Meeting called to order at 11:10 a.m.

Michele Romandetto welcomed everyone to the meeting and introduced the new Staff Council members. Tina Masiello, Vice President and Janet Whalen, Recording Secretary.

Tina Masiello spoke about Molloy’s new Student Solution Center, located on the 1st floor of the Wilbur Arts Center. It is a one stop facility for students, which provides Financial Aid, Bursar and Registrar information and/or help. If you get a chance stop by and check it out.

Lori Higbie spoke about recycling on campus and the Molloy work order system. Recycling has been expanded campus wide. Each office is responsible to dump small blue bins into the larger blue bins in the hallway. Blue bins are for paper, magazines, newspapers and cardboard. Please NO food wrappers, candy wrappers etc. If you need a small blue bin for your office contact Joseph Barbera. If you have a large amount of recycling put in a work order instead of loading up the big blue bins. If you would like to get rid of already shredded paper, leave in plastic bag outside your office at the end of the day do not put in the big blue bins.

Work orders should only be submitted through the work order system online. If you leave a voicemail it might not be retrieved until later on that day. If you need a copy of the link e-mail Lori Higbie (lhigbie@molloy.edu) and she will send it to you. There should also be an icon for work orders on your desk top. In the case of an emergency (flooding, gas leak, etc.) call public safety. If you have to cancel or revise a work order, forward a copy of the original e-mail that states your work order has been received, with all the necessary changes you would like to make. (lhigbie@molloy.edu, jbarbera@molloy.edu or rreale@molloy.edu)

A staff webpage is in the works. This webpage will provide Staff meeting dates, meeting minutes from the past 3 years, upcoming events and much more. At our next Staff Council meeting there will be a demonstration of this webpage.

Michael Torres will be conducting a survey of our staff members that has been sent to full-time faculty and administrators in the past. Please keep an eye out for this survey which will be sent via e-mail. It will consist of questions in regards to working at Molloy and is 100% anonymous. If you have any questions or concerns contact Michael Torres or Lisa Miller. Encourage other staff members in your office to fill out this survey as well. Full-time faculty and administrators had a great response percentage. At some point one will be made up for adjunct faculty as well.
Lisa Miller handed out and spoke about our new e-mail policy. If you were not at the meeting and would like a copy contact HR. E-mail like always is for Molloy use only, please no personal e-mails. Also, no e-mails on lost items should be sent out. If you are sending an e-mail via Netmail it should be reviewed by an administrator before being sent.

Human Resources has put together a calendar of events for the year which was e-mailed out last week. This calendar consists of important dates and professional development workshops/classes that are being offered each month.

Angelo Fraboni spoke about upcoming events at the Madison Theatre. Staff receives a discount of 40% off on most shows and 25% off on the cheaper priced shows. Click on the following link to find out the 2012-2013 schedule at the Madison Theatre  http://madisontheatreny.org The next movie on the lawn evening will be on October 30th, the movie will be “The Rocky Horror Picture Show”. Contact Angelo if you have any ideas for Madison Theatre or questions.

Bob Carlson spoke about the 2nd Annual Staff Dinner for the Residents in Fitzgerald Hall. The dinner will be held on Tuesday, October 23rd at 6 p.m. Bob has sent out an invitation to all residents and asked for their suggestions on what food they would like cooked. The suggestions are due by October 5th, Bob will set up a meeting for all staff interested in participating sometime next week. If you cannot make it to the dinner but would still like to be a part of it you can donate money or drop off a dessert sometime that day. Student Affairs is donating all the plates, cups, napkins and soda this year.

Meeting adjourned at 11:50 a.m.

Respectfully submitted,

Janet Whalen