TO:        Staff Senate
FROM:  Catherine Schneider
          Staff Senate Secretary
DATE:  March 11, 2014
SUBJECT:  Minutes of February 12, 2014 Meeting

In attendance: To be added as an addendum to minutes

Not in attendance: To be added as an addendum to minutes

Guests: To be added as an addendum to minutes

1. Welcome:
   - Ms. Cullen-Brown called the meeting to order at 10:03 a.m. in the PNC Bank Board Room, Brennan Hall
   - Ms. Rupp offered the opening prayer
   - Senator and guest attendance sign in sheets were available
   - Mr. Roginski volunteered to offer the opening prayer for the March meeting

2. Review of January 15, 2014 Meeting Minutes:
   - Ms. Palko noted two corrections to be made: Ms. Rupp, not Ms. Palko, volunteered to offer the opening prayer for the February meeting. Also, the ECAR Technology survey results should indicate that the findings are based on those that responded to the survey (619)
   - A motion was made by Mr. Roginski to accept the minutes with the changes. Mr. Wetherell seconded the motion

3. Approval of Agenda:
   - Did not take place

4. President’s Report:
   - Congratulations to the three Sursum Corda Award Winners: Jim Gaffney (Paraprofessional/professional), Sandy Watson (Clerical), and Sherry Edwards (MTTP)
   - The University’s status with Middles States is a primary focus for the President’s Cabinet. A consultant has been hired to assist with compliance. All should have received an email, last week, from Father Quinn regarding the progress being made with our probationary status
   - Provost search is underway with a recent search committee meeting vetting candidates held on January 29, 2014
   - Ms. Robyn Dickson, interim Vice President for Planning and Chief Information Officer will serve as Cabinet Liaison for UGC. She will begin attending meetings in March 2014
   - UGC has recommended that the Committee on The Status of Women (CSW) report to the UGC for now with a recommendation that in the future CSW would report to the provost. In
addition, the CSW will work with faculty, staff, and student senates to populate their committee allowing all voices to be heard

- All staff senators are asked to provide feedback on the draft of the University’s Statement of Institutional Learning Outcomes document before the March Staff Senate meeting, ideally within the next two weeks
- The Employee Fundraising Policy will be on President’s Cabinet agenda next month
- The Anti-Harassment Policy is still accepting input. All senators are encouraged to provide input to Ms. Cullen-Brown
- Student Senate has officially launched zip cars on campus for use for students, staff, and faculty. Details are in Royal News. Also, watch for formal announcement
- Faculty Senate is redefining the “eloquentia perfecta” general education curriculum piece with implications for the reduction of the number of required credits for a bachelor degree (minimum of credits is 120, while some of our majors require more credits). Faculty Senate is also looking for another representative for UGC

5. Report from Liaison, Patricia Tetreault, Interim VP for HR
- The President’s Cabinet is looking at the mission leave policy for staff
- Ms. BethAnn McCartney has been hired as the Benefits Manager at the University. She will be a resource for all staff regarding benefits
- Ms. Tetreault expressed concern that a small group of employees were talking about another employee and this employee's situation. She wanted to share this with staff senators in an effort to encourage civility and respect in our community. Mr. Hurst commented on the value of the supervisor training that recently took place and asked if similar type training, which addresses civility and respect, could be offered to staff. Ms. Cullen-Brown and Ms. Hollingshead both commented on the value of this training. Ms. Tetreault stated Human Resources would look into the possibility of offering this training to staff

6. Guest Speaker: Justine Johnson, Director of the Jane Kopas Women’s Center
- Ms. Johnson explained the Promoting Awareness of the College Transition Program (PACT) Program and provided a handout. “This program seeks to increase awareness of some critical issues that may assist students in productively navigating their first semester at The University of Scranton. The small group conversations (18 students) facilitated by the teams (staff and students) include the topics of: healthy relationships, relationship violence, stalking, sexual assault, consent, and campus resources.”
- Mr. Oakey and Ms. Palko serve as contact people for this program. Additionally, Mr. Oakey serves on its Steering Committee
- Ms. Cullen-Brown asked if this program is part of the orientation program. Ms. Johnson said it is not, but it is held within the first 6 weeks of the school year
- This program was created by The University of Scranton in 2007 through a grant. Federally, universities are required to provide this type training but this program goes above and beyond what is required
- Ms. Cullen-Brown asked about the evaluation aspect. Ms. Johnson reports many students are entering the University of Scranton with some of this knowledge already
- Ms. Barnoski asked if commuter students are included in these residence-based programs. Ms. Johnson stated work continues on efforts to include commuters, transfer and international students
Mr. Oakey asked Ms. Johnson to talk about the success of this program. Ms. Johnson stated that the University of Scranton is working with Marywood University and Lackawanna College to share this program with their students.

