

TO: Staff Senate

6. Ratification of Committees:

Mr. Gaylets read the names of each committee's membership and chairperson(s). He then made a motion to ratify the committees' memberships and chairs. Ms. Stamford seconded the motion. The motion was passed.

7. Committee Updates:

Finance Committee: Ms. Cullen-Brown reported that the balance of the Senate's account is \$9,698.

Election & Membership Committee: Mr. Murphy reported that the committee filled 3 vacancies on the Board of Trustees Committees.

Recognition & Excellence Committee: Mr. Wetherell reported that the committee will begin working with HR to ensure that the materials for the Sursum Corda Nominations are correct. Ms. Day said that she doesn't expect changes to last year's procedures. She added that the deadline for submission of nominations will probably be sometime in December.

Communication Committee: Mr. Wimmer announced that the Senate's Webpage is now up on the new CMS system. He asked the group to send any suggestions or feedback to him or Ms. Jachimowicz.

Mr. Wimmer said that the Newsletter with the Elections results is at the printers and will be distributed shortly. He said that 150 copies are being printed and will be distributed to various offices. He added that the newsletter will be sent electronically, as well as posted on the Senate Website and announced in Royal News. Ms. Murphy asked that she receive a printed copy for Senate files.

Social Events & Community Building Committee: Ms. Hynosky said that the committee will work with the Staff Development Committee to plan the Orientation scheduled on November 2<sup>nd</sup>. She reported that the committee is looking at December 20<sup>th</sup> or 21<sup>st</sup> for the Holiday Breakfast and asked if there was a preference. Ms. Cullen-Brown suggested Wednesday the 21<sup>st</sup> since we hold our regular Senate meetings on Wednesday mornings it might be easier for people to attend on a Wednesday.

Ms. Hynosky asked if the committee is in charge with scheduling the Roundtables or are they charged with making recommendations on what the Roundtables should look like. Mr. Murphy said that the committee is charged with bringing a format and procedure back to the Senate for approval. He added that each employee group would then be responsible to organize their Roundtables.

Staff Development Committee: Ms. Mascelli announced that the New Staff Resources project is complete. She said that it will be announced on the portal, BBoard, and Royal News. She also said that it will be emailed to all staff and will be posted on the Staff Senate Website. Ms. Day said that eventually she would like to have a link to the Staff Senate website.

Ms. Mascelli reported that on November 2 we will have a brief Senate meeting which will be followed by an Orientation session and luncheon.

8. New Business:

Staff Handbook: There was a discussion on the possibility of the Staff Senate assisting HR with reviewing and updating the Staff Handbook. Ms. Day said that she feels that this is HR's responsibility. She said that her staff had been working on it and they have about 50% of it completed. She said with staffing issues and the new performance management program it has not been a high priority. Ms. Day said that if there are things missing from the Handbook or things you would like to see in the Handbook to let her know so it can be considered.

It was agreed that the Senate would review the Handbook after the revisions were completed by HR and vetted by the senior leadership.

Staff Emeriti: Ms. Stamford said that a professional staff member that is retiring asked her if they would be able to keep their email account. She presented minutes from an APC meeting that includes a list of benefits faculty and staff emeriti are entitled to. Ms. Day asked Ms.