

**Tuesday, July 30, 2002**  
**Support Staff Senate Assembly**  
**Media Room, LRC 160**  
**Marywood University**

Executive Council/Committee Members In Attendance:

Lauren Stroup	Chair
Joe Hajos	Vice Chair
Paula Makosky	Secretary
Marie Ryan	Treasurer
George Bardzel	Dining Services Representative
Debra Muchal	Concerns Committee
Marlene Lapinski	Elections Committee

**Call to Order:**

Today's meeting was called to order by our new Chair, Lauren Stroup, at 10:00 AM.

Lauren introduced herself as our new Chair, stating that she works as the Secretary in the Housing and Residence Life Office. Lauren also stated approximately 40% of the support staff was in attendance. Lauren thanked Tim Hutchins, our former Chair, for his two years of service. Lauren thanked the executive committee for helping her with the transition of becoming the new Chair. Lauren encouraged involvement of the support staff to serve on committees and to become active in volunteering.

The minutes from March 5, 2002, were read by Paula Makosky, secretary. Motion to approve; seconded.

Lauren introduced Sr. Mary Reap, President of the University, who addressed the Support Staff Senate. Sr. Mary began by thanking everyone for his/her involvement in the Support Staff Senate. Sr. Mary stated that we are learning as we're going along. She also discussed the following: We have to work to make it work; effort is needed on everyone's part...communication is important.

Sr. Mary addressed the strategic plan ( SWOT's ) 4 issues.

1. Diversity. A #1 issue. The planning commission wrote a Title III grant, which we did not receive.
2. Academics. We are working on fellowships, studying abroad, and grants. A new person has been hired to work on these issues. New programs are underway; i.e., Bio Tech. Enrollment is good! Residential enrollment is over 600 students.
3. University Research. Reach out to the community. Diane Kelleher has been named director of the research institute. Dr. Kenneth Rundell has been named director of the New Human Performance Lab.

4. Communications. The personnel review system is part of communication; it is a formal means of communication between employee and supervisor. The new performance evaluations have been put in place to improve communications. The new process will take a lot of time. This is only the first year. On your first meeting with your supervisor you should have set your goals. The second meeting should allow you to assess how you are doing. The third should have no surprises since two meetings should have already taken place. The Support Staff Senate is also a good means of communication. Current staff members should encourage new staff members to come to our opening day ceremonies, etc.

Announcements by Sr. Mary:

1. The Health Family Center is open; the formal dedication will be 10/18/02 and everyone is invited to attend.
2. Three projects:
  - a. A new athletic center (bidding to begin, maybe started by next fall).
  - b. New residence halls.
  - c. Chapel.
3. LRC will be closing for repairs 7/31/02. Looking at building a new facility; it would be 3 to 4 years away.

Lauren introduced Gail McGrew, Director of Marketing & Communications, and her topic: Marywood Community News. The Marywood Community News is part of Goal IV in the SWOT. Its goal is to increase information flow; there are several ways to address issues. The focus is not just faculty and administration. The focus includes sharing of achievements of all persons within the Marywood community. The next issue will feature staff's recent degrees. Any news can be emailed or inter-office mailed.

### **Committees:**

Lauren introduced Debbie Muchal who heads the Concerns Committee. Two concerns:

1. There was a request for vending machines to have juice along with soda. Rob Shutt said he would contact his vendors.
2. There is a stagnant body of water on upper University Ave. There were concerns that this water would be a breeding ground for mosquitoes. Joe Hajos said he spoke to John Burns and they are treating the water at a cost of approximately \$700 per year. They will look into a cost comparison to see if it is cheaper to have the area filled or to continue treating the water.

Marlene Lapinski, head of the Elections Committee reported Dorothy Slaier has retired, so we are in need of a new Social Committee chairperson. Marlene asked for any volunteers; no one volunteered.

Lauren then asked for volunteers for the Opening Day Liturgy and the Years of Service Planning event. Jean Yeselavage volunteered for both positions.

### **New Business:**

Lauren introduced two new policies that are being proposed. These proposals have passed first executive review and approval. The Secretary of the University, Sr. Dolores Filicko, has sent them for Support Staff Senate commentary.

1. The revision of the Non-credit course policy. The proposal: Non-credit courses would be made available to regular full-time employees for a minimal fee per course instead of the \$10.00 fee per course. There was one objection to this proposal. There was then a show of hands as to who was against raising or changing the \$10.00 fee; more than half raised their hands against the change, stating that the one low rate was preferable.

Other comments made: Part-time employees don't get the option to pay a reduced rate for Continuing Education courses and they should. Employees shouldn't have to request the information from the School of Continuing Education; they should just automatically receive the course listings, so they know what's going on and maybe it would promote more enrollment in Continuing Education.

2. The revision of the Tuition Remission Benefit policy. The proposal: The University provides tuition remission, exclusive of fees, to faculty, staff, their spouses and dependent children who meet academic standards for admission and retention. Regular full-time employees may receive 100% remission of tuition charges for themselves immediately upon employment. Part-time employees are eligible for 50% remission of tuition for themselves immediately upon employment. Spouses and dependent children under age 23 of full-time employees may receive 50% tuition remission upon employment, and 100% after the first year of service. Spouses and dependent children under age 23 of eligible part-time employees may receive 25% tuition remission upon employment, and 50% after the first year of service.

Full-time employees were very pleased with the proposal. Part-time employees voiced objections. Also, the question of what is to be done with the monies already in the PTB bank was raised (as an issue important to part-time employees).

Lauren suggested anyone with additional comments or questions come to her or any other executive committee members.

The last order of business was a new housekeeping mail delivery system. Two volunteers are needed to deliver mail to central boxes located at timeclocks in Madonna Hall and LAC. Jean Dixon volunteered for Madonna, and Joan Loftus for LAC.

**Closing:**

Meeting was adjourned at 11:10 AM.