

To: Staff Senate
From: Cindy Tokash
Date: November 15, 2017
Subject: Minutes from the November 15, 2017 Staff Senate Meeting

In Attendance: Lisa Bealla, Lori Flynn, Kristi Klien, Janice Mecadon, Cynthia Tokash, Stephen Hallock, Ryan Puksta, Pete Sakowski, Kyle Thomas, PJ Worsnick, Rebekah Bernard, Julie Brackeva-Phillips, Gina Butler, Amy Driscoll McNulty, Renee Giovagnoli, Lucia Grissinger, Meg Hambrose, Marg Hynosky, Bernie Krzan, Mark Murphy, Mary Ellen Pichiarello, and Richard Walsh

Patricia Tetreault (liaison)

Not In Attendance: Erica Armstrong, Kelli Cali, Bryn Schofield, Chris Harris, Dale Martin, William Pilger, Kevin Roginski, Kevin Rude, Justin Tambeau, Stephanie Adamec, and Gerry Loveless

Welcome: Mr. Murphy called the meeting to order at 10:05AM, in the PNC Bank Board Room, Brennan Hall 500. Janice Mecadon offered the opening prayer. Rebekah Bernard will offer the opening prayer at the December meeting. Attendance was checked, quorum was met for voting purposes.

~~2017-2018 Open Enrollment Information for 2018~~

Minutes were approved with no changes.

Approval of Agenda:

Agenda was approved with no changes.

Liaison Report:

Updates from Cabinet

Cabinet did finalize the health insurance plan renewal for 2018.

- Open enrollment information are available on the HR website. Anyone who wants to make changes to their health insurance plan or flexible spending account, the forms are due to HR by December 1st.

Ms. Butler asked if, since it's a new vendor, will the grace period into March so participants can utilize their funds still be honored?

Ms. Tetreault stated that there is a grace period that goes into the new year with the flexible spending account and MVP will continue to manage that run

Cabinet did go through the Safe Zone Training Program.

- Jennifer LaPorta and Maria Marinucci did training for the Cabinet.
- Safe Zone Training is a training program that underscores our commitment to treating

- Ms. Hambrose suggested to have them printed the same size as the frames that were given out by Campus Ministries, so people can put them in the frames, if they still have them.
- Ms. Driscoll McNulty stated the Office of Equity & Diversity gave out clings to responsible employees.
- Mr. Murphy suggested a cake for the Christmas Luncheon with 10-Year Anniversary on it.

Mr. Murphy congratulated Mr. Walsh, Ms. Brackeva-Phillips and everyone else who worked on a successful Fall Communications Symposium.

The Disaster Relief Committee held an event last week, a light lunch, and there were volunteers from the Staff Senate there, Ms. Butler, Ms. Hambrose, Ms. Schofield, and Ms. Bernard.

Mr. Murphy believes there is over \$3,000 in the Disaster Relief Fund now.

Ms. Tetreault stated the United Way Campaign just concluded.

We had around \$13,000 in contributions.

UPC

They seem pretty happy with the response they've had so far to the Strategic Planning Survey.

- Mr. Murphy doesn't believe it is closed yet, if you want to complete it.
- They did say there was an even response from faculty and staff.
- They will be holding sessions with student focus groups in the Spring.

Annual reports are due to the trustees for the December meeting.

There's a website for the Strategic Planning Report.

- There is a lot of data and graphs on this website that may be useful. There is a concern that the graphs are public and may be missing some information. The problem is, most likely, how do we get people to self-report their activities or projects regularly and consistently, and to who, so that accurate data collection can be done.

There may be a need to gather more information in some areas. The concern was how.

- They are looking at every course description to see how many are fitting into the Global pillar of the Strategic Plan. This detailed look is impressive.

Royal News Articles

Ideas for upcoming editions of Royal News

- Advertising the Christmas Luncheon
- Advertising the upcoming Staff Development workshop
 - Submitting an article about the workshop after it takes place
 - The committee is

Ms. Butler stated the Employee Barbecue because we are bringing in our expertise across campus.

Mr. Murphy stated the professional development events that are open to all staff and faculty.

Ms. Driscoll McNulty stated that we are weak in communication and collaboration with the faculty and student senates.

The Connexions program for new employees.

The Staff Senate is asked to be on a large number of committees across campus.

- How can the university improve its efforts in ways that align with our Catholic and Jesuit Mission particularly for building or strengthening the campus community?
 - Mr. Murphy stated that we do initiate a large number of people to work with each other on different projects.
 - Ms. Butler stated that our major accomplishments involve social justice, equity on campus, and the volunteering aspect of things.
- Standard 7 also stipulates that institutions conduct periodic assessment of the effectiveness of governance, leadership, and administration. How does the Staff Senate conduct self-assessment

The university's January 2012 guidance for governance makes several references to communication, that it should be timely and provide adequate opportunity for constituents to both receive information and share ideas. Can you provide examples of how we have successfully achieved this? What suggestions do you have to improve the timeliness and adequacy of opportunities for constituents to both share ideas prior to decision making, and receive information prior to and post decision making.

