

TO: Staff Senate

FROM: Catherine Murphy  
Secretary, Staff Senate

DATE: March 11, 2011

SUBJECT: Minutes– February 23, 2011 Meeting

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In attendance Mr. Cawley, Ms. Cherra, Ms. Clause, Ms. Cullen, Ms. Eagen, Ms. Fetsko, Mr. Franceschelli, Mr. Gaylets, Ms. Gurz, Ms. Hynosky, Ms. Jachimowicz, Ms. Laffey, Ms. Lang, Ms. Mascelli, Ms. McCrea, Mr. Murphy, Ms. Murphy, Ms. Rupp, Mr. Pace, Ms. Palko, Ms. Palkowski, Mr. Schofield, Ms. Skutnick, Ms. Thomas, Mr. Wetherell, Mr. Wimmer, and Ms. Day. Ms. Scramuzza attended as a guest.

1. Welcome:

- x The meeting began at 10:10 am in the PNC Board Room in Brennan Hall. Mr. Murphy welcomed everyone to the meeting after our January break. He said that some senator's have indicated that they did not like taking a break in January. He said that it will be something we will discuss when it's time to prepare next year's meeting schedule.
- x Ms. Tovato briefly addressed the group to ask senators to encourage their constituents to attend the Employee Party in March. She said that the party is a time for faculty and staff to get together and build community.
- x Ms. Gurz will be finishing Mr. Hickernell's term which ends in 2012. Mr. Henfling has agreed to serve as an a

3. Approval of Agenda

Mr. Skutnick made a motion to accept agendas written. Mr. Gaylets seconded the motion. The agenda was approved.

4. Guest Presentation:

Guest Presenter was Rosette Adera, Director of the Office of Equity and Diversity. Ms. Adera thanked the senators for the invitation to come and speak about her role, and the range and scope of her responsibilities.

Ms. Aderæ explained that she has two charges: Equity which deals with policy compliance, sexual harassment policy, and affirmative action and equal opportunity; and Diversity which deals with diversity initiatives, cultural sensitivity training, and diversity training.

Ms. Aderæ's Power Point presentation is available on the staff senate website at <http://academic.scranton.edu/organization/staffsenate/>

#### 5. President's Report:

Mr. Murphy report included:

- x An update on the governance survey

He said that the survey component has been completed and is moving into its next phase. Officers from each of the senate's will be interviewed and small focus groups will be meeting to discuss governance. He said that the final report will be given to the President and Board of Trustees.

- x UG Update:

Mr. DeSanto stated that the AC approved our Laws and added that the change they suggested was only a suggestion.

The students representing the Student Senate presented information on the Royal Ride. This is a pilot program that is taking the place of the Smart Ride. It still runs from the University of Marywood, but it also has some expanded routes. Based on the interest of students and staff they may be looking to expand the program to other areas of the city.

Mr. Murphy thanked the members of the Communication Committee for the work they did on the newsletter. He said that he sent a copy to Dr. Hogan, who played an important part in the creation of the staff senate.

#### 6. Liaison's Report:

Ms. Day reported that a balanced budget will be presented to the Board of Trustees later this week. She said that the FMS will begin looking at new funding requests.

Ms. Day reported that the AC will be involved in the Presidential transition. An Inauguration Committee has been formed with Mr. Davis and Dean Pellegrino serving as chairs.

Ms. Day reported that the deadline for the Staff Window Retirement Plan is March 1<sup>st</sup>. In order to take part in the Plan employees must be at least 62 years old and have been employed by the University for 15 yrs. Ms. Day was asked if a Retirement Plan would be offered again. She said that she would never say never, but there is no intent to make this permanent. She said that the Window Plan for faculty saved more money than the staff retirement plan will. She added that this is not phase one of forced downsizing.

Ms. Day reported that the Performance Management Steering Committee attended 2 days of training. Ms. Cullen-Brown said that during the training the committee reviewed the data from

the survey that was conducted on our current evaluation process. Ms. Day said that the committee submitted some recommendations to the AC for their review. She said that there was a lively discussion at the AC and the committee should expect comments from the AC sometime in March. Ms. Day said that the goal is to have a system in place and supervisors and employees trained by June<sup>1st</sup>.

Ms. Day was asked how the membership on the committee was decided. She said that she chose the members in consultation with the Vice President's.

By-Laws Committee Ms. CullenBrown said the latest version of the By-Laws will be on the website shortly. She said that the suggestion made by the AC will be on the committee's agenda next month

8. Old Business

Mr. Murphy reported that it looks like senators will be asked to contact staff to let them know about the Pride and Passion Campaign

Ms. CullenBrown asked if each of the representative groups is going to hold meetings with their constituents. After some discussion, it was