

TO: Staff Senate

FROM: Elizabeth Rozelle, Staff Senator for Catherine Schneider, Staff Senate Secretary

DATE: August 14, 2013

SUBJECT: Minutes of August 14, 2013 Meeting

In attendance: Mr. Barrett, Mr. Sheehan, Ms. Bealla, Ms. Cherra, Ms. Eagen, Ms. Guthrie-Kretsch, Ms. Palko, Ms. Rupp, Ms. Barnoski, Ms. Clause, Mr. Fiorini, Mr. Harris, Mr. Hurst, Mr. Pilger, Mr. Roginski, Mr. Sakowski, Mr. Smoke, Ms. Bevacqua, Ms. Freeman, Ms. Hollingshead, Ms. Hynosky, Mr. Murphy, Mr. Oakey, Ms. Rozelle, Ms. Trovato, Mr. Wetherell, Mr. Fedoryk, Ms. Wasalinko

Not in attendance: Ms. Cullen-Brown, Ms. Schneider, Ms. Butler, Ms. Diane Lang, Ms. Day

Guests: Mr. Frank Cardamone, Mr. Steven Hallock, Mr. Tom Coleman.

1. Welcome:
 - Mr. Wetherell called the meeting to order at 10:00 a.m. in the PNC Bank Board Room, Brennan Hall. He stated he is conducting the meeting in the absence of Ms. Cullen-Brown
 - Ms. Rozelle offered the opening prayer
 - Ms. Rozelle volunteered to take minutes
 - Mr. Murphy offered to say the opening prayer for the September meeting
2. Review of July 17, 2013 meeting minutes:
 - A motion was made by Ms. Rozelle to accept the minutes. Mr. Murphy seconded the motion
3. Review Agenda and suggest any new agenda items from the Senate:
 - A motion was made by Mr. Murphy to accept the agenda. Ms. Hynosky seconded the motion
4. President's Report:
 - Mr. Wetherell delivered the president's report
 - Ms. Cullen-Bro

Senate input and senators are asked to read and provide comments with this and any other document submitted to Staff Senate for review.

5. Report from Liaison, Patricia Day, Vice President of Human Resources:
 - Ms. Day was unable to attend this meeting. On her behalf, Mr. Wetherell noted several items.
 - There has been no cabinet meeting since the last Staff Senate meeting. At the next cabinet meeting, the Alternate Work Schedule is expected to move from a pilot program to an established program.
 - The Royal Read program for students has a few upcoming events related to the book chosen this year, "Almost Home". The authors, Kevin Ryan and Tina Kelly, are affiliated with Covenant House, an organization that serves the needs of homeless teenagers. Staff members are encouraged to attend either the September 19, 2013 session for students or the September 21, 2013 brown bag lunch session for staff. Lastly, there will be a bus trip to Covenant House in NYC on November 16, 2013
 - Joe Wetherell asked the Communications Committee to coordinate with Rebecca Haggerty on providing further information to the senate and our constituencies.

6. Committee Reports-Goals for 2013-2014 term:
 - Communication (Ms. Bevacqua)
 - Goal: To improve university wide communication by updating the Staff Senate website and promoting awareness of this website; revisiting existing procedures and modifying where needed, and utilizing social media for promoting Staff Senate programs
 - Election & Membership (Mr. Harris)
 - Goals: To fill vacancies on university committees, coordinate Staff Senate elections, and the annual Meet & Greet
 - Finance (Mr. Wetherell)
 - Goal: To use university funding wisely
 - As of May 31, 2013, \$8100 of the \$9600 budget was spent
 - The 2013-2014 budget is \$9600 and this same amount will be requested for the 2014-2015 budget
 - Committee budgets will remain the same. Mr. Wetherell will send all committee chairs the budget breakdown via email
 - Recognit

also include coordinating with 125th Anniversary of The University of Scranton activities to avoid schedule conflicts.

- Staff Development
 - Goal: To ensure the awareness and availability of opportunities for staff that will assist in their personal and professional development through updating and circulating the Employee Resource Document, continued work on a staff mentoring program, a Fall program on Ergonomics and a Spring program with The Jesuit Center
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