

**MARYWOOD UNIVERSITY
SUPPORT STAFF GENERAL ASSEMBLY MINUTES**

Executive Council Present:

Linda Dzieciol, Chair
 Marlene Lapinski, Vice Chair
 Artie Frank
 Kelly Jones

Jill Lynott
 Gerry Hart

Date: 5/29/09

Time: 10:00am to 11:30am

Place: Latour Room, Nazareth Hall

	Discussion	Actions/Recommendations
I. Opening Prayer	The meeting began with an opening prayer led by Marlene Lapinski.	
II. Upcoming Elections in June	<p>Linda Dzieciol announced that the following positions were up for election in June 2009:</p> <p style="text-align: center;"> Chairperson of the Support Staff Senate Vice Chairperson of the Support Staff Senate Maintenance/Ground Representative Support Staff Rep to the Benefits Committee Support Staff Rep to the Budget Committee Support Staff Rep to the Policy Committee </p> <p>She further explained that after extensive research and review, the Executive Committee came up with three proposed changes in the election of the Executive Council. These changes were explained by both Linda Dzieciol and Jean Yeselavage, Chair of the Bylaws Committee.</p> <p>1. Proposed change in the election of the Chair and Vice-Chair of the Support Staff Senate:</p> <p>Current Method of Electing Chair and Vice Chair:</p>	

	Discussion	Actions/Recommendations
	<ul style="list-style-type: none"> ▪ Both Chair and Vice Chair are elected by the Support Staff Senate for a two year term. ▪ Both Chair and Vice Chair are eligible for election to the same office limited to two full consecutive terms. Eligibility commences again after a period of at least one year has elapsed. <p>Disadvantage to Current Method of Electing Chair and Vice Chair:</p> <ul style="list-style-type: none"> ▪ Both positions are up for election at the same time ▪ No “formal” training for Support Staff Senate/ University responsibilities for either position, basically “learn on the job” ▪ No “formal back-up for consultation or advising <p>Proposed Method of Electing Chair/Vice Chair:</p> <ul style="list-style-type: none"> ▪ 2009-2010 would be a Year of Transition ▪ For sake of consistency among all three Senates, the names of the positions would change as follows: The Chairperson would be changed to “President of the Support Staff Senate” and the Vice Chair would be changed to “Vice President of the Support Staff Senate.” ▪ The current “Chair” would remain in that position for 2009-2010 as “President of the Support Staff” ▪ A “Vice President” would be elected by the Support Staff Senate for a two year term. (A “Vice President” would be chosen each year starting in 2009.) ▪ During the 1st year of the two year term, the “President” would train the new “Vice President”. During the 2nd 	

	Discussion	Actions/Recommendations
	<p>year of the two year term, the current “President” would step down to a consulting only position and the trained “Vice President” would assume the position of “President”. A new “Vice President” would be elected by the Support Staff Senate.</p> <p>Advantages of the Proposed Method:</p> <ul style="list-style-type: none"> ▪ These changes would enhance continuity within the Support Staff Senate operations and structures ▪ 3 leaders would be available at all times <p>A vote was taken on this proposal and was accepted by the Support Staff General Assembly.</p>	
	<p>2. Proposed Support Staff Representative Change for 2009-2010 only:</p> <ul style="list-style-type: none"> ▪ To bring the terms of elected Support Staff representatives back into sync with our Bylaws, the Executive Council proposed having the term of the current Representative of the Secretarial/Clerical Division (Jill Lynott) extended by one year. The terms would once again be equally staggered as outlined by our Bylaws. <p>A vote was taken on this proposal and was accepted by the Support Staff General Assembly.</p>	

	Discussion	Actions/Recommendations
	<p>3. Proposed update of name of Housekeeping Division of the Support Staff Senate:</p> <ul style="list-style-type: none"> ▪ The Executive Council proposed to change the name of the “Housekeeping” Division to the “Building Services Division” of the Support Staff Senate as it is now known. <p>A vote was taken on this proposal and was accepted by the Support Staff General Assembly.</p>	<p>Linda Dzieciol and Jean Yeselavage will set up a meeting with Sister Dolores Filicko to discuss these changes in the Bylaws.</p>
III. Hospitality Committee Report	<p>The new acting Chair of the Support Staff Hospitality Committee, Margaret Matthias, reported to the assembly that due to the restructuring of the committee, the annual picnic at Knoebels was canceled this year. A proposed “Olde Tyme Summer Picnic” to be held on Marywood Campus was discussed and it was agreed to pursue this idea. Margaret asked that if anyone was interested in joining the Hospitality Committee to see her after the meeting.</p>	<p>Margaret will schedule a meeting with the members of the Hospitality Committee to start planning this event.</p> <p>Linda will check with Sister Anne to see if she would once again like to make a donation towards the summer picnic.</p>
IV. Concerns Committee Report	<p>Patty Durkan, Chair of the Concerns Committee was up next. The issues discussed were as follows:</p> <ul style="list-style-type: none"> ▪ Summer Camps Discounts for Employees: Basketball Camp Co Ed – Reduced rates for employees (\$135-\$110), Inside the 18 Soccer Camp - \$90 – No reduced rates. Lowest rate compared to other camps in the area. Pocono Cup Soccer Camp – No reduction, not sponsored by Marywood; Music Camp – awaiting response. ▪ Building Personnel – Change in hours from 40 to 35 	<p>Patty emphasized to the Assembly to bring any concerns they may have to the committee at any time for review.</p>

	Discussion	Actions/Recommendations
	<p>per week: Awaiting word on this.</p> <ul style="list-style-type: none"> ▪ Staff Hourly Changes: The only changes so far were Security and Tradesmen. They will be scheduled for 10 hour days, 4 days a week. ▪ Severe Weather Days: Building personnel questioned the time line for their snow days. Response received was Housekeeping as in the past is very limited as to vacation days or severe weather days that will be approved beginning May 1st – June 30th due to work load. Requests for days off must be approved by their supervisors. ▪ Employee Evaluations: A question from the secretarial division was received as to what happens when a supervisor doesn't complete the Performance Evaluation every six months. Response: If a supervisor does not complete an evaluation and the staff member requests one, staff should contact the dean. If the dean does not have the supervisor complete it, then the employee should contact Pat Dunleavy, Human Resources. <p>At the meeting, personnel from the Bookstore brought to the attention of the Concerns Committee that they were not extended the \$3.50 for lunch at the Main Dining Hall as recently approved for all Marywood University Staff. Patty immediately contacted Dining Services and the situation was rectified.</p>	
V. Adjournment	With no further questions, the drawing for a Gift Certificate for Dinner for two at Terry's Dinner and tickets to Cinemark Theater was held and the meeting adjourned at 11:30am.	

