

TO: Staff Senate  
FROM: Pauline Palko  
DATE: October 15, 2015  
SUBJECT: Minutes of the October 14, 2015 Meeting

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In attendance: Ms. Tokash, Ms. Palko, Ms. Schofield, Ms. Tucker, Ms. Cali, Ms. Klien, Mr. Barrett, Mr. Hallock, Mr. Roginski, Mr. Sakowski, Ms. Shimsky, Ms. Thomas, Ms. Cook, Ms. Densevich, Ms. Hollingshead, Mr. Murphy, Ms. Strickland, Ms. Vita, Mr. Krzan, Mr. Wetherell.

Not in attendance: Ms. Barret Notarianni, Ms. Mecadon, Ms. Edwards, Mr. Griguts, Mr. Pilger, Ms. Barnoski, Ms. Grissinger, Ms. Bevacqua, Ms. Butler, Ms. Driscoll-McNulty, Ms. Johnson, Mr. Sheehan.

Guests: Leah Mehm.

**Welcome:**

- Mr. Wetherell called the meeting to order at 10:12 am, in the PNC Bank Board Room, Brennan Hall. Mr. Roginski offered the opening prayer, Ms. Cali volunteered to offer the prayer for the November 18 meeting.
- Attendance was checked, quorum met for voting purposes.

**Review of September meeting minutes:**

Minutes approved with no changes.

**Approval of Agenda:**

Agenda approved.

**Liaison Report:**

Mr. Wetherell presented the liaison's report in her absence:

No later than next week University President, Fr. Quinn will announce salary increase for staff.

Campus Works IT technology review has been going on for the last six weeks. Preliminary or final findings were presented to the University. Campus Works challenged managers to use more technology in conducting business. Keep sending question to the Works system so they can work on improving systems for our use.

Patti will speak more about this at our next meeting.

**Presidents Report:**

Mr. Steinmetz will be speaking about the budget at the November 18 Senate meeting and will be asked how the catering food service contract works.

Ms. Aschenbrenner has scheduled a meeting with Aramark corporate people to review our situation and send an update to Mr. Wetherell.

- Coffee Service which had been split to require separate orders for coffee and tea has returned as one package.
- Mr. Wetherell has investigated the rule of using catering on campus. Has only found one written policy through Madonna Savage, which indicates catering must be used for events in our facilities. Senators stated that the wording makes sense if someone is renting the ballroom, Brennan, etc., but not for smaller meetings. Mr. Wetherell will check with Mr. Steinmetz on this.
- Senators questioned if it's in the best fiscal interest of The University to use catering when it's cheaper to go off-campus for pizza, coffee, Danish etc.

Mr. Wetherell noted that the Senate has been asked to provide a second person on the UPC (University Planning Committee)—Mark Murphy will fill this spot. Over the summer, when Mr. Wetherell transitions out of the Senate presidency, another person will be chosen to take his place on this committee.

Academic Calendars for 2016-2017, and 2017-2018 have been tentatively approved by the Provost and were sent to you for review last week. Any suggested changes should be sent to Mr. Wetherell by end of day October 15, 2015, so he can send them to Dr. Boomgaarden on October 16<sup>th</sup>. We expect final approval from the Provost October 16<sup>th</sup>.

### **Committee Reports:**

Finance: Upcoming Constituent Round Table events and the Christmas Luncheon will be the first charges to hit the budget.

Election and Membership: Ms. Driscoll-McNulty (chair), was not present.

Staff Development: Ms. Cali reported that the committee will continue to work with Human Resources on moving the “ConneXions” Mentoring Program forward. Goal is to have it up and running for January. A sign-up sheet was passed for mentoring new employees.

Jeremy Brees has agreed to do an Emotional Wellness in the Workplace Workshop over intersession. Will be a brown bag event in DeNaples. Interactive event.

Updating the on-line resource document. Mr. Wetherell asked that the updated document be put in new employee packets.

Communications: Send articles for the Fall newsletter to Amy Driscoll McNulty by October 20. Intent is to have newsletter out prior to Communications Symposium November 3.

- Mr. Gerry Zaboski (Enrollment Management) has been asked to talk about the implications of the current first year class and the way forward looking ahead to future incoming classes.
- Dr. Anitra McShea (Student Formation and Campus Life) has been asked to share information about her division's (Student Formation and Campus Life) reorganization and the implications on student retention and development.

Social Events & Community: University Christmas Luncheon scheduled for December 16<sup>th</sup>. Fr. Quinn is available to offer the prayer. Committee will once again be seeking donations of socks, noting there is a great need for socks in shelters. Asks committees to begin planning a basket for the luncheon raffle table. Will also be seeking donations from businesses for the raffle table. Event was moved to a Wednesday this year because grades are due on Tuesday and we wanted academics to be able to attend.

Recognition and Excellence: Ms. Mecadon and Ms. Notarianni were both absent. Mr. Wetherell noted that the committee has done a fabulous job with the monthly Spirit Award. Also that he has spoken to them in preparation of Sursom Corda nominations which will begin soon. Mr. Wetherell noted that coordination with Human Resources would be necessary to proceed.

Bylaws: After careful review of the bylaws, the committee is considering a motion to change the employment requirement for eligibility to serve on Staff Senate from two years to one year.

Bylaws state that each senator should serve on at least one committee but our practice has been for senators to serve on two. May seek motion to change it to two or decide to alter practice to adhere to bylaws. Some senators feel it would be better to focus energy on one committee rather than two. Especially when you are serving as a chair or co-chair of a committee. Some senators questioned if there were enough senators to adequately fill all senate committees. Consensus was to require one, encourage two if possible.

Also, to adhere to the practice in the bylaws that states that officers shall be elected by secret ballot.

Finally to clarify in the document the process by which ad-hoc committee members are selected. Bylaws state that election and membership committee selects those on ad-hoc committees. Need to clarify who can serve on ad-hoc committees. Senator asked for same regulations apply to both standing and adhoc committees.

**Items from the Floor:**

Mr. Sakowski announced that the Safety Committee is looking for volunteers for the annual safety walk, Wednesday, November 4<sup>th</sup>. The walk begins at 5:30pm with dinner in the faculty dining room of the third floor cafeteria in the DeNaples Center. During dinner you will receive your instructions and be assigned a partner. You will be looking for safety hazards on campus, uneven pavement, broken steps, dark areas, malfunctioning emergency call boxes, etc. If interested, contact Mike Baltrusaitis or Pete Sakowski. The walk takes about an hour and a half.

**Motion to Adjourn:**

Meeting adjourned at 10:55 am

Constituencies convened to finalize plans for roundtable events scheduled October 20, 21, and 22.