

TO: Staff Senate  
FROM: Pauline Palko  
DATE: January 29, 2015  
SUBJECT: Minutes of the January 14, 2015 Meeting

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In attendance: Ms. Cherra, Ms. Mecadon, Ms. Barrett Notarianni, Ms. Palko, Ms. Rupp, Ms. Tucker, Ms. Barnoski, Mr. Barrett, Ms. Edwards, Mr. Fedoryk, Mr. Pilger, Mr. Roginski, Mr. Sakowski, Ms. Shimsky, Mr. Hallock, Jr. Knicely, Ms. Bevacqua, Ms. Butler, Ms. Cook, Ms. Driscoll McNulty, Ms. Freeman, Ms. Johnson, Mr. Oakey, Mr. Porter, Mr. Wetherell, Ms. Vita.

Not in attendance: Mr. Davitt, Ms. Hollingshead, Mr. Murphy, Mr. Sheehan.

Guests: Mr. Coleman, Ms. Tetreault, Ms. Wormuth.

**Welcome:**

Mr. Wetherell called the meeting to order at 10:08 am, in the PNC Bank Board Room, Brennan Hall. Ms. Barrett Notarianni offered the opening prayer; Mr. Roginski volunteered to offer the prayer at the February meeting. Attendance was checked, quorum met for voting purposes.

**Review of December meeting minutes:**

Minutes approved with minor corrections for spelling errors.

**Approval of Agenda:**

Agenda approved.

**Liaison Report (Ms. Tetreault):**

Ms. Tetreault offered that Cabinet has not met since before the holiday break.

The Strategic Planning Process is in full swing; the planning committee is working on



the entire university community understand the strategic plan and have opportunity to offer input while it's still coming together.

Mr. Barrett asked if there were any new building projects planned. Mr. Wetherell stated that no new projects were discussed at any meetings he's attended.

Wellness Participation Report — Mr. Wetherell opened discussion on next steps for the report and relative policy suggestions. Mr. Barrett thanked Ms. Palko for writing up the summary, then initiated discussion on various wording changes in anticipation of questions that may come up. Further discussions then followed centered on approval process, usefulness of tracking applications for data, electronic vs. hard copy of applications, accounting for time on time card, accountability for proper use of the program, reasonable time allotment per week, adding Wellness Leave Time to lunch hours, documenting reasons for non-approval, and preventing abuse of program. Everyone agreed we should revisit this discussion after the Wellness Committee meets with Ms. Tetreault.

### **Committee Reports**

Finance Committee — Ms. Hollingshead will be sending requests for budget information to all chairs. She will review all available budget information and confirm the amount remaining in each committee's budget.

Election & Membership – Ms. Rupp had no updates.

Staff Development — Ms. Bevacqua reported the committee is developing a proposal for a New Staff Mentoring Program in which staff could volunteer to support new hires in similar positions. The committee will also be updating the Employee Resources Document this semester. In addition, and because it was so successful last year, the committee is planning to host a Maintenance BBQ again this year. The committee will be meeting to brainstorm cost-cutting strategies and will reach out to the Jesuit Center to request financial assistance.

Communications — Ms. Driscoll McNulty reminded everyone that the date for the inaugural Communication Symposium had to be changed unexpectedly. The correct date is February 24. Please remind others in your areas and RSVP to Donna Rupp by February 12. To date the RSVP count is 94. Thank you to Ms. Driscoll McNulty for very quickly rescheduling the event in a very short time. We were made aware of a conflict with our original date shortly after the original invitation was sent out. This was not the fault of the Communications Committee; the conflicting event had not yet been announced.

Social Events — Ms. Freeman announced that the Christmas Luncheon raised \$1804, an increase over last year's total of \$800. This year's total greatly surpassed the committee's goals. The money raised was split between two families of University employees who lost their homes to fires in the weeks before Christmas.

The sock drive brought in close to 1,000 pairs of socks which were distributed at the Annual Community Breakfast Christmas morning. Those receiving the socks were thrilled. Seven hundred guests attended the breakfast Christmas morning.

Recognition and Excellence — Ms. Mecadon - The Spirit Award winner for January is Linda Smith, faculty secretary in the Theology department. Nominations for February are due January 26th.

Ms. Barrett Notarianni reported that initially the number of Sursum Corda nomination were short in the Clerical and MTTP constituencies. At the executive committee meeting held January 7<sup>th</sup>, the same day the Sursum Corda Committee was to meet, executive committee members quickly submitted names and brief rationales for these two constituencies. Then there were too many. A good problem to have. Mr. Wetherell charged the Recognition and Excellence committee with narrowing down the list to three or four for each category and providing the full rationale paragraphs to Patti to pass along.

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