

**Thursday, May 5, 2005**

**Support Staff Senate**

**LAC 63 Conference Room**

**Marywood University**

Executive Council/Committee Members in Attendance:

Sister Mary Reap, I.H.M., President of Marywood University

Carol Boynosky, Chair of Support Staff

Rima Anescavage, Vice Chair of Support Staff

Tim Clauss, Maintenance/Grounds Representative

Mary Roche, Secretary

Jerry Hart, Security Representative

Executive Council/Committee Members Not in Attendance:

Marie Ryan, Treasurer

### **I. Call to Order/Quorum**

Carol Boynosky, Chair, called the meeting to order. Carol introduced herself as the new Support Staff Senate Chair.

Carol introduced Sr. Catherine Luxner, IHM, Director of Campus Ministry, to address the support staff on the 90th Anniversary of the University.

**II. Sister Catherine Luxner - Trip to Italy for 90th Anniversary of Marywood University** - Sr. Catherine Luxner showed a Powerpoint Presentation of slides from the University trip to Italy which took place during the week of Spring break. A large group from Marywood and the IHM Community took part in the trip. Sister Catherine gave a brief history of the IHM (Immaculate Heart of Mary) Order.

### **III. Sister Mary Reap spoke on the following: In-house Hiring Policy**

Sister Mary gave a thorough explanation of the new employee in-house hiring policy. It has been determined that 70% of expenses are for salaries and benefits at Marywood University. Approximately 70% of Marywood's revenue is from tuition and fees. It is a match. The sum total of the money Marywood brings in from tuition and fees then goes out for salaries and benefits. Thirty percent of the University's revenue comes from other resources. Other institutions were looked at and there is usually a 45% to 55% expense for salaries and benefits compared to Marywood's 70%. Marywood is number 1 of 13 institutions looked at, of approximately equal size. The study showed that Marywood has too many employees in certain areas. We want to bring that 70% down to around 60%. Retirement and attrition is the best way to do this without letting people go. This is the strategy to right size. Our plan to cut 2% from each departmental budget is really not that much; the University is doing as much hiring from within as they can. When people retire, the department will look at the position to see if it is absolutely needed. In some areas, there is more need for change than others. Sister Mary believes the figure will get down to 60% with natural progression. Sister Mary opened the discussion up for a brief question and answer period.

**IV. Presentation of Pansies to Sr. Mary and Sr. Catherine** - Linda Dzieciol, the Chair of the Support Staff Hospitality Committee presented Sr. Mary Reap and Sr. Catherine Luxner with large pots of pansies from the pansy

sale to raise money for the Support Staff "Day at Knoebles".

## **V. Support Staff "Day at Knoebles".**

Carol Boynosky apologized to any members of the support staff who were offended by her planning the summer picnic at Knoebels Amusement Resort this year, instead of at McDonnell's Grove as it was last year. She explained when she came on board, nothing had been done for this year's picnic and she was informed she had to plan a summer picnic late in the season. The folks in charge of last year's event did a great job and we are all grateful for all their hard work, but the leadership was not there for this year's event and a decision needed to be made as summertime was rapidly approaching.

For next year's event, we certainly can send around expression of interest notices earlier in the year. As always, the hospitality committee is open to anyone who would like to volunteer.

Carol next introduced Linda Dzieciol, the new Chair of the Support Staff Hospitality Committee. Linda addressed the General Assembly and gave the following information:

\*\$332.00 was raised from the Pansy Sale and the proceeds will benefit the "Day at Knoebles."

\*There will be a 50/50 Raffle - tickets will be distributed to all Support Staff - 10 tickets to each person. Some Professional Staff have also offered to sell some 50/50 tickets.

\*T-Shirts - There will be t-shirts for sale. The t-shirts will be lime green and have "Marywood Day at Knoebels - 90th Anniversary Celebration" on them. The shirts will sell for \$10.00 and the profits will be for the "Day at Knoebles."

\*Bake Sale - we are in the planning stages but a bake sale will take place with proceeds to benefit the "Day at Knoebles."

The picnic will be open to everyone as it was last year. We are planning the "Day at Knoebles" for Sunday, July 31st. Everything is still in the planning stages but we are going to have a bus and a pavilion with a buffet style lunch.

**VI. Policy/Budget/Election/Bylaw/Steering Committees** - No new business.

## **VII. A. Concern Committee**

- There was the smoking in the vehicles but that concern has been taken care of. There will be no smoking in campus vehicles.

Julie Balon brought up a concern. Employees who bring their lunch to work have no area to sit and eat. They used to be able to eat in The Woods Café or the Main Dining Room. The Woods has been closed and you cannot enter the Main Dining Room without paying. This matter will be looked into.

## **VIII. Closing**

Meeting adjourned at 10:45 AM.