

Thursday, October 13, 2005

Support Staff Senate Assembly

Media Room, LRC 160

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

Artie Frank, 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

The meeting was called to order by Carol Boynosky, Chair. Carol stated we have a quorum.

II. Mary Hoban and Maggie Snyder from Hospice of the Sacred Heart

Mary Hoban, a former Marywood University employee of 16 years, addressed the Support Staff General Assembly. Mary is currently the Director of Psychosocial Services, Coordinator of Volunteers, & Bereavement Counselor at the Hospice of the Sacred Heart, which is located at 130 Wilkes-Barre Township Boulevard, Wilkes-Barre, PA. Mary Hoban explained what a hospice is. The word hospice is derived from the word host or hospitality. Hospice is a philosophy of care that delivers care to patients and their families with a prognosis of six (6) months or less. Hospice seeks to enable patients to continue an alert, pain-free life and to manage other symptoms so that their remaining time may be spent with dignity and quality, surrounded by those closest to them. Hospice enters this relationship with an experienced, compassionate group of physicians, nurses, counselors, social workers, home health aides, clergy members and volunteers to care for this deserving unit of care. Hospice care treats the patient and his or her caregivers rather than the disease, emphasizing the quality rather than the length of life. Care is provided for the patient and family twenty-four (24) hours a day, 7 days a week, and can be given in the patient's home, nursing home, personal care home or hospice facility.

Mary also explained that the average caregiver is a woman within the age of 45-65. Many women who are the primary caregivers are also full-time employees, wives and mothers. Since 1983 hospice care is a Medicare benefit. Mary distributed brochures from the Hospice of the Sacred Heart. For further information, the Hospice of the Sacred Heart's website is www.hospicesacredheart.org. Mary Hoban introduced Maggie Snyder, who is a Social Worker at the Hospice of the Sacred Heart. Maggie discussed the hospice and her role in comforting families and patients.

III. Support Staff Summer Picnic - Linda Dzieciol, the former Chair of the Social & Hospitality Committee gave a summation of the Support Staff picnic at Knoebels Amusement Park, Elysburg, PA held on Sunday, July 31st, in celebration of Marywood University's 90th Anniversary.

The picnic was considered a success. The following information is the report from Linda Dzieciol which gives the specifics on the Day at Knoebels:

Final Report on Knoebels:

Number of employees who attended: 40

Total number of people who attended: 202

Total number of adults who attended: 174

Total number of children 4 and under: 28

Total number of buses: 2

Total number of people who took bus: 81

Lunch: Knoebels uses a certain percentage to determine how they charge for lunch +/- . We put in for 174 paying adults for lunch and 28 children 4 and under for free. Because of their system, Knoebels charged for only:

165 adult lunches @ 9.12/each 1504.80

4 soda tanks @ 27.56/each 109.58

1 Bag of ice @ 5.00 5.00

TOTAL COST FOR LUNCH 1619.38

(Employees Share Towards Lunch: $174 \times \$5 = \870.00)

Tickets: Due to amount of ride tickets purchased, we were able to obtain a 10% discount which was passed on to the employees/families.

154 \$10 books were purchased

15 \$5 books were purchased

Less 10% discount

TOTAL COST OF RIDE TICKETS 1453.50

(Employees Paid \$1453.50 against Ride Tickets)

INSURANCE CHARGE 9.75

TOTAL BILL FROM KNOEBELS 3082.63

This was paid in two payments (600.00) 7/14 and (2482.63) 8/31.

BUS: We utilized two buses, one 56 passenger bus and one 25 passenger bus for a total of 81 passengers

COST OF TWO BUSES: 1020.00

PLUS TIP FOR TWO DRIVERS: 100.00

TOTAL COST OF BUS 1120.00

(Employees Share Towards Bus: $81 \times \$3 = \243.00)

FUNDRAISERS:

T-SHIRTS:

INVOICE 1 FROM KEVINS (445.80)

INVOICE 2 FROM KEVINS (74.17)

TOTAL COST OF T-SHIRTS (519.97)

We collected \$598 towards these bills and have a few shirts (XL) remaining. It is suggested that we order fewer XL shirts in the future, adding the youth sizes and more Small and Medium adult sizes. 598.00

TOTAL PROFIT ON T-SHIRT SALE 78.00

PANSY SALE:

