

TO: Staff Senate

FROM: Catherine Murphy
Senate Secretary

DATE: May 20, 2009

SUBJECT: Minutes from April 29, 2009 Meeting

In attendance: Mr. Bailey, Mr. Barrett, Ms. Bennett, Ms. Boock, Mr. Cawley, Mr. Costello, Ms. Davis, Mr. Fenwick, Ms. Fetsko, Mr. Gaylets, Ms. Gownley, Mr. Grigorescu, Mr. Harris, Mr. Hurst, Ms. Knott, Ms. Mascelli, Ms. Murphy, Mr. Murphy, Mr. Parry, Ms. Rupp, Ms. Rupp, Ms. Scramuzza, Mr. Skutnick, Ms. Stavisky, Ms. Watson, Mr. Wetherell, Ms. Winslow, and Ms. Day.

The meeting began at 10:05 a.m. in the PNC Board Room in Brennan Hall with an opening prayer by Ms. Bennett.

1. Minutes: Mr. Kretch will send language to Ms. Murphy regarding a second motion that was made during the Open Forum discussion. Mr. Skutnick made a motion to approve the minutes Ms. Winslow seconded the motion. The minutes were approved.
2. President's Report: Mr. Murphy said that he had a difficult time keeping his report to two pages. One item mentioned in the report will be discussed later in this meeting and that is the web guidelines that the University Governance Council (UGC) has asked us to review. Mr. Murphy reported that the last UGC meeting Mr. DeSanto outlined some of the benefits of outsourcing University email. He said it will improve redundancy, cost less, provides more features, and many students already use Google. He stated that the University's General Counsel has reviewed the contracts and believes they are workable. It is still under review. Mr. Murphy stated that he would like to invite a guest speaker from other University departments every other meeting to improve campus communication. He said that Fr. Pilarz will be attending our May meeting. He will be talking about his Convocation Initiatives and will present the St. Francis Xavier Awards.
3. Liaison's Report: Ms. Day reported that the economy remains the focus of the AC, FMC and the Board of Trustees. Ms. Day stated that the Trustees approved Phase 1 of the Unified Science Center. She said that she has spoken to other vice presidents about coming to our meetings and updating the senate on what's going on in their area. She noted that Mr. Steinmetz's presentation would be advantageous for us to hear.
4. Guest Presentation: Mr. Murphy introduced Mr. Tim

preparedness for emergencies. Mr. Briggs gave a comprehensive presentation on procedures and protocols. He explained that they are:

- Critical Incident Response Team
- Emergency Notification System
- Emergency Response Desk Reference
- Public Safety Changes
- Question & Answer -Armed Intruder/Active Shooter

Some of the points that Mr. Briggs touched on were:

- We are part of the National Incident Management System which allows us to integrate with local police, state police, fire departments, the sheriff and emergency management.
- We are currently looking into purchasing an emergency notification system.
- We are in the process of changing from a public safety department to a police department.
- Freshmen Seminar Classes offer an Adopt a Dorm program where public safety officers adopt a dorm. This allows officers to build rapport with students
- If there is an active shooter on campus the key word is OUT. Call Out Run Out – Get Out –Keep Out –Take Out
- Call 911 and stay on the phone; don't hang up
- Hide out –Play dead
- Study your surroundings, locate exits, and identify what can be used as barricades
- If someone needs assistance call public safety first and then 911. Public Officers are trained in CPR and carry defibrillators and can get to an office quicker than an ambulance.

