

STAFF SENATE
CLERICAL ROUNDTABLE
March 22; 12:00 PM

Your Senators

Amy Black, Faculty Administrative Assistant, Philosophy
Grismeir De Jesus, Faculty Secretary, Communications & Media
Peggy Doolittle, Advancement Coordinator, Office of Annual Giving
Rebecca Dzikowski, Cataloging Assistant, Weinberg Memorial Library
Melissa Eckenrode, Administrative Assistant, English
Kym Fetsko, Administrative Assistant, Weinberg Memorial Library
Lori Flynn, Ops/Academic Services Specialist, Registrar
Melisa Gallo, ILL & Collections Assistant, Weinberg Memorial Library
Sybil Keris, Faculty Secretary, Theology
Kristi Klien, Coordinator for PCPS Academic Affairs, PCPS Dean's Office

- 12 Clerical staff members attended in-person. 8 clerical senators and Patti Tetreault also attended.
- Senator Kristi Klien offered the opening prayer.
- My.scranton.edu Demonstration --- Rose Ann Jubinski, Enterprise Application Services
- Submitted Questions – Patricia Tetreault, Vice President, Human Resources
 - *Are there updates to the electronic timecard system?*

Now that we have the new self-service portal in place, Patti is hoping that an electronic time-entry system can be set up for non-exempt employees. The idea is generally supported, and Patti is confident that progress will be made soon. While electronic time entry may not work well for all non-exempt employees (such as those in Facilities) it should be fine for clerical staff because we have routine access to computers. So while there is no timeline in place yet, things should move relatively quickly since we have a product that will allow it to work.

- *Why haven't the Christmas bonuses gone up in over 20 years and is there any foreseeable change in the future?*

This element of employee compensation is not administered by Human Resources. Patti reached out to Ed, who told her that there is no particular reason that the Christmas bonuses have not been raised, the focus during budget discussions has just been elsewhere. Patti will raise the issue during the budget conversations this spring.

- *Any updates on the searches for the Senior VP for Finance and the Registrar? Will there be open forums with each of the final candidates for staff to attend?*

The search committee for the Registrar has completed their interviews. Three candidates visited campus and met with specific groups. The committee submitted their recommendation to David Marx. The CFO search is underway. Patti expects that candidates will be brought to campus in mid-April. The goal is to have a combined staff-faculty open forum with each candidate at that time. The forums will be announced to the campus community via email.

- *Who will be moving to the new building? Any details about the student community or programs/initiatives that will be active there?*

The building will include labs, classrooms, offices, and meeting spaces for two departments: Criminal Justice/Cybersecurity and Sociology/Psychology. The first floor will have a 10,000 square foot maker innovation space, which will be a centerpiece for collaboration for faculty, students, and the wider community. The University is developing partnerships with regional businesses, manufacturers, and healthcare institutions to share use of the space. Specifically, Patti mentioned that there have been conversations with Johnson College about how we can work together in a way that will benefit the community. Small Business Development will be located in the new building as well as University of Success. The Wellness Center will also be relocating there, which will put it in closer proximity to the counseling center and allow us to streamline those services.

- *Can we discuss security in Kressler Court and O'Hara and Hyland Hall?*

Kressler Court is the area behind Hyland Hall facing downtown. There have been issues there lately, especially since the counseling center closed, with people experiencing homelessness and those attending day programs nearby loitering in the area. Every morning, men sit on the stairway of the adjacent building and smoke. Drug paraphernalia has been left in the court. UPD has tried to make the area safer by adding fencing and additional lighting. Don said that they also have video surveillance coverage. He asked Patti to provide feedback from the discussion and offered to come and address it at a Staff Senate meeting. In the ensuing discussion, it was noted that additional security would be helpful from 6:00 to 6:30 in the morning.

O'Hara and Hyland Hall do not currently require swipe access, while McGurrin Hall, Lahey, Brown Hall and the print shop do. Patti does not know why that is. She will investigate and let us know. Clerical staff who work in the affected buildings shared that they have had problems with members of the public stopping in and using the restrooms, sleeping, and asking to use the phone. They would feel more comfortable if swipe access were required.

- *What opportunities for professional growth does the University have upcoming? Are there any workshops planned or any other opportunities that may be in the foreseeable future?*

Patti is not aware of all of the opportunities that are available and upcoming. Employees can check the University calendar. There is one workshop scheduled concerning neurodiverse individuals and sexual trauma that was sponsored by the It's On Us grant, and Beth

periodically offers For Your Benefit presentations. Beyond that, Patti does not know of particular events.

- *Are there any staff members willing to mentor other staff members in some of their knowledge and skills to promote and support not only new staff members in their pursuit of professional development but also skill-building and encouragement for more staff who have been here a longer while but feel a little disconnected from ways to improve their toolbox of knowledge and information to pass along to others and help new staff feel supported and connected within the university community.*

We used to have a Connections program for this purpose, which could be broadened and modified if there is interest. Patti would be happy to work with a team from Staff Senate to develop a new program, but she feels it should involve more departments than just HR.

- General updates from HR:
 - Fr. McShane is returning to the University and will be engaged and involved around campus.
 - The CDC has moved Covid into the category of other respiratory viruses. HR will now treat Covid in a similar way. Employees can return to work when they are fever-free for 24 hours without using fever-reducing medication. Just use your discretion and reach out to HR if you have any questions.
 - The retirement planning committee meets quarterly and reviews the performance of investments. Met West Total Return bond fund has been switched out with JP Morgan Core Plus Bond Fund due to its performance. Employee investments will be transferred automatically.
 - Any employees who had a voluntary 403B with TransAmerica or TIAA can move their money to TIAA on their own if desired, otherwise, it will stay where it is. Beth will notify employees who have these 403B accounts.
- Open Discussion
 - Discussion ensued concerning problems with new Outlook. Attachments and meetings are being lost. The consensus was that some of these issues are caused by moving back and forth between the desktop app and the online app. Patti will look into this issue.
- Adjournment.
- Please email one of your representatives of staffsenate@scranton.edu with any questions or concerns.