

TO: Staff Senate
FROM: Pauline Palko, Staff Senate Secretary
DATE: September 30, 2015
SUBJECT: Minutes of September 9, 2015 Staff Senate Meeting

In attendance: Ms. Tokash, Ms. Mecadon, Ms. Palko, Ms. Schofield, Ms. Tucker, Ms. Cali, Ms. Klien, Ms. Edwards, Mr. Hallock, Mr. Pilger, Mr. Roginski, Mr. Sakowski, Ms. Shimsky, Ms. Barnoski, Ms. Thomas, Ms. Butler, Ms. Cook, Ms. Densovich, Ms. Driscoll-McNulty, Mr. Murphy, Mr. Sheehan, Ms. Vita, Ms. Grissinger, Mr. Krzan, Mr. Wetherell. Ms. Tetreault, Liaison.

Not in attendance: Ms. Barrett Notarianni, Mr. Barrett, Mr. Griguts, Ms. Bevacqua, Ms. Hollingshead, Ms. Johnson, Ms. Strickland.

Guests: Ms. Jennifer LaPorta, Mr. Clay Nottelmann

Welcome:

- Mr. Wetherell opened the meeting at 10:07 in the PNC Bank Board Room, Brennan Hall.
- Ms. Vita offered a prayer for peace in remembrance of September 11, 2001, and keeping in mind conflicts throughout the world.
- Mr. Roginski volunteered to offer the prayer for the October meeting.

Review of August Meeting Minutes:

Minutes were approved with two emendations relative to the Senate Committee that hosted the Staff BBQ and the reason the new Athletic Director, Dave Martin would like to speak to us.

Approval of Agenda

Mr. Wetherell raised a motion that Ms. Jennifer LaPorta, Executive Director of the Office of Equity and Diversity and Title IX coordinator compliance be added to the agenda to

give us an update on Title IX, and that Mr. Wetherell be granted permission to present an update from the Treasurer. Both additions were seconded.

Title IX Updates

Ms. LaPorta presented an update to policy and reporting and mini Title IX training to the staff.

- Title IX of the Educational Act of 1972 prohibits gender discrimination on college campuses; since 1972 the focus has been on athletics.
- What has changed is the way it is enforced. In the 1990's legislation realized that sexual harassment and sexual violence are a form of gender discrimination and was added to Title IX.
- Title IX applies to staff, faculty as well as students.
- In recent years the number of cases of sexual violence on college campuses has come to the public's attention, which in turn demanded legislative action.
- In past years incidents of sexual harassment and sexual violence among students were handled through the Office of Student Conduct.
- Given the sensitivity and time commitment required of these cases, as well as the intense training required to adjudicate these issues, Title IX cases was removed from the purview of the Office of Student Conduct; we now use a Civil Rights model, which includes a trained investigator who completes a full investigation and generates a full report.
 - A three-person determination panel reviews the findings of the investigation and makes a determination as to whether or not there has been a violation of the policy.
 - There is a lot of privacy in this new model; in all reports student and employee names are redacted. Only people that absolutely need to know, have any knowledge of these reports.
- Staff Roll/Responsibility in Policy: As a Jesuit institution, what we want to provide students and staff goes beyond legal compliance, but we have to start with legal compliance as a baseline.

- All employees, faculty, administrators, staff are considered Responsible Persons.
 - Our legal obligations begin when we know or should know that something happened.
 - We know that something has happened when someone calls Ms. LaPorta or Dean Rivera (deputy Title IX coordinator).
 - Anyone who has the authority to redress student experiences, i.e. report any incidents of misconduct (all employees), are held to the “should have known” standard.
 - When you learn of an incident of sexual misconduct in our community involving student, faculty, or staff, you must inform Ms. LaPorta.
 - All faculty, all staff, must report to Ms. LaPorta.
 - All employees will receive an email outlining the policy and providing resources to help you understand and follow protocol. Students trust us, they come to us. Email will give you talking points to facilitate a difficult conversation with someone who has experienced trauma.
 - It is important to tell them up front that you will take precautions for their privacy, but cannot promise full confidentiality, because you have an obligation to report sexual misconduct.
 - Confidential resources for students include the Counseling Center and the confessional.
 - The University is working hard to find other confidential resources for students that will not generate a report. Some students prefer to talk to someone on a hotline, or the Women’s Resource Center, both confidential resources in the community. We have those resources outlined in the email you will receive.
- Issues to report as outlined in the Policy[link]:
- Activity are you required to report (As defined in policy)
 - Sexual Harassment—unwelcome repetitious or continuing conduct subjecting a student (or fellow employee) to cat calls, offensive comments,

