
The University of Scranton - Staff Senate Round Table

October 29, 2014

LSC 133

Justine Johnson & Mark Murphy- Discussion Emcees.

Mark Murphy called meeting to start at 12:09PM.

Number in Attendance: 33

Meeting Notes:

1. Welcome:

- a. Joe Wetherell, President of University Staff Senate, welcomed all to the meeting.

2. Reminders:

- a. Christmas Luncheon: Tuesday, December 16th. Please RSVP & encourage others to do the same. Community Outreach Sock Drive will take place at the luncheon.

3. Senate Update:

- a. Staff Senate Facebook Page: Public Engagement & Communication Committee created Staff Senate Facebook page. Please 'like' "Staff Senate at the University of Scranton". The committee is also working on an Instagram account using @StaffSenate.
- b. Changes in UGC, to be run by Provost Office: Jerry DeSanto was in charge of University Governance Council. Pat Harrington will most likely be in charge now. Senate is trying to push UGC to meet as soon as possible for communication between the faculty, staff and student senates. It is important to share information & review new policies.
- c. Election & Membership Committee: is being utilized to find members to serve on different committees throughout the University. Helps to have all staff members assist with the larger University duties.
 - i. Patti Tetreault asked for six senators to participate in a Class and Comp study group to be run by Sibon Consulting.
 - ii. Ed Steinmetz ask for two senator to sit on two different high level finance committees.
 - iii. Commencement & Honorary Degree Committee
- d. Wellness Time Committee Report: near completion.
 - i. Schedule wellness activities into your day. Work on this will continue.
- e. BOT: Staff Senate attended their first Board of Trustees meeting in September.
- f. Ombudsman Report: complete and is being forwarded to the UGC for student and faculty senate review. Plan to forward to President's Cabinet.
 - i. Members of the University staff have worked on this report for over 14 months.
- g. Ad Hoc Committee Sustain and Strive: created to research suggestions for preparing university in the changing education climate.

- i. Will be meeting to determine future course of action.
- h. Personal Time: Senate will be suggesting a change to the Personal time carry over paragraph in the handbook to help with carryover of essential personnel time.
 - i. Joe Wetherell has created committee & is hoping to have suggestions for HR by December.

*No questions from the floor on senate updates.

4. Review topics from March 2014 meeting and updates:

- a. Best Practices Work Shop for Administrative Assistants:
 - i. Concerns should be forwarded to HR.
 - ii. Possibly a topic to give to the Clerical Senators?
- b. Tuition Benefits (differences between staff and faculty):
 - i. Fr. Quinn sent an email in June to inform all of a more equal tuition benefit plan between faculty and staff.
 - ii. Comments from the floor included that the following discrepancies are still noticeable:
 - 1. Staff do not have the benefits for their children. This concern was raised to Bobby Davis last year. Mark asked that the concern be sent to Joe Wetherell.
 - 2. The issue of FAE checks was addressed and Fr. Quinn stated that there are equal benefits now.
 - 3. In the new contract, scholarships based on entrance exam results are offered for children of faculty members, but not children of staff members.
- c. Wellness Activities: Rules for handling time to participate in Wellness activities. Ad Hoc Committee was set up and is working on this topic.
- d. Banking Sick Time: Banking of and donating sick time and vacation to other employees. No update at this time. Topic is important to the senate.
- e. Partner Benefits: If persons are interested in this topic, please contact HR for any updates.
- f. Vice Presidents' Informational Forums:
 - i. Look out for advertisements for 2015.
 - ii. Fr. Quinn & HR are on-board for the first event to take place in February. The event is meant to improve communication on campus. In the future the forum will take place every fall & spring. Joe Wetherell is hoping to have the Treasurer & the Provost speak at the first forum.
- g. Mission Time policy update:
 - i. Finalized & located online for review.

5. New topics solicited from Professional and Para Professional staff for this roundtable:

- a. Best Practices Workshop for Clerical Staff:
 - i. Subcommittees within the Staff Senate are working on this topic. Mark encouraged constituents to expand on this topic for future roundtables so Staff Senate can better understand specifics.
- b. My.Scranton Portal: A work efficiency/productivity issue - the frustration related to logging on multiple times in an hour.
 - i. Justine asked for clarification from the floor:
 - 1. It was suggested that the portal times out due to security issues. A varying timetable can be used to allow staff more time than students. But another member from the floor did not think that was possible.
 - 2. Staff Senate will recommend to IT to improve pop-up or set time limit. Roseann offered to pursue the issue.

- c. University Termination:
 - i. Why is there no advanced warning?
 - ii. How do you hear about it?
 - iii. When a public safety and HR shows up at your door, it could be really scary and embarrassing.
 - iv. What information is locked down? I.e. e-mail, computer files, phone calls, card swipes, POS systems, etc.
 - v. What security issues arise? Laptops, flash drives, cloud documents
 - vi. How much time (minutes/hours) do you have to take personal belongings?
 - vii. Does this affect your Pro-Deo awards or banquet?
 - 1. Mark responded that the answer is no.
 - viii. Are you allowed on University property every again. I'm assuming yes because of our Public presence.
 - 1. Mark responded yes, because campus is open to the public.

Mark opened the floor to discussion and explained a conversation he had with HR. There are two types of termination, cause termination and position elimination. With a cause termination, typically there would be meetings with supervisor, counseling and meetings with HR before the termination takes place. The manager & police officer may need to be present when the staff member was let go due to safety concerns. Mark suggested that a policy could be in the handbook regarding termination.

A position elimination would typically not grant the time frame to allow advanced notice to the staff member. A recommendation from the floor was that if advance notice is available, it is preferable.

Additional Suggestions from the Floor:

- ii. If termination by cause (poor performance), HR could create policy to let all know what could happen if you were to be let go. If position eliminated, process explained that you may or may not be escorted out by HR, University Police & supervisor.
- iii. Have the terminated staff member remove their belongings at night to prevent embarrassment.
- iv. Compare our handbook to others similar universities. Send ideas for improvement with the handbook to Joe Wetherell or Pauline Palko.

- d. Dress Code Discussion:
 - i. Open forum to address concerns:
 - 1. Many concerns were addressed from the floor including: gender equality, disparity between divisions, supervisor approval, cost of clothing disparity for different body types.

6. Open Items from the Floor:

- a. My.Scranton Portal Timing-Out: Put a ticket into Footprints to seek permission for extended time.
- b. Joe Wetherell: It takes time to accomplish proper outcomes from the Staff Senate so your patience and support are much appreciated.

7. Spring 2015 roundtable event

- a. Additional concerns can be addressed in the spring semester.