

TO: Staff Senate

FROM: Catherine Schneider
Staff Senate Secretary

DATE: August 9, 2013

SUBJECT: Minutes of July 17, 2013 Meeting

In attendance: Ms. Bealla, Ms. Cherra, Ms. Eagen, Ms. Guthrie-Kretsch, Ms. Lang, Ms. Palko, Ms. Rupp, Ms. Schneider, Ms. Barnoski, Ms. Clause, Mr. Fiorini, Mr. Harris, Mr. Hurst, Mr. Pilger, Mr. Roginski, Mr. Sakowski, Mr. Smoke, Ms. Bevacqua, Ms. Butler, Ms. Cullen-Brown, Ms. Freeman, Ms. Hollingshead, Ms. Hynosky, Mr. Murphy, Mr. Oakey, Ms. Rozelle, Ms. Trovato, Mr. Wetherell

Not in attendance: Mr. Barrett, Mr. Fedoryk, Ms. Wasalinko, Mr. Sheehan, Ms. Day

Guests: Mr. Frank Cardamone, Ms. Sherry Edwards, Mr. Steve Hallock, Mr. Tom Coleman, Mr. Rich Krayner, Mr. Chris Carrera, Ms. Tricia Cummings

1. Welcome:

- Ms. Cullen-Brown called the meeting to order at 10:05 a.m. in the PNC Bank Board Room, Brennan Hall
- Ms. Palko offered the opening prayer
- Ms. Cullen-Brown reminded everyone to sign in
- Ms. Rozelle volunteered to offer the opening prayer for the August meeting.

2. Review of meeting June meeting minutes.

A motion was made by Ms. Trovato to accept the minutes. Ms. Hynosky seconded the motion.

3. Approval of Agenda:

A motion was made by Ms. Palko to accept the agenda. Ms. Hynosky seconded the motion.

4. President's Report:

- UGC and UPC do not meet in the summer. Nothing to report.
- Executive Committee - It was identified that there was an error in the April elections. The error resulted in an additional Professional/Para-professional Senator being elected. Mr. Franceschelli resigned his position as Senator. The seat was not filled and we are in compliance with our by-laws. Mr. Sheehan, who would have moved into the vacant seat, will remain an alternate.
- The 125th Anniversary Mass and Luncheon will take place in August. These events are taking place on the actual date of the 125th Anniversary of the University. All Staff and Faculty are asked to participate if they can. This is the kick-off of the year long celebration of the anniversary. Everyone should have received an e-mail invitation to the mass and luncheon.

- Role and Responsibilities of Senators document was reviewed. No suggestions for changes were offered at this time. The document will be posted on the web.
- Committees should be prepared to announce their goals at the August meeting.

5. Liaison's Report:

Ms. Day was unable to attend this meeting. On her behalf, Ms. Cullen-Brown announced that the Staff and Faculty are invited to read this year's Freshman required reading selection entitled "Almost Home", written by Kevin Ryan and Tina Kelly, and attend a presentation that is open to public on Thursday, September 19th at 7:00 p.m. in the Byron Center. The book is available in the book store and online and proceeds go to the Covenant House.

6. Committees - Ms. Cullen-Brown announced Committee Chairs and members

- Communication - Caitlyn Hollingshead, Melissa Bevacqua
Meg Cullen-Brown, Rita DiLeo, Craig Fedoryk, John Harris, Mark Murphy, Marie Trovato, Theresa Sandrowicz
- Election & Membership - Donna Rupp, John Harris
Craig Fedoryk, William Fiorini, Kevin Roginski, Pete Sakowski (Alex Wasalinko was added to this committee after the Senate meeting)
- Finance - Joe Wetherell
Janine Freeman, Margaret Hynosky, Catherine Schneider, Kenneth Smoke
- Staff Development - Elizabeth Rozelle, William Hurst
Tim Barrett, Melissa Bevacqua, Gina Butler, Tammi Cherra, Barb Eagen, Marg Hyonsky, Jason Oakey, Pete Sakowski, Jennifer Pennington serves as a volunteer on this committee
- Recognition & Excellence - Joe Wetherell
Gina Butler, Barb Eagen, Synthia Guthrie-Kretsch, Diane Lang, Pauline Palko, Ryan Sheehan
- Social Events & Community Building - Marg Hynosky, Ann Barnoski
Kathy Clause, Sherry Edwards, Janine Freeman, William Fiorini, Synthia Guthrie-Kretsch, Caitlyn Hollingshead, Kevin Roginski, Ryan Sheehan

Ms. Cullen-Brown called for a motion to ratify committee chairs. Mr. Fiorini put for the motion. Ms. Lang seconded the motion.

7. Roundtable Committee Breakout Sessions - 10 minutes

Constituency groups met to identify chairs and dates for Roundtable event.

- Professional/Para-professional - Mark Murphy, Marie Trovato
Dates: (Secretary did not have a record of announced dates. Will amend these minutes when dates are provided.)

- Clerical - Cathy Schneider
Dates: Tuesday, October 15, 9:00 a.m & Tuesday, March 18th, 9:00 a.m.
- MTTP - John Harris, Pete Sakowski
Dates: October 21, 2:00 p.m. & March 11, 2:00 p.m.

The Senate reviewed Roundtable Policy & Procedures and discussed the importance of following of the procedures and timelines. Mr. Wetherell reminded the Senate that we have e-mail groups set up to communicate with our constituency groups.

A question was raised regarding whether or not Roundtable chairs are considered committee chairs for the purposes of membership in the Executive Committee. After discussion and review of the By-laws, it was determined that Roundtable chairs are invited to attend the meeting, but are not considered members of the committee for voting purposes.

8. Senate Goals:

Ms. Cullen-Brown asked that all committees meet prior to the August Senate meeting to determine their goals for the term. She asks that Committee Chairs be prepared to report their goals at the August meeting. She expressed the importance of the committee goals to developing the Senate's goals for the term and reviewed last year's goals.

One of the goals the Senate will continue to work on is to look for ways to improve communication. The Executive Committee the possibility of researching and preparing a document to present to President Quinn with recommendations for improving communication across the University. There was discussion as to whether an Ad hoc committee should be formed to address this goal, as it will be a large undertaking. Ms. Hollingshead offered that if an Ad hoc committee was formed that she and Ms. Bevacqua would be willing to chair this committee.

9. Open items from the floor:

Ms. Cullen-Brown asked the Senate to weigh in on whether we would continue to invite guest speakers to our monthly meetings.

Suggestions included inviting guest speakers to speak at the end of meetings, that we invite the other Senate Presidents to speak, limit the frequency of speakers. Ms. Cullen-Brown is going to contact the other Senate Presidents to speak at a meeting after the start of the semester.

The group discussed the Senate sponsoring information sessions for the University community, wherein the University Vice Presidents would speak to large groups about the happenings in their division. The group discussed various possible formats for the sessions and the importance of participation, ways to increase it and engage staff members. Ms. Cullen-Brown is going to contact President Quinn's office and the University Vice Presidents to ask them if they would be interested in participating.

Mr. Roginski put forth a motion to adjourn. Ms. Hynosky seconded the motion. The meeting was adjourned at 11:32 a.m.