request for sexual favors, drawn pictures. RA's get intensive training on this.

- Sexual Assault—Non-consensual attempted or completed intercourse, anal or vaginal, with a body part or object.
 - Sexual Exploitation—Non-consensual touching, kissing, taking photos or videos, disseminating such pictures or videos via social media.
 - Domestic and dating violence—physical or emotional abuse in a relationship.
 - Stalking—anonymous notes, flowers, phone calls, texts or emails, following.
- Students rarely want to pursue investigation, but we can provide confidential and private resources to support them without adjudicating the incident. We can change their housing assignment, provide no-contact orders, change their class schedules to make a student more comfortable on campus. While we do our best to be as discreet as possible, only the counseling center, things revealed during confession to a priest, the Women's Resource Center of Lackawanna County, and the Hotline are completely confidential. Other resources such as the Dean of Students, University Police, Professional Residence Life Staff, Justine Johnson, the Director of the Jane Kopas Women's Center are private, —only those who need to know will be told— but are not confidential. If the issue poses a safety concern to campus, we must investigate. Ms. LaPorta is an investigator; outside investigators called in when needed.
 - Within the next couple of weeks, Ms. LaPorta will be coming to all departments for more in-depth training. She is currently training faculty.
 - In the near future the Office of Equity and Diversity will send all employees an e-mail with a link to on-line training.
 - This on-line training session takes less than twenty minutes to complete.
 - Mandatory for all employees to complete.

- Ms. LaPorta stressed that we are responsible to everyone in the University of Scranton community, not just our students.

New Time Card Format

Mr. Clay Nottelmann displayed a PowerPoint slide with the soon-to-be-released upgraded time card, stating that he expects the new cards to begin use at the end of October or beginning of November.

- The current cards are outdated, not user friendly, don't accurately capture time and attendance of employees. This is an effort to simplify and make more accurate.
- The new cards are larger and will be yellow rather than green so employees won't confuse the two.
- Updates include more accurate and simplified pay codes:
 - The work week better defined,
 - Includes code for inclement weather.
 - FMLA paid and unpaid added to time card because we are required to report that.
 - Mission and Community Service codes added.
 - Now exempt and non-exempt are the same.
- All hours worked for non-exempt employees have to be annotated on the day that it was worked, even if there were more than two breaks (meal period, appointment, etc.) in the day. If someone takes more than two breaks in a single day, the employee must use a second time card to record the time.
- Time card must be completed legibly in ink and signed by both the employee and the employee's supervisor. If employee makes a mistake, use a new card.
- No need to explain overtime, simply document on the card.
- Annotate on the card any alternate schedules. Card must still be signed and submitted every week by noon.
- It is legal to turn card in before all hours worked on Friday.

- It is the supervisor's responsibility to notify payroll of any adjustments after the time card has been submitted.
- Mr. Nottelmann stressed that time cards must be signed and delivered to the payroll office each Friday by noon. The employee will not be paid if the card is not turned in on time, or is missing signatures.
- It is the supervisor's responsibility to have the cards delivered on time.
- If a supervisor is out that day or for the week, another supervisor must sign the card. It is not appropriate to have a colleague sign the card.
- Academic deans know they must sign the secretary's time card, when the chair of the department is out.
- Mr. Nottelmann clarified that payroll is part of Finance, but Human Resources helps keep time and attendance records compliant.
- Mr. Nottelmann is looking into electronic time and attendance systems. This new time card is the first step. He noted that a move to an electronic system would not happen quickly. Even if we found a suitable system immediately, it would be eighteen months to two years before it was in place and operational.

