

The University of Scranton ~ Staff Senate
Para-Professional & Professional Roundtable Discussion
October 21, 2013 – Brennan Hall 228

Mark Murphy began the program at 9:07 am

He was joined on stage by Meg Cullen-Brown, Staff Senate President and Gina Butler, Staff Senator representing the Professional Constituency Group

25 people were in attendance

- Mark reviewed the process of organizing these roundtable discussions
- Mark read the summary from the March 2013 roundtable discussion

The following agenda items were addressed:

- a. One Day Retreat for Administrative Assistants (phone etiquette; cost-saving suggestions; standard correspondence issues; supportive roles, etc.)
 - i. In an effort to gain clarity about what is being requested, Betty Rozelle, of the Staff Senate Professional Development Committee will speak to that committee and the Staff Senate Clerical Constituency Group to see if there can be some program or simply some referral of resources such as the Employee Resource Document that may address the request.
 - ii. Meg stated that the manager training is now mandatory after much input from Staff Senate that there was a need for this type of training.
- b. Add or revisit the current policy of the two, distinct lists of colleges and universities provided by Human Resources for tuition remission for dependent children. The faculty union negotiated for the Tuition Exchange Program list while staff was provided the Council of Independent Colleges list. Upon examining both lists, you will see the disparity between them.
 - i. Discussion took place about the discrepancies of tuition programs among staff constituency groups and between staff and faculty.
 - ii. Meg stated that the Staff Senate Executive Committee can discuss this topic and decide how we can create a report with facts that describes the tuition programs highlighting discrepancies.
 - iii. Betty Rozelle invited participants to consider volunteering for a committee, running for a staff senator seat, or attending a staff senate plenary meeting.
- c. Discuss how departments handle time for Wellness Activities.

- i. Discussion took place about past efforts to gain staff release time and the need for a policy to be in place
 - ii. Tim Barrett, staff senator, will meet with Cathy Mascelli, Employee Wellness Program Director to look into this topic further
 - d. Revisit topic of banking and donating sick/vacation time to other employees.
 - i. Mark reported that Human Resources has instituted changes in benefits that enable employees to use what they are given: bankable sick time, short-term, long-term disability, and the Family Medical Leave Act.
 - ii. Staff feel that the topic of donating sick time is important for discussion and that the Senate should consider this a priority.
 - e. Revisit topic of partner benefits.
 - i. The concept of partner benefits is a justice issue and many requested that this topic remain on the table for further discussion and action. The process for how topics are addressed through the staff Senate was explained and it was noted that Senators vote on which topics to research for a given year. It was discussed that this is a topic for other groups on campus as well and that the Senate may play a supporting role to these groups in order to move the initiative forward.
 - f. Present possible format for Vice Presidents' presentations twice per year.
Discuss with the group the topic and collect feed-back.
 - i. Staff are generally receptive to and supportive of any attempts to improve and further communication between staff and administration.
 - g. Request for feedback on how to improve Roundtables and increase participation.
 - i. It was recommended that staff receive detailed information in advance of the round table meeting.
 - ii. A suggestion was made that the Roundtables be recorded so that those who could not attend were able to review the discussions at a future date
- Schedule a spring 2014 roundtable.
Roundtables will be held in March during Spring break