

Staff Senate Spring Clerical Roundtable — March 18, 2014

Attendance: 12 Clerical Staff, 5 Clerical Senators

I. Updates from Fall Roundtable

Staff Window Retirement Program: No discussions at this time and no plans to reopen in the foreseeable future.

II. New Items

Job Titles: Administrative Assistant or Secretary?

- a. Discussion around why some clerical staff have the job title of Secretary and others Administrative Assistant when they do the same work?
- b. Term secretary is outdated and no longer used in the corporate world
- c. Term secretary has negative connotations for many
- d. Culture of University has changed, i.e. Supervisors refer to us as their “assistants”, we celebrate Administrative Professionals Day, but our job titles are still secretary,
- e. Other institutions have structures in place to recognize/differentiate length of service, certification/education levels, knowledge base, suggest an indication of “Senior Assistant” or A-1, A-2, etc.,
- f. All faculty secretaries not supporting equal numbers of faculty members.
- g. Clerical recently asked to do professional duties but not getting compensated for professional work.

(These concerns were presented at Staff Senate Meeting, April 9, 2014. Patricia Tetreault, interim Vice President Human Resources, stated that a twelve to eighteen month Compensation Study would begin shortly to assess all university job structures, responsibilities, pay grades, titles, etc. to make sure they align. The results of this study will determine appropriate job titles and some may change.)

- h. Why are we not allowed to take small increments of vacation time when you can take as little as 15 minutes of sick or personal time?
 - i. Staff Senators explained reasoning: unplanned (sick/personal), planned (vacation/work/life balance) suggested planning of day to utilize vacation time for the most personal benefit
- i. Asked if a code word or panic button connected to Public Safety could be provided for offices who deal with students. Sometimes the clerical staff person is the only one in the office and is confronted with an aggressive student. An obvious call to Public Safety could potentially escalate the anger of an emotional student. Given the world we currently live in, some safety measures should be offered. (Emergency Desk Reference provided by UPD has no directions for an aggressor in your office, in your face, when you are alone.)

(This concern was discussed at Staff Senate meeting April 9, 2014. The Senate agreed it was an important issue. Senate representative will contact Chief Bergmann and make inquiries. In the interim: a four-week Self Defense course begins 5pm April 15th, register with CHEW; Discuss concerns with department head and colleagues to make a workable plan.) To prepare for larger emergencies: review the Emergency Desk Reference provided by Public Safety <http://www.scranton.edu/about/public-safety/pages/ERDR2.pdf>;

III. News and Events from the Senate

- a. Fundraising for Ava: Three-year-old daughter of staff member battling cancer. Staff members raising funds to support family by selling \$5 wristbands with Ava's name. All proceeds go directly to family. If interested send donation to Jamie Hayes (MBI 201), Cathy Schneider (HR), or Meg Cullen Brown (CGCE)
- b. Meet the Experts Event: Tentatively scheduled for May 9th over the lunch hours; BBQ lunch and opportunity to ask the pros, our very own Maintenance, Trades, and Landscapers how to tackle those jobs around your own home. Watch for formal announcement. Idea generated by Staff Senate Staff Development Committee
- c. Wellness Day March 19, 2014. We hope you will participate and enjoy the day!
- d. Open Meetings/Committees: All Staff Senate meetings are open to the University Community, and non-senators are welcome on Staff Senate Committees.
 - i. Currently working on quarterly information sessions open to the University community, similar to the speakers the Staff Senate has hosted at past meetings
- e. Employee Resource Document: link found on Staff Senate website and Scranton Portal under the Employee tab; currently being updated
- f. Staff Spirit Awards: All in attendance agreed that selection should remain random.

Additional Notes:

- Noted by several attendees that annual reviews are not being completed.
- Suggestion: Set meeting and roundtable schedule earlier and email them to all staff members prior to start of semester as some departments must have all time out of office approved before start of semester.
- Suggestion: Announce Staff Senate Meetings on portal and Bboard a few days prior to meeting especially if there is a speaker.