Liaison's Report

Sibson met with the focus group in August on the compensation study.

The University expects to receive additional information from Sibson in September that will in turn be presented to cabinet. May propose some adjustments to policy and pay grades.

Delta Medix doctors continue to be an issue with Blue Cross. Currently trying to work with Blue Cross. Nothing definitive yet. We can't force Blue Cross to contract with them, but we know that it is a major concern for several of our employees who are patients of doctors at Delta Medix. A senator and Ms. Tetreault both commented that screenings (mammograms) performed at the Delta Medix center are still covered, but doctors and procedures are not. Make a call to double check.

Legislatures have decided that background checks are not required for all employees of college campuses. Checks are required for only a few key people and some faculty. Most staff will not need background checks. We have until the end of the year to be compliant.

President's report:

Mr. Wetherell noted that Ed Steinmetz, Senior Vice President for Finance has asked to speak at the October senate meeting, to provide more details on the five-year budget plan, early retirement, filling positions, and looking forward.

Motion was raised and seconded. Approved.

Regarding increase in catering costs, (send out after the meeting?) Ms. Aschenbrenner sent Mr. Wetherell the breakdown he had asked for: coffee increased 43%; Salad 29%; Cookies 29%. Vegetables and Dip decreased. Mr. Wetherell passed along Ms.

Aschenbrenner's willingness to work with employees to find less expensive menu options. Also that she hasn't raised prices in eight years.

Senators expressed frustration with the limited options, the regulations for adding a few vegan or vegetarian options, the higher prices for veggie burgers than beef. Also the high prices at Einstein bagel. Several Senators noted it is much less expensive to go off campus for pizza, water, soda, etc.

Senators wanted to know where is the policy regarding use of catering is posted.

Senators feel held hostage by catering.

Senators confirmed much conversation and displeasure outside of senate meetings is happening regarding catering, not only increase in prices, but being forced to order specific amounts, being charged extra for things not ordered or not used, deliveries not as ordered, etc.

Senators implored Mr. Wetherell to ask the Treasurer to address the Food Services Contract with Aramark. Senators asked if there are bids for the food service contract.

Senators also asked for clarification on rules for using catering. What are the repercussions for ordering outside? With budget cuts, it's impossible to use them especially when prices on items like pizza and water are 50% to 70% cheaper elsewhere. Mr. Wetherell stated that the senate may need to investigate. Mr. Murphy wondered if the University could investigate this as a possible way to reduce cost to students, parents, employees.

Committee Reports:

Finance—nothing to report

Election and Membership—still looking for an MTTP alternate. The last alternate has not responded. May need to reach out to the constituency for volunteers.

Communication—Gerry Zaboski and Dr. Anitra McShea have agreed to speak November 3rd. The theater in the DeNaples Center has been reserved, and lunch ordered.

The fall newsletter will go out just prior to the symposium. Deadline for articles is October 20th. The committee intends to include articles on the By laws committee, a paragraph from each of the roundtables, the Connexions program, the new time cards, end of year awards, Spirit Awards since last newsletter, and advertise the Holiday Luncheon.

Send Roundtable specifics (date, time, location) to Amy Driscoll McNulty

Social Events: planning Holiday Luncheon

Recognition: September Spirit Award winner is Lucia Grissinger

Staff Development: Ms. Bevacqua is still looking for a volunteer to co-chair this committee. Ms. Cali volunteered.

Items from the Floor:

Mr. Sakowski announced that the University Safety Committee is looking for membership to fill the committee as several people have retired. Meetings are held at

10:00am the second Tuesday of each month in the Public Safety Office. Anyone interested should contact Mike Baltrusaitis, Don Bergmann, or Mr. Sakowski.

Regarding the Connexions Program, Ms. Schofield reached out to both newly hired secretaries in St. Thomas, met with each of them once, and has not heard anything from Human Resources.

Due to time, Mr. Wetherell called for a motion to adjourn, motion seconded.
Meeting adjourned 11:36am.