the meeting regarding the issue of daycare on campus.

- Banner Training – Ms. Scramuzza will be sending a link to Clerical staff for Angel training. After Angel training, discussion groups and surveys can be started. The group will pilot the training with Clerical staff.

MTTP Constituency – The group worked on categorizing the items they received as to whom questions or concerns should be raised.

Many items of concern centered on fairness and equity within the Maintenance and Trades groups. The group feels that it would be beneficial to have a meeting with Mr. Devers, Mr. Carmody, Ms. Davitt and Mr. Judge to address some of the concerns raised at their Roundtable event.

There were many questions related to communication, i.e. receipt of paper mail, access to e-mail and computers. The group feels they can address these issues with supervisors.

There were safety issues raised. The group feels these are not necessarily items that need to be brought to the Workplace Safety Committee, but again can be addressed with supervisors to ensure consistency throughout each department.

There were several questions raised as to discrepancies between the practices of department vs. policies/procedures in the most current version of the Employee Handbook.

The group feels the biggest issue is the work schedule change. The group is not aware of whether or not individual meetings have been scheduled with those who feel they will be negatively impacted by the change. The MTTP Roundtable group feels that they should meet with Mr. Devers and Mr. Carmody to address some of the questions and concerns that have

been brought to them by their constituents. Mr. Wetherell offered that Mr. Carmody has informed him that he has not received a final decision as to whether or not the schedule change will be implemented. When a final decision is made, Mr. Carmody intends to make sure that everyone understands the decision as well as the process or procedure for requesting exceptions based on personal need.

Ms. Cullen-Brown expressed concern that the monthly maintenance meetings have been scheduled several times coinciding with Staff Senate meetings, thereby causing a conflict for Senators.

8. Committee Reports:

By-laws Committee – Committee has not yet met this year as there has not been a need.

Communications Committee – Did not meet the last month. They have been maintaining the Staff Senate website, posting announcements of various training events. Work was completed on development of a Staff Senate FAQ. The Communications Committee requested a Motion to accept the final revision of the Statement of Purpose. Mr. Murphy put forth the Motion to accept the statement of purpose. All were in favor.

There was discussion regarding the use of the double S logo that is used on the Staff Senate newsletter for any formal announcements of events released to the University community. It was decided that a request for approval of the use of the logo should be brought to PR before making a final decision to use it.

Election & Membership Committee – Did not meet since last Senate meeting and had nothing to report.

Finance Committee – Committee reported that we are on track with our spending.

Social Events & Community Building Committee – Ms. Hynosky reminded the Senate that the Staff Christmas Luncheon is December 18 from 11:30 – 2:00 with a snow date of December 19. Committees are reminded to have their baskets at the DeNaples ballroom by 11:00. If each Committee has a description of their basket they should e-mail to Ms. Hynosky for display in front of each basket. Invitations should be delivered campus wide today. Ms. Hynosky asked us to remind our constituents to RSVP. Fr. Ryan will be saying grace and Ms. Cullen-Brown will address the group.

At the request of the Executive Committee, Ms. Hynosky contacted Pat Vaccaro to inquire how the Staff Senate might assist in Hurricane Sandy relief efforts. Ms. Vaccaro advised that since there are so many projects going on, it would be best for the Senate to concentrate on the Christmas luncheon collection of toys. There was further discussion about the Staff Senate participating in some way in Hurricane Sandy relief. The Senate will continue to investigate opportunities to assist in some way.

Staff Development Committee – There were 28 participants in the Safety in the Workplace presentation. The committee plans to repeat the event in the Spring. The committee continues

to work on the Employee Resource Document and developing the New Staff Mentoring Program.

Staff Recognition – Ed Steinmetz approved the committee’s request for a parking space for the Spirit Award. Ms. Hayes is continuing work on the project, which the committee hopes to roll out before the May recognition luncheon.

Ad-hoc Ombudsman Committee – The committee did not have another meeting since the last Senate meeting. The committee is currently collecting information from other Jesuit universities.

Ad-hoc Staff Meal Plan Committee – Ms. Hayes reported that she spoke with Mr. Zayac assured her that he is taking the committee’s request very seriously. He recently met with Mr. Steinmetz and the other Vice Presidents. During that meeting it was decided that the idea should be further discussed with Fr. Quinn and the President’s Cabinet. We should hear back from them after break.

Ad-hoc Staff Handbook Committee – The committee held their first meeting on the morning of December 5. The committee established what their charge will be.

There was discussion at the full Senate meeting as to whether or not this committee would be a standing committee. The consensus was that this is currently an Ad-hoc committee. Should the committee members or Senators believe the committee should be a standing committee, it would have to go before the full Senate for a vote.

9. Open Items from the floor.

- There was a call for open items from the floor. None were raised.

Mr. Murphy put forth a motion to adjourn. Ms. Barnoski seconded the motion. The meeting was adjourned at 4:00 p.m.