

Wednesday, April 30, 2008
Support Staff Senate Assembly
Multi-purpose Room, Nazareth Center
Marywood University

Executive Council in Attendance:

Linda Dzieciol, Chair of Support Staff
Marlene Lapinski, Vice Chair of the Executive Council
Patricia Purcell, Representative for Secretarial/Clerical
Artie Frank, Representative for Maintenance/Grounds
Cheryl Kosydar, Representative for Housekeeping

Absent:

Michael Pasqualicchio, Representative for Security

Committee Chairs in Attendance:

Patricia Durkan, Chair, Concerns
Dana Grinzi, Chair, Hospitality

I. Call to Order

The meeting was called to order by Linda Dzieciol. Linda acknowledged and thanked the Support Staff for attendance. Marlene Lapinski led in a group prayer.

II. Reports from Sub-Committees

- A. **By-laws:** Job descriptions for executive council and sub-committees will be used as guidelines only and not officially added to the By-laws written document.
- B. **Concerns:** Patricia Durkan address the following:
 - a. Employee back-pay. Those employees deserving of back-pay should have received a print-out stating the balance, and the monies should have already been received or are in the process.
 - b. Parking: the smaller lot below Nazareth Hall shall be designated as “Staff Only” as of the Fall 08 semester. Plans to install sidewalks from the lot up to the Arch are under way as well. Proposal has also been submitted for more speed bumps and safety signs throughout the Campus drive. There is also a study underway to determine whether making the Maintenance drive a one-way is viable.
 - c. State-of-Emergency: according to the governor’s office, drivers are allowed on the roads UNLESS the state is considered a “Disaster”. If there is a “driving ban” in effect, drivers can get ticketed. Employees are encouraged to contact their supervisors if unsure as to whether to drive in due to inclement weather conditions. A “rotation shift” is under consideration.

- d. Community Service Days: A campus-wide survey was conducted to get feedback on the most popular organizations in need of volunteer services. The top choices are: St. Joseph's Hospital for Children, St. Francis of Assisi Kitchen, Best Buddies, and OLP Residence. A formal proposal has been submitted to Sr. Cathy Luxner and Patricia Dunleavy for further review.
- e. Early retirement proposal in process. The surveyed results included 20 staff interested in retirement from age 62 to 60. Several options have been proposed to Joe Garvey for comment.
- f. Flex Benefits fair scheduled for May 6th.

III. Updates from committee meetings:

- a. Any concerns from support staff should be submitted to Patti Durkan.
- b. Better communication – there is hope to re-establish a mentoring system for new employees. There is hope to establish a Support Staff Development program (using the Professional staff Development program as a guideline). Support staff committee got the go-ahead to research this further.
- c. Several Executive Council positions will be up for election. Elections will be held in summer.
- d. Hospitality:
 - i. The NYC trip = 2 buses/over 100 people each
 - ii. Nut-roll and cookie sale over Christmas and Easter generated a \$500 donation to the Lighthouse.
 - iii. June 7 - \$25 bus trip to Atlantic City
 - iv. July 20 – Knoebels. \$3 bus, \$5 per person with lunch. Children under 4 yrs. are FREE. 3:00 lunchtime at Pavilion ‘U’
 - v. 2 fundraisers – Gertrude Hawk candy in February, and 50/50 Friday’s.
- e. MPAC – Jamie Strong is recruiting volunteers for Sr. Anne’s visioning committee.
- f. Ad hoc committee: a new committee is being formed to develop Support Staff mission statement.
- g. Treasury report: SSS is a self supporting organization totally dependent upon fundraising to defray all expenses incurred, i.e. coffee/cookies for the two General Assemblies, phone, postage, office supplies, printing. In the past, the SSS received donations from Goal IV for the summer picnic as well as a donation from the President. We no longer receive any donations from Goal IV.
- h. Thank you Bev Mizanty for maintaining the Support Staff Senate web page.

IV. Q & A

- The positions open for election were discussed.
- Suggestion was made to invest fundraising monies in an interest bearing account. This will be reviewed.
- Gift certificates to the Bistro were awarded to Cindy Lee and Bev Merckle

V. The meeting adjourned at 10:45 a.m.