

**Administrative/Professional Staff Senate  
General Assembly  
October 23, 2006  
Media Center Multi Media Room 160**

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TOPIC	DISCUSSION (SUMMARY)	RECOMMENDATION/ ACTION
<b>Meeting called to order at 2:05 p.m.; 41 personnel in attendance. Opening Prayer, Sr. Jane Snyder State of the University Sister Mary Reap, IHM</b>	<p>Madonna Hall – Renovation will continue through Spring 2007 to ready all beds for Fall07. Madonna residents may be displaced to a local hotel and a university shuttle service will be provided.</p> <p>Under the Bureau of Mine Reclamation forty campus acres will be made “field ready” for growing athletics and may possibly include another entrance to the campus.</p> <p>Naming of the College of Creative Arts and Management in honor of the Insalaco family’s charitable donation.</p> <p>Each area is encouraged to become familiar with their own operational plans in order to support the university goals that are centered on academic excellence, diversity and resources.</p> <p>The recent decline in retention rates has been examined, reasons are somewhat clear and new strategies will be developed.</p> <p>Invites questions or comments from the assembly;</p> <ol style="list-style-type: none"><li>1. Ms. Gilbert expresses thanks to the University for the paved walkway.</li><li>2. Ms. McClintock questions the president about offering a retirement option for professional staff as was offered to faculty. Some other groups may be considered but (Sr Mary) does not have sufficient information at this time and adds that because some areas are overstaffed some possibilities are being considered.</li><li>3. Sr. Jane asks if Study Abroad supports the goal to increase diversity. Study Abroad is an academic experience for students. Rather, we can improve diversity when we hire diverse persons for employment and refer to the initiatives taken by the School of Social Work to invite international scholars to come teach at Marywood.</li></ol> <p>The Presidential search is opened first to sisters of the I.H.M with applications due by Nov. 10. If there are no I.H.M. applications received, a national search will begin. The new President will have the opportunity to lead a young, strong university that is on a solid foundation.</p>	

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**Kay McClintock  
continues the meeting  
agenda.**

- Ms. McClintock will serve on the presidential search committee, representing the Professional Senate.
- Four of the seven members of the executive council will be vacating their positions at the end of this term.
- News regarding the performance evaluation will be available at the spring meeting.
- The assembly was successful in acquiring the smaller parking lot for additional general parking. (Thanks extended to Mr. Ross).
- Results of the Job Classification Survey and comments from the assembly.
  - Ms. Gen suggests that the assembly assist the university to clarify positions and advancements. Clearly identifying classifications will remove negative perceptions of inequities and any ambiguity surrounding job classifications.
  - Ms. Rohan refers the group to the handbook for additional information.
  - Mr. Coval refers the group to the Employee handbook to learn more about sabbatical and professional development funding opportunities.
    - Ms. Gen asks the number of applications approved for professional development last year.
    - Mr. Coval announced 18 of 20 were approved.
  - Mr. Reese suggested that individuals, during their performance evaluation, address promotion opportunities with their immediate supervisor and asked what information is provided to new hires.
  - Ms. Murach, a new hire, can not recall having received advancement information during her orientation.
- Mr. Ross informed the group that a Pandemic team meets regularly and offered the following websites for more information; CDC.gov, Pandemicflu.gov, Worldhealth.org, Avianflu.gov

**Benefits Committee  
Review**

A replacement is needed for Mr. Kultys.

**Meeting adjourned at 3:00 p.m.**

**IMPORTANT DATE: THE NEXT ADMINISTRATIVE/PROFESSIONAL STAFF SENATE MEETING WILL BE ANNOUNCED AT A LATER DATE**

*FINAL 11-7-2006  
Respectfully Submitted by:  
Cheryll Gen, Secretary*