

An abbreviated report on activities performed with respect to the Professional Staff Round Table meeting held in the Fall of 2012

January 10, 2013

1. Tuition exchange program staff to staff and staff to faculty differences – there was a meeting with Bobby Davis and the president’s office is looking into this topic. Information on tuition benefits are listed at <http://www.scranton.edu/academics/registrar/tuition-exchange-programs.shtml>.
2. Flex Time – follow up with HR to inquire how is the program working so far and coming up with a plan to make staff members aware of the program. Data from HR showed six divisions are using the trial policy, including eleven staff members as of December 2012.
3. Additional vacation time – **no further action required.**
4. Partner Benefits – we were not able to check with the chair or a member of the campus Inclusion Committee to see if this is something they have any information on. The senate did forward to HR some detailed information on the topic as it relates to Colleges, Universities and Jesuit Universities.
5. Professional Development – The chair of the committee reported they are working on the employee resource document and it will be updated by March. There will also be a new section dedicated to listing existing campus training opportunities. Another project being worked on is a staff mentoring program.
6. Climate Study – The Ombudsman committee has met and the group has located numerous Jesuit Universities that have Ombudsman. They have begun doing homework on how the schools have or use an Ombudsman.
7. University Mission, is it clearly stated and understood by staff? ***The University of Scranton is a Catholic and Jesuit university animated by the spiritual vision and the tradition of excellence characteristic of the Society of Jesus and those who share its way of proceeding. The University is a community dedicated to the freedom of inquiry and personal development fundamental to the growth in wisdom and integrity of all who share its life.*** We have discussed the University Mission Statement and yes, it is stated in the catalogue and in various publications, but for those members of the staff that do not see it in print often, it may not have much meaning. We do hear about “community”, but what does that mean?

We thought that it might be good to have a workshop/ breakout session at a ***Mission Morning*** or at a ***Wellness Day*** that might be titled ***The University Mission and What Does It Mean for Me?*** It could be a discussion of the topic and an explanation of how the Mission relates to all staff (as well as faculty and students).
8. Low voter turnout for Staff Senate elections – the communications plan for the election and nominations process is being reviewed with an eye on ways to increase voter turnout.
9. Policy on vacation carry over – the university has a clear policy for carrying over vacation time from one year to the next that includes an automatic carry over for one week and supervisor approval required on anything over one week.
10. Chronicle of Higher Ed, “it is not my right to abuse you” discussion – **no further action required.**
11. Improving Round Table Communication event format – we have discussed this and one of our main goals is to stick to the round table meeting guidelines with respect to timing of invitations, meetings, follow up reports, and location.