

Staff Senate Spring Clerical Roundtable

October 9, 2018

Brennan Hall, PNC Board Room

In attendance: 24 Clerical Staff which included 6 Clerical Senators

Kristi Klien distributed the agenda began the meeting with an opening prayer.

Erica Armstrong welcomed and thanked the attendees for coming to the meeting.

Each attendee introduced themselves.

Kristi Klien gave a brief description of the purpose of the roundtable meetings and further details were included in the agenda.

Andrea Malia explained her personal uncertainties of the role of Staff Senate and how you could become involved.

Kristi Klien reviewed the different Staff Senate Committees and further details were provided in the agenda. It was stated that any University staff employees are welcome to attend the Staff Senate meetings and that the goal is to be as transparent as possible. One limitation as a Non-Staff Senate member would be in the event there was a vote. Only Staff Senate members can vote.

Kristi Klien shared the information proved by Patti Tetreault at our Staff Senate meeting in regards to the elimination of the physical time cards for clerical employees. She explained the University is looking at different products, the ability to work seamlessly with existing software and the availability of funding in the budget.

One Topic submitted by a roundtable registrant was to update the Staff Senate resource guide. Kristi Klien explained the Senate is very aware and in total agreement this document needs to be updated. Andrea Malia explained the Communications Committee is presently working to update the resource document. Donna Rupp offered to send any information she may have from when this document was developed.

Kristi Klein and Andrea Malia discussed upcoming Staff Senate events:

- Fall Symposium – November 1, 2018 - tentatively with Dr. Gingerich and Bobby Davis
- Christmas Party – December 11, 2018

A question submitted by a roundtable registrant was why personnel file and job descriptions housed in HR were only accessible through CAS Dean. Andrea Malia read Patti Tetreault's email response:

Thank you for reaching out to me. I'm going to answer by breaking the statement into 2 parts:

1. Access to view personnel file. This is available to an employee without involvement of a supervisor. The process is described in the staff handbook
2. Job Descriptions. I spoke with the HR staff about this yesterday. Over the past few years, we have been working with supervisors to get all staff job descriptions loaded in our EOL system and have edits made only through that system so that HR, the supervisor and the staff member are using the same document. We have many in place in EOL but not all. HR has been directing staff to their supervisor for copies for 2 reasons: to generate communication if there is uncertainties in duties but also to ensure receipt of the most current version. In some cases, if we know we have the most current version, we will directly provide it. I understand that the supervisory structure in academic departments is not direct, making the emphasis on communication even more important. Re: CAS, it has been my experience that Dr. Dammer is very diligent with HR in making an effort to review job descriptions and address questions about job responsibilities.

With that said, I do not ever want a staff member to feel that they cannot receive direct information from HR, so if there is an issue or factor that makes it complicated for the supervisor to be involved in the conversation, we can help. I've asked my staff to be sensitive to this and be supportive. If that is not happening, I need to know.

Janice Mecadon explained this past summer some departments were asked to review their job descriptions and followed up with a brief meeting with Melissa Abda in HR.

Peggy Doolittle reviewed the Meg Cullen Brown Award.

She receives approximately 18 to 25 nominees per Month.

The winner is chosen randomly because each nominee is worthy of the award.

The positions that can be nominated to receive this award are staff, part time and full time, professional and para professionals, Directors, Assistant Directors and Assistant Deans.

Those who are not eligible are Presidents, Vice Presidents, Deans, work study or grad students.

Currently the Executive Committee is reviewing how to allow a faculty member to make a nomination for this award.

The question was asked if the winner could find out who nominated them. Bryn Schofield pointed out adding your name to the nomination is optional. If the person doing the nominating adds their name to the nomination, this information can be shared. Donna Rupp suggested possibility adding a check box stating the nomination can be shared with the person you are nominating.

Kristi Klein and Bryn Schofield asked if anyone had any suggestions regarding the current events run by the Staff Senate or ideas for new events.

Erica Armstrong asked to be mindful of second shift employees when scheduling events. She understands scheduling for third shift employee is an impossibility.

Another staff member suggested having a Staff Senate table at Wellness Day to promote Staff Senate, increase involvement and ask them for any new event ideas.

The floor was open for discussion.

A member commented on the fact that Office Depot prices have increased and she is able to find the same item on Amazon's website cheaper. Kristi Klein said there was an email that was sent approximately a year ago approving purchases made on Amazon.

A member asked if the Senate could suggest having the ability to use vacation time in the same manner as sick and personal, in hourly increments. Kristi Klein said this was previously asked and the answer was firmly, no.

Next was a discussion regarding ARA. Many member's voiced their frustrations. Some issues mentioned were:

- Increased food/beverage prices
- Set up occurring as guests are arriving
- Food not delivered on time
- Food arriving cold/frozen
- Not enough food
- Must order for a minimum of 12 guests
- Not responding to emails or voice mails.

Kristi Klein said she will bring this to the Senate's attention at our next meeting

Meeting Adjourned