

TO: Staff Senate Members
FROM: Meg Cullen-Brown
DATE: September 24, 2008
SUBJECT: Staff Senate Meeting Minutes, September 24, 2008

- In Attendance: ~~Ms. Esb~~ ~~Ms. K~~ ~~Ms. B~~ ~~Ms. C~~ ~~Ms. W~~ ~~Ms. N~~ ~~Ms. E~~ ~~Ms. A~~ ~~Ms. L~~ ~~Ms. S~~ ~~Ms. A~~ ~~Ms. D~~ ~~Ms. C~~ ~~Ms. E~~ ~~Ms. N~~ ~~Ms. T~~ ~~Ms. O~~ ~~Ms. B~~ ~~Ms. M~~. Welcome:
- o After convening the meeting Mr. Murphy welcomed members and guest, Patricia Day, Vice President for Human Resources. Ms. Day gave the opening prayer.
 - o Mr. Murphy requested that all members please sign the attendance sheet.
2. Review of minutes from August 26, 2008 meeting:
Ms. Bennett made a motion to accept the minutes as written. Ms. Winslow seconded the motion. The minutes were approved as written.
3. Mr. Murphy summarized the University Governance Council President's Report:
- o The University Governance Council will not be raising the issue of a Tobacco Free campus this calendar year.
 - o Student Senate will be working directly with Aramark to address issues and concerns related to food service. They do not need the involvement of the Staff Senate at this time.
- Ms Vaccaro raised the importance of the Senate's involvement in developing appropriate meal plans to serve the needs of all staff. Mr. Murphy suggested that the Social Events & Community Building Committee address these issues with Aramark. Mr. Wooden made a motion for the Social Events and Community Building Committee to investigate how food service addresses the needs of Staff. The motion was seconded by Ms. Bennett and passed.

5. Committee Reports:

- o Election and Membership Committee: Ms Bennett submitted the subcommittee report and discussed the goals and objectives of the committee. She indicated that the committee will work with the Communications Committee to develop an equitable process for seeking staff across the University who may want to be involved in commit

communications. Specific recommendations for inclusion in the web site were discussed as well as the need for each committee to develop its own mission statements.

6. New Business:

- o Discussion was held regarding the development of a Finance Committee. A motion was submitted and subsequently rescinded and tabled for further discussion at the next Senate Committee meeting
- o Ms. Day voiced her support of the development of a Finance Committee and the creation of a budget that would enable the Staff Senate to prioritize events and create a budget plan for the subsequent year.
- o Recommendations were made that each committee review their charges and generate feedback on the draft charges for possible inclusion in the By-Laws. Each committee is tasked with developing a mission statement and a list of goals and objectives within the next few months.

7. Mr. Murphy made a motion to adjourn the meeting and it was seconded by Meg Cullen-Brown. The meeting adjourned at 12:00 pm

Respectively Submitted by:



Catherine Murphy
Staff Senate Secretary