

TO: Staff Senate Members  
FROM: Catherine Murphy  
DATE: December 22008  
SUBJECT: Staff Senate Meeting, November, 2008

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In Attendance Ms. Bennett, Ms. Boock, Mr. Cawley, Mr. Costello, Ms. Cullen-Brown, Ms. Davis, Ms. Gownley, Mr. Harris, Ms. Knott, Mr. Krall, Mr. Kretsch, Ms. Mascelli, Ms. Murphy, Mr. Murphy, Ms. Notarianni, Mr. Owens, Mr. Parry, Ms. D. Rupp, Ms. J. Rupp, Mr. Skutnick, Ms. Stavisky, Ms. Vaccaro, Ms. Watson, Ms. Winslow and Mr. Wooden.

Welcome:

The meeting began at 10 a.m. in the Board Room of Brennan Hall. Mr. Murphy asked Ms. Cathy Boock to open the meeting with a prayer.

1. Review of Minutes from October 2008 meeting:

Ms. Cullen-Brown made a motion to accept the minutes as written. Ms. Watson seconded the motion. The minutes were approved.

2. President's Report

Mr. Murphy briefly highlighted some key points from his report. He reported that he met with Ms. Day to review our budget proposal for next year, as well as our Strategic Initiatives Funds proposals. He stated that next year we will be part of the process and will have more time to plan. He said that this year we had to make decisions faster than we wanted to.

3. Report from Liaison:

Ms. Day reported that she submitted our budget request and Strategic Initiatives Funding request to the AC and the FMC.

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- Staff Employee Education Grant to help pay for books:  
Ms. Day reported that Mr. Steinmetz thought that there may be a program that will cover this.
- Staff Employee Education Grant for courses offered by the Center for Professional Training and Development Proposal  
Ms. Day said that the AC sent this proposal back to the Senate. Ms. Davis the Director of the Center of Professional Training and Development will be invited to meet with the Staff Development Committee and then possibly the Staff Senate. Ms. Day said that the proposal needs further flushing out.

4. Committee Reports:

- Alternate Work Week Schedule Committee: Mr. Barrett was unable to attend the meeting; however he did submit a report for review.
- Election and Membership Committee: Ms. Bennett reported that the committee has finalized a schedule for the election of senators for 2009 and would like the Senate's approval. A motion to approve the schedule was made by Ms. Winslow and seconded by Ms. Cullen. The Senate voted and the motion was approved with one change "Announce results and invite new senators to May 20 Senate meeting."

Ms. Bennett said that the elections will be conducted electronically and with paper ballots. She said that zone supervisors will be asked to place locked ballot boxes in their areas. Ms. Bennett said that the committee decided that senators not running for office will be involved in tallying the ballots.

Ms. Bennett noted that the committee would like to form a pool of people who are willing to serve on University committees. There will be a sign up sheet available at the breakfast. Ms. Day reiterated the importance of having a pool, since some requests are time sensitive.

- Staff Development Committee: Nancy Gownley reported that the committee has scheduled computer training with Mr. Yanusauskas for maintenance staff on January 21 and 23, 2009.
- Social Event/Community Building Committee: Ms. Vaccaro reported that they have received 220 positive responses for the breakfast. She reminded everyone that today is the last day to respond and encouraged everyone to remind their constituents to sign up. She said Mr. Murphy and Ms. Day will give a brief welcome. There will be a table set up with information about the Senate and there will be surveys at each table for people to fill out and

turned in at which time they will receive a ticket for the draw of number of baskets which have been donated by various departments and individuals.

- e. Staff Recognition & Excellence Awards Committee: Ms Watson stated that the committee is continuing its work.
- f. By-Laws Committee: Ms. Cullen Brown reported that the Committee had made changes to the Bylaws and asked the Senate to review Sections I to V regarding the Election Procedure. They would like to Senate to vote on the changes at the December meeting since it will have an impact on the election. She asked that a feedback be sent to Mr. Wetherell. Ms. Cullen Brown said that she will work with Mr. Wetherell to change the document so that everyone can see the changes.
- g. Communications Committee: Ms. Davis reported that Mr. Grigorescu will be updating the website when he receives the information from Ms. Murphy. Ms. Murphy said that she had just sent the information to him.

Ms. Davis raised some questions about the Senate email. It is an open forum for constitutions to communicate with us. Ms. Davis and Mr. Grigorescu will receive the emails and forward them to the proper person.

She also reported that they are continuing to work on a Pin that Senators can wear at all times, so that staff will be able to identify us as senators.

Ms. Cullen Brown is continuing to research what other institutions policies are regarding what information is made public on websites. She reported that out of 8 institutions only one posts minutes.

## 5. Preliminary Budget

Mr. Murphy reported that he had submitted the budget to Ms. Day explained that the budget request is smaller than what was discussed at the Executive Committee because as he was itemizing the budget there were some overlaps. Ms. Winslow, a member of the Executive Committee, said that she would have appreciated receiving an email regarding the changes. Mr. Murphy said that time was an issue. Ms. Bennett requested that the issue be tabled and discussed at the next Executive Committee meeting.

## 6. Open Forum:

- During the meeting Ms. Gownley announced that KSOM is sponsoring a one-day seminar which will certify participants as an Administrative Assistant. This led to a discussion about job classifications and what the difference is between secretary and administrative assistant. Ms. Day cautioned extending a blanket invitation and suggested that if you are interested in attending to check with your supervisor.

