

TO: Staff Senate

FROM: Catherine Schneider
Staff Senate Secretary

DATE: March 11, 2013

SUBJECT: Minutes of February 13, 2013 Meeting

In attendance: Ms. Eagen, Ms. Fetsko, 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. O'Malley, Mr. Pace, Mr. Sakowski, Mr. Smoke, Ms. Bevacqua, Ms. Cullen-Brown, Ms. Cummings, 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, Mr. Fiorini,

Guests: Mr. Paul Porter, Mr. Brian Griguts, Mr. Bill Michel, Mr. Jacob Harris, Mr. Frank Cardamone, Ms. Gemma Davis

1. Welcome:

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

2. Guest Presentation – Mr. James Devers, Assistant Vice President for Facilities Operations

Mr. Devers attended our meeting as a guest presenter. He addressed many topics including an overview Facilities department's responsibilities, the expansion of the University over recent years and how these initiatives effect operations, how the Facilities department addresses communication challenges, and how they address Ignatian Spirituality. Mr. Devers also discussed projects that the University of Scranton may be undertaking in the near future.

(A copy of Mr. Devers' PowerPoint presentation will be requested for the Senate's files as an addendum to these minutes)

3. Attendance was taken. (see attendance above)

Though there were several senators absent, at least 4 of each constituency group were present, and it was determined we had quorum for voting.

4. Review of January 9 Meeting Minutes.

A motion was made by Mr. Murphy to accept the minutes. Ms. Bevacqua seconded the motion. Minutes accepted.

5. Approval of Agenda:

Ms. Schneider advised the group that the standing agenda item of the Liaison's Report was inadvertently excluded from the agenda and will be included in this meeting. Mr. O'Malley made a motion to accept the agenda with the revision. The motion was seconded by Mr. Wetherell. The revised agenda was approved.

6. President's Report:

- Sursum Corda Awards - Ms. Cullen-Brown congratulated the winners of the Sursum Corda Award, including Senator Kym Fetsko, Barbara King, Jim Piazza and Brian Pelcin.
- The UGC met on December 11. Ms. Cullen-Brown noted that during the awards President Quinn again noted that University Governance is a priority for him and the University as a whole.
- Staff Senate logo
 - We now have an official Staff Senate logo, which was distributed by the Communications Committee, has been approved by PR and should be used on all Staff Senate communications. Ms. Kennedy provided a link to the logo file on RoyalDrive to all Senators.

7. Liaison's Report –

Sursum Corda Award – Ms. Day expressed concern over the number of nominations received for the Sursum Corda Awards, including those that came through the Staff Senate. Ms. Day suggested that the Senate, through an existing or new committee, review the nomination process to determine if there are impediments in the process which may have resulted in fewer nominations.

A Motion put forth that the Recognition Committee will review the Sursum Corda Award nomination process and be prepared to meet with Ms. Day by August 31 to provide recommendations as appropriate. All were in favor.

8. Opening Prayer for March Meeting – Ms. Barnoski volunteered to offer the opening prayer.

9. Committee Reports:

Due to time constraints, the committees did not give full reports during the meeting. Ms. Cullen-Brown asked that all Senators review the committee reports that were submitted prior to the meeting and are posted in the Senate's RoyalDrive folder. A link to the folder was sent prior to the meeting. The committees gave the following abbreviated reports:

Recognition Committee - the annual Awards Luncheon will be held on Wednesday, May 15, 2013 at approximately 12:00 p.m. We will hold our meeting in the morning on that day, prior to the luncheon. The precise meeting time will be announced.

Communication Committee - reminded the Senate that articles for the newsletter are due no later than March 8.

Election & Membership Committee - reminded the Senate that the deadline for submission of Senate elections is March 12. Call for Nominations are going to Print Shop next week.

Constituency group numbers have changed. The Clerical Constituency is losing a seat and the MTTP group is gaining a seat.

Staff Development – Continues to work on New Staff Mentoring Program – there is a draft document; Employee Resource Document updates are near completion. The committee anticipates release of the document next month, following a final review.

Social Events & Community Building – There will be a food drive at the Meet & Greet this year and there will be two winners chosen for the 50/50 drawing.

Ad hoc Ombudsman – Meeting on February 22 to share findings of information gathered

Ad hoc Staff Meal Plan – Ms. Hayes had to leave the meeting early, however, Ms. Cullen-Brown thanked her and her committee for their efforts and announced that the Staff Meal Plan is in place.

Ad hoc Handbook – The committee has met as a committee and with Human Resources. The committee has a draft of the handbook and will provide an outline of questions/concerns to Human Resources. Follow-up meetings are scheduled for the committee with Human Resources.

10. Open Items – No open items from the floor

11. Roundtable Breakouts – Ms. Cullen-Brown reminded the Roundtable groups they need to communicate with their constituency groups regarding the upcoming Roundtable events.

The Roundtable groups met briefly following the adjournment of the meeting.

Mr. Murphy put forth a motion to adjourn. Ms. Barnoski seconded the motion. The meeting was adjourned at 3:55 p.m.