Procedurally we can't post the minutes until they are approved.

We do post our agendas.

We do send out the information for our meetings prior to the meeting.

Ms. Butler stated we should put an emphasis on our Communications Symposiums because there was so much discussion for several years about morale and lack of communication and Staff Senate, trying to establish communication, Senate put forward those events.

- o Ms. Butler stated that it would be nice if the other governing bodies, as well as administration, came together not just as presenters, but maybe even putting forth their own at times or supported them in other ways to enhance the communication effort across campus.

Mr. Murphy suggested to the Communications Committee that maybe we could have representation from the three Senates at the Spring Communications Symposium.

Committee Reports:

Mr. Walsh on behalf of the Communications Symposium asked all of the committee chairs to send him information about their committee events to either himself or Ms. Hambrose.

Mr. Murphy stated the Symposium was one of the best and felt all of the speakers and audience felt comfortable being there, it was a very friendly exchange of information.

Ms. Bernard appreciated having a student speak at the event and stated that it is a good model to follow in the future.

Ms. Driscoll McNulty on behalf of the Election & Membership Committee stated that they recently recruited individuals to work on the grievance section of the handbook and they were able to get a representative from each constituent group.

Mr. Murphy asked Ms. Butler, chair of the Finance Committee, to look at the numbers and give us an idea of funds available for the 10-year anniversary t-shirts.

Mr. Murphy stated we may need to get funds from elsewhere around campus.

- o Ms. Tetreault asked Mr. M(c4 Tf1 0 0 1 458.98 2284(gea 132.62 214.25 Tm0 g0 G())TJETQq0.00000912 C

Fr. Keller is available and will be attending the luncheon and give the blessing.

Ms. Klien stated that the catering cost has increased.

Ms. Hambrose on behalf of the Staff Development Committee reminded everyone that the workshop is December 12th from 11:30am-1:00pm and a light lunch will be served.

Ms. Pichiarello on behalf of the Staff Recognition & Excellence Awards Committee reported that the Staff Spirit Award winner for November was Karen Marx from the SOM Advising Center, there were 15 additional nominees.

Ms. Pichiarello stated she will be sending out an email reminder for nominations for the month of December today.

She asked how we handle the nominations for January since no one will be here during the holiday break.

- o Ms. Butler stated they will ask for the January nominations earlier.

Ms. Bernard on behalf of the Bylaws committee reported that she has the University Police updates to the Bylaws and Constitution done, she just has to update the dates.

She will get them to the Communications Committee to post on the website.

Timeshare Ad Hoc Committee

Mr. Murphy reported that Ms. Tetreault has delivered the information to Mr. Steinmetz, who has asked Mr. Mihalko for the financial implications of implementing the policy.

Roundtable Events

There is a Professional/Paraprofessional Roundtable today, immediately after the Staff Senate Meeting.

New Business:

The Conceptual Calendar Concept is a concept for the Academic Calendar.

The major change to the Calendar would be a change to Intersession as we know it.

- o The Spring Semester would begin earlier, similar to other universities.
- o Commencement, which is always Memorial Day Weekend, would be two to three weeks earlier.
- o It would make students more marketable for summer internships and jobs.

Mr. Murphy asked for feedback on the Conceptual Calendar to be sent to either Ms. Tokash or himself.

Sustainability Committee

Mr. Murphy, Director of the Sustainability Office, recommended that the University of Scranton needs to form a committee on Sustainability.

Mr. Murphy read the introduction of the proposal to form a Sustainability Committee.

Right now we are doing a large # of things on Sustainability, we were recently recognized from the Princeton Review as one of the green campuses in the United States.

We received an Environmental Partnership Award from Pennsylvania Environmental Council. This is an attempt to form a committee so that there is an official collaborative undertaking. Mr. Murphy went through the proposed representation of committee members and stated it was recommended by senior leadership to try get the number of committee members even lower and asked for suggestions on how to do that.

In order to have representation from other parts of campus, there would be Technical Advisory Group committees (TAG).

Feedback from Staff Senate:

- Ms. Butler stated there are co-directors for Environmental Science, so there would be two representatives for that position.
- TAG is already an established committee on campus, the faculty advisory group for IT. It was suggested to be changed to SAG, Sustainability Advisory Group.
- Ms. Bernard felt that the representative from Admissions could be dropped, she feels that the committee will always get students interested in Sustainability. She suggested that Mr. Murphy meet with the Admissions travelling staff and recruitment staff either every summer or every other summer so their staff can learn about the initiatives and they can share it with prospective students.

Motion was made by Ms. Bernard and seconded by Ms. Giovagnoli in support of the creation of a Sustainability Committee.

The motion passed.

Ms. Hynosky stated that she has been asked by several staff, who don't have children of their own, about donating tuition remission to a needy or DACA student.

She asked Ms. Tetreault if the subject is being considered as a future benefit.

Ms. Tetreault stated that it hasn't been part of any conversation she's been a part of.

- She will note it and infuse it into the conversations that she has.

Motion was made to adjourn the meeting by Mr. Roginski and seconded by Ms. Pichiarello at 11:31am.