Total Income 112 plants 668.00

Wrapping paper Donated

Picks Donated

Prayer Cards Donated

Less Mulberry Bush Invoice (336.00)

TOTAL PROFIT ON PANSY SALE 332.00

MURRAY'S GOLDMINE JEWELRY SALE:

Total Income from Sale 110.00

Refreshments Donated

TOTAL PROFIT ON JEWELRY SALE 110.00

BAKE SALE:

Total Income from Sale 263.50

Baked goods Donated

TOTAL PROFIT ON BAKE SALE 263.50

50/50 RAFFLE:

Total Income from Raffle 908.00

Less Expenses (Printing tickets/labels) (58.00)

Less Amt Sold at Knoebles and put towards

Next year's Picnic as agreed by committee (150.00)

Less Amt Paid to Winner (350.00)

TOTAL PROFIT ON 50/50 RAFFLE 350.00

It was agreed by the committee that next year we would have a Cash Raffle with a chance for more winners as well as smaller portion of money for seller of winning tickets just as an incentive.

TOTAL RAISED BY HOSPITALITY COMMITTEE 1133.50

PLUS DONATION BY SISTER MARY 1000.00

PLUS DONATION BY GOAL IV 750.00

TOTAL AMOUNT DONATIONS/FUNDRAISERS 2883.50

IN SUMMARY:

COST OF LUNCH 1619.38

COST OF RIDE TICKETS 1453.50

COST OF INSURANCE 9.75 (on tickets)

COST OF BUS 1120.00

TOTAL EXPENSES 4202.63

LESS -

EMPLOYEES SHARE/LUNCH (870.00)

EMPLOYEES SHARE/TICKETS (1453.50)

EMPLOYEES SHARE/BUS (243.00)

TOTAL EMPLOYEES SHARE (2566.50)

LESS FUNDRAISERS -

T-SHIRTS (78.00)

PANSY SALE (332.00)

JEWELRY SALE (110.00)

BAKE SALE (263.50)

50/50 (350.00)

TOTAL FUNDRAISERS (1133.50)

LESS DONATIONS -

SISTER MARY (1000.00)

GOAL IV (750.00)

TOTAL DONATIONS (1750.00)

MONEY REMAINING 1247.37

Keep in mind that from the 1247.37 remaining from the Knoebels Event, there are additional expenses from the overall Support Staff which includes coffee, refreshments for Senate Meeting, copies, labels, etc., as well as the gifts for Sister Mary and Goal IV in appreciation for all they have done.

These gifts for Sister and Goal IV will be sent to each of their offices along with a Thank You Note from the Hospitality Committee.

Upcoming Events of the Hospitality Committee

BUS TRIP (for staff/not students):

The bus trip originally scheduled for December 8th to New York City has been canceled. It must be noted that Tiger Tours graciously agreed to let us out of the \$100 deposit fee for that trip for this one time only in an effort to keep our business.

Tiger Tours did make another offer to the Hospitality Committee regarding a bus trip to Atlantic City to Trump Plaza. It was agreed that they would offer a special deal to the committee on a trip to AC to be held on Saturday, March 25, 2006 which is one of the best times to hold a trip - right after the "bad" weather season and right before the Easter Holidays and Graduations! Most people just want to get away after the long winter.

For a 56 passenger bus, they will charge us \$938. We would charge \$27 per person for the trip and each person would receive a \$25 cash voucher when the bus arrives at Trump. This voucher could be cashed in to play at the casino or just for cash. Very few casinos allow the rebate to be given in cash. The trip would the cost only \$2!!!!

We could have some special events going down to AC with some refreshments so that we all could have a special day out.

AVON SALE:

The books for the Avon sale have come in - they are in my office. Each committee member will be given two books to display in their office area as well as to family and friends. An email will be sent to everyone at Marywood announcing that the sale will run from Oct 3 to Oct 14th and they can contact any member of the Hospitality Committee to check out the Christmas specials in the book as well as ideas for stocking stuffers.

One of the committee members suggested that perhaps we could set up a table outside the First Stop on Friday the 14th to take orders. Your comments ASAP please!

