

To: Staff Senate
From: Rose Ann Jubinski
Date: April 18, 2019
Subject: Minutes from the April 17, 2019 Staff Senate Roundtable

In Attendance: Rebekah Bernard, Meg Hambrose, Sharon Finnerty, Richard Trygar, Gerriane Barber, Elizabeth Geeza, Richard Walsh, Patrick Mullarkey, Zoe Rothrock, Gina Butler, Mark Murphy, Rose Ann Jubinski

Welcome: Rebekah Bernard served as moderator and opened with a prayer.

Update on Discussion Items from the previous roundtable:

Request for furniture with charging stations: Furniture with charging stations has been placed in the DeNaples Center, 1st and 2nd floors.

Incivility in work place, in person or through email: It is recommended that the person first discuss the issue with their supervisor. If the issue is not resolved to their satisfaction they have the option to seek assistance from the office of equity and diversity. Rebekah also mentioned that human resources is offering a training session on April 18 titled *Understanding and Managing Escalating Behavior in the Workplace*. The sessions are open to all staff members.

Donating unused sick and vacation time: This topic is still on the table. The proposal is currently in the hands of finance.

Tuition remission: There have been a variety of requests submitted to staff senate regarding tuition remission. The senate is focusing on requests one at a time, starting with the most frequent request of granting graduate school tuition remission to dependents of staff members. A letter will be sent to Fr. Pilarz requesting we begin a channel of communication regarding this topic.

Other topics regarding tuition remission that have been submitted to staff senate include

- Spouse tuition remission
- pro deo tuition remission for life

New Topics of Discussion:

Tuition Remission: When a student is awarded tuition exchange at another institution they often have a variation on the allowed benefits. Some schools waive tuition and room for instance. Some schools will allow the students to have tuition free education through all years of their program - beyond the 4 years. But - the home institution has to approve it.

We are limited to 8 semesters with tuition exchange. Can that be revisited for special exceptions of children who attend institution who allow for additional years of tuition exchange to be waived considering the number of years I am here (27) and that I have the masters benefit?

Nobody in the room had the expertise to address this topic. Rebekah indicated she would reach out to the appropriate office for feedback on this question.

On campus personal safety- is training available? Some buildings do not require a card swipe to enter. There have been occasions when people have wandered into offices. Not all staff are aware of protocol for dealing with someone not affiliated with the university entering their work area or approaching them on campus.

Attendees shared experiences of encounters. While some called university police immediately, others did not. Some were not aware university police should be contacted when an ambulance is needed. A number of ideas developed from this conversation.

- Rebekah distributed flyers for the S.A.F.E. (Self-defense Awareness & Familiarity Exchange) training offered to anyone affiliated with the university. The training is approximately 2 hours. Anyone interested in this training should contact Erica Armstrong, Erica.armstrong@scranton.edu
- Rose Ann Jubinski said she would bring this as a topic to the emergency notification system team and suggest it be a topic at a meeting of the Incident Management Team.
- This would be a good topic for the next Wellness Day.
- All new employees attend an employee orientation. This would be a good topic to cover at that event.
- A suggestion was made that training be available for employees and work-study students.
- People work in the evenings and some labs are scheduled in the evenings. University police have always been responsive to requests for them to be present when classes dismiss in the evening. Don't hesitate to reach out to our university police.
- A security assessment was suggested.
- Staff working in buildings that do not require a card swipe should open a discussion with their supervisor if they have reason to believe the building should be locked.

Closing Remarks:

Rebekah opened the floor for discussion:

- Attendees were reminded of the many events offered by staff senate. Staff senate welcomes the input of all staff members. We want to know your concerns and ideas.
- Staff senate conducted a survey in March. The results will be used by the senate to establish future events and priorities.