Mr. Barrett asked about the reporting system. Ms. Johnson shared that there are many resources and options including Public Safety, Dean of Students, and Student Health Services. Also individual faculty, staff, and student members may be told of an assault. We are all encouraged to support, listen and believe someone who asks for our help. We can give them options and report the situation to The Dean of Students, currently Barbara King. Mr. Barrett also asked about the criminal aspect of these charges and Ms. Johnson stated that it all depends on where the offense took place.

Mr. Roginski asked about any possible self-defense courses for students. Ms. Johnson stated there are a few off campus and one on campus.

Ms. Cullen-Brown asked Ms. Johnson to talk about the Women’s Center. The Jane Kopas Women’s Center is located in The DeNaples Center on the second floor. The center is celebrating its 25th anniversary this year.

While it primarily provides student education programs and services, staff, faculty, and community members can participate.

April 24, 2014 is the date for the Annual Take Back The Night event held in conjunction with the Women’s Resource Center.

The Women’s Center affords opportunities for students to serve as work-study employees, volunteers, and interns. They can also complete service learning hours there.

One recent program was a “Lean In” Book Discussion Group. She welcomes ideas about programming that may be of interest to any university member.

The Women’s Center is not just for women. Now the focus is more on gender equity and includes programs for men, as represented by a recent program on Men and Masculinity.

Mr. Hurst asked if training is done with custodians in the residence halls for assessing student behavioral concerns. Ms. Cullen-Brown described the current Students with Behavioral Concern Committee and that it addresses what to do if any student is identified as exhibiting behaviors that are of concern.

Ms. Johnson welcomed any questions in the future and invited us all to visit the Women’s Center.

7. Committee Reports

- Communication – Ms. Hollingshead stated input is still being accepted on the proposal clarifying committee responsibilities for communication. Ms. Cullen-Brown asked that the Sursum Corda Award winners be posted on the Staff Senate webpage. Ms. Hollingshead asked staff senators to inform her or Ms. Bevacqua of anything they would like posted on the Staff Senate webpage. Ms. Cullen-Brown wants the link to the Staff Handbook to remain on the webpage.

- Election & Membership – Ms. Rupp reported the call for nominations would be addressed at the end of February. The Meet and Greet event is scheduled for April 2, 2014.

- Finance – No new developments

- Recognition and Excellence – No new developments

- Social Events and Community Building – No new developments

- Staff Development – Mr. Hurst reported that this committee met with Ryan Sheehan of The Jesuit Center to brainstorm ideas to help promote their existing programs and to consider new initiatives. This conversation will continue. Mr. Hurst also reported a productive
meeting with Human Resources representatives, Patricia Tetreault, Eileen Notarianni, and Clayton Nottelmann. Human Resources new onboarding program is being developed and will be implemented sometime in the fall, including some ideas identified in the Staff Connections Program Proposal.

- **Ad Hoc Ombudsman Committee** – Ms. Cullen-Brown stated the committee is nearing completion of the report, expected by March.
- **Ad Hoc Wellness Committee** – Mr. Barrett distributed a handout, Wellness Participation Committee Mission Statement including the list of committee members. They have met and set goals, created a mission statement, and identified responsibilities.

8. **Open Items From The Floor**
   - Ms. Barnoski asked whose responsibility it is to update the plaques, with names of those receiving Pro Deo honors, in the Weinberg Library Pro Deo Room. Mr. Barrett stated he believes the Carpentry Shop updates the plaque each year. Mr. Wetherell, as part of the Recognition Committee, volunteered to look into this matter.
   - Mr. Oakley asked what concerns Human Resources has about the mission leave policy. Ms. Tetreault stated the policy allows for three mission leave days. While many service trips and pilgrimages require more time than three days, there tends to be too many exceptions to this policy that it warrants a review. Ms. Cullen-Brown offered that it would be helpful to have mission related leave more clearly defined. Ms. Hollingshead asked if mission leave time can be taken in increments and Ms. Tetreault said that the existing policy does allow for mission leave to be taken in hourly increments but that can be made clearer.
   - Mr. Oakley asked for clarification about Human Resources role and supervisor role in this policy. Ms. Tetreault stated that Human Resources decides if it is mission-related while supervisors decide whether it is acceptable in terms of schedule and work load.

9. **Roundtable Breakout Sessions**
   - The groups met following the full meeting and dismissed from breakout sessions.

   - The meeting was adjourned at 10:56, with a motion by Mr. Wetherell, which was seconded by Mr. Oakley.