BEAUTIFUL BASKET CHINESE AUCTION:

We were also requested to do the Beautiful Basket Chinese Auction. It was suggested that I could send an email out to everyone at Marywood (staff, not students) asking for basket donations from either departments, groups of people, committee, or even individuals. They would be asked to display the baskets in their areas and I would send an email to

everyone with a list of participants so that people could go and see these baskets in the area. A small container for the tickets would be beside each basket. (We still have to come up with a way to allow people to purchase tickets which I'm sure we will!)

We could send the original email asking for baskets right after the AVON sale on Oct 17th, have them put on display at the beginning of November and have the drawings Thanksgiving Week. It also was suggested that perhaps we could set up all the baskets just outside The First Stop on the day of the drawing so that everyone can see them and make their final ticket purchase. Your thoughts on this please.

MURRAY'S GOLDMINE JEWELRY SALE:

Monday, November 7th, in the Fireplace Lounge area. This has been approved - and we really don't have to do anything other than advertise it (and buy some jewelry!). Also we can bring in a veggie/fruit tray and maybe punch - no coffee since it's right by the cafeteria! Chris will do the rest! It will be from 11:00am to 2pm. I'll make further arrangements with Chris on this. **AND DON'T FORGET** the ongoing 15% jewelry incentive at his store. 15% of sales made by Marywood personnel at his store will be returned to the Hospitality Committee on a quarterly basis. I will make sure emails/flyers go out on this - especially that the holidays will soon be here!

As agreed, there won't be any fundraisers close to the holidays or until at least the beginning of March to give us time to regroup! But please continue to work on ideas for future fundraisers and bus trips - especially those who have already suggested some ideas (Culinary Institute, shopping trip, etc)!

IV. Amendments to Policies and Procedures

Carol Boynosky introduced Jean Yeselavage. Jean is on the Concerns Committee and she is going to look into updating the Bylaws. Jean used the overhead projector and showed the General Assembly two areas on the current bylaws which are in error and should be corrected as long as there is a quorum vote to do so.

The first item is that Dining Services is still listed in the **ARTICLE V. EXECUTIVE COUNCIL AND COMMITTEES** of the bylaws. They read as follows:

Section 1. Executive Council. The Executive Council consists of seven members of the Assembly elected by majority vote: one representative each from the clerical/secretarial staff, dining services, security, maintenance/grounds, housekeeping, and two at-large representatives.

The fact that Dining Services employees are no longer employed by Marywood University; they are employees of Chartwells as of July 1st 2004, was noted. Because of this change, Dining Services employees will no longer have representation in the Support Staff Senate and they need to be removed from the bylaws. This action was voted on and the General Assembly had a quorum of at least 2/3 votes. This proposal will be updated in the bylaws.

The second item is that the current bylaws state that the Secretary also serves as the Parliamentarian and Treasurer. The bylaws read as follows:

One of the at-large members is elected to serve as Chair and the other as Vice Chair of the Executive Council and the Assembly. Other officers include a Secretary who also serves as Parliamentarian and a Treasurer. The Chair votes only in the event of a tie.

The bylaws should read that the "Secretary who also serves as Parliamentarian, Treasurer and Recording Secretary". This proposal was voted on and accepted by a quorum of at least 2/3 votes.

V. Committees

A Committee has to be at least 3 people. The Support Staff is in need of a Bylaws Committee. Jean Yeselavage will be on the committee. Carol Boynosky made a request for volunteers to be on this committee. Two people, Sharon Dougher/Alumni Relations and Christine Mandarino/Library volunteered to be representatives on the new Bylaws

Committee.

Debbie Muchal has resigned as chair of the Concerns Committee. Jean Yeselavage will Chair that committee. Members include Patty Durkin and Mary Ann Keenen.

Elections Committee - The Elections Committee, chaired by Grace Rellis/Administrative Secretary in the School of Liberal Arts and Sciences is in need of some volunteers. Two volunteers offered their services: Tina/CSD Dept. and Nancy Maloney.

VI. Elections

There was a 2/3 vote that there will be specific years for re-election - not everyone will be elected at one time - it will be 3 and Carol Boynosky will present this to the University Committee on Policy; they will be meeting in November.

VII. Next Meeting

Sister Mary Reap is on the agenda to speak at the next General Assembly Meeting. Sister Mary asked everyone to read the Middle States Proposal, especially the section that pertains to your department. A link to your specific dept. can be found on the Marywood University website's main homepage.

V. Closing

Meeting adjourned at 11:00 AM.