

# MANAGEMENT SENATE MEETING

## Minutes

Date: 9/17/99

Lunch 12:00-12:30

Meeting: 12:30 - 1:30 p.m.

LOCATION: Mustang Room

Facilitator: Jim Thome

### A. NEW BUSINESS

1. Guest Speaker, Wally Arave, Physical Therapist – **Karen Andersen**

**Topic: Ergonomic Issues in the Workplace**

Karen Andersen introduced the guest speaker, Wally Arave, Physical Therapist from Dameron Hospital Occupational Health. His presentation was titled “Ergonomics Overview”.

According to Wally, employees who work extensively at a computer workstation are at increased risk of “cumulative trauma” or “repetitive motion” injuries such as carpal tunnel syndrome and tendinitis. Computerized information processing equipment allows the employee to work rapidly. However, health problems related to rapid, repetitive work at the computer workstation may occur if it is not properly adjusted.

He offered preventive tips on how to do certain aspects of our jobs as well as a checklist to assess the work area.

2. Recognition of AY 98-99 Management Senate Council – **Jim Thome**

Jim Thome made a presentation of Certificates of Appreciation to the AY 98-99 Management Senate Council. The members were: Maria Bernardino, Janet Truscott, John Martinez, John Frisenda and Jim Thome. Mary Ann Cox was not present to receive her Certificate of Appreciation. It will be presented at the next meeting.

### B. OLD BUSINESS

1. Approval of the Minutes for the 8/13/99 meeting – **Jim Thome**

The Minutes for the 8/13/99 meeting were approved.

2. Sunshine Fund – **Karen Andersen**

Karen Andersen reminded the group about the \$10.00 donation for the Sunshine Fund. She mentioned that about 7 people had already submitted their checks. She is working with Steve Fair to set-up an account for this fund. She will send out the information as soon as it has been set-up.

3. Mentor Program – **Paul Gutierrez**  
Paul Gutierrez reported on the mentor program.
4. MS Committee List – **Kathy Hart**  
Kathy Hart reported on the Management Senate Committees. She reported that there were still 3 committees that needed management representation. The following managers volunteered to serve on those open committees. Ena Hull volunteered for the Classified Professional Growth Committee, Rita Schuckman and Catherine Mooney volunteered for the Faculty & Staff Social Committee and Paul Gutierrez volunteered for the Financial Aid Committee.
5. IS Technology List of Presentation Topics – **Jim Thome**  
The Management Senate was asked to review the technology list and make recommendations regarding the order of presentation. Jim will send out an e-mail regarding the list to the Management Senate group for their input.
6. Presidential Search Update -- **Mary Ann Cox**  
John Martinez reported regarding the Presidential Search. He mentioned that the applications were still being reviewed. As soon as more information is available, it will be shared with the group.
7. Town Hall Questions – **Jim Thome**  
Jim Thome presented the Town Hall questions and the process. Jim will be working with Roger Waller and Linda Kelso to make sure that the questions are not duplicated. He will also make sure that the most important questions are asked first. Diana Slawson will work with Jim Tatum to make sure that the Senate Groups will be the first ones to ask the questions and then to open the forum to the public. Additional input needs to be submitted to Jim Thome, Kathy Hart or Ena Hull.

#### **C. COMMITTEE REPORTS**

1. Personnel Committee – **Paul Gutierrez**  
Paul Gutierrez reported that he will be scheduling the first meeting with the group.
2. Governance Committee – Maria Bernardino  
Maria Bernardino reported that the first meeting had been scheduled for Friday, October 8, 1999.

#### **D. ANNOUNCEMENTS**

#### **E. MEETING ADJOURNED**