

To: Staff Senate
From: Cindy Tokash
Date: April 17, 2017
Subject: Minutes from the April 12, 2017 Staff Senate Meeting

In Attendance: Tamara Bautista, Lisa Bealla, Kelli Cali, Lori Flynn, Kristi Klien, Janice Mecadon, Bryn Schofield, Cynthia Tokash, Ryan Puksta, Susan Shimsky, Stephanie Adamec, Gina Butler, Rose Ann Jubinski, Amy Driscoll McNulty, Lucia Grissinger, Caitlyn Hollingshead, Bernie Krzan, Gerry Loveless, and Mary Ellen Pichiarello

Patricia Tetreault (Liaison)

Not in Attendance: Ann Barnoski, Timothy Barrett, Chris Carter, Stephen Hallock, William Pilger, Kevin Roginski, Michael Rorick, Julie Brackeva-Phillips, Kelly Cook, Mary D. Sheils, Kevin Stanford, and Sheila Strickland

Guests: None

Welcome: Mr. Murphy called the meeting to order at 10:07AM, in the PNC Bank Board Room, Brennan Hall. Bryn Schofield offered the opening prayer. Kristi Klien will offer the opening prayer at the May meeting.

Review of March Minutes:

Minutes were approved with no changes

Approval of Agenda:

Agenda was approved with no changes

Liaison Report:

The announcement that Fr. Pilarz will be returning as our next President was made after our March meeting.

- Yesterday afternoon it was announced that Fr. Herbert Keller will be our interim president.
- Ms. Tetreault opened this topic up for conversation any questions, concerns, etc. that she might be able to address.
 - Mr. Murphy mentioned that Fr. Keller has been on the Board for the University and Ms. Tetreault stated that the number of years he has served on the Board is in the teens and he is currently on the Board.
 - Ms. Pichiarello asked if Dr. Dreisbach will serve longer as Provost because of the situation.
 - Ms. Tetreault states that Fr. Pilarz wants to start the Provost search even though he will not be here every day so that we can secure our permanent Provost.

- Ms. Tetreault was asked by one of her team if everything will be in a holding pattern until Fr. Pilarz returns. Ms. Tetreault is not concerned that will happen. It is not the impression she received while Fr. Pilarz was here. She feels Fr. Keller and Fr. Pilarz will coordinate very well.
- Ms. Butler asked why the delay.
 - Ms. Tetreault understands that Fr. Pilarz can't leave Georgetown Prep. as soon as he had hoped he would be able to.

Ms. Tetreault is on a Cabinet Agenda to present the updated Compensation Study Plan. She will be presenting the results of the Compensation study and making her recommendations for updating our Comp. Plan.

- Ms. Tetreault plans to offer information sessions that staff can come to, to recap what the Comp. Study was, what it means for people and how it will be implemented.
 - The information regarding the information sessions will be forthcoming within the next few weeks.
 - The Cabinet meeting will be within the next week or two.

Ms. Tetreault mentioned previous staff concerns that the Graduate remission benefit for staff doesn't equal what the Graduate remission benefit is for faculty.

- It is an issue that she has raised and she has been asked to get information on it.
 - When she looks at the policy, she will look at it compared to the faculty Graduate remission policy and if it's not possible for staff, what is possible?
 - Maybe a policy based on years of service or a percentage based policy similar to the undergraduate tuition remission policy.
 - Mr. Murphy stated that Graduate remission is considered income, so you will pay taxes on it.
- Ms. Tetreault also mentioned the concern that was raised about vacation accrual for 9, 10, and 11 month employees. It is part of the analysis that she will be putting forward because there are cost implications to both concerns.

Ms. Hollingshead mentioned that staff in her office, starting this term, have started to receive bills because they're double dipping in the special terms for the online programs.

- Ms. Hollingshead stated that the policy has been 6 credits per term and people are taking 6 credits per special term, which leads to 12 credits per term under their remission.
 - There was some concern because they have been doing this; why are they receiving bills now, and is it going to be retro.
 - Ms. Tetreault stated they had a meeting regarding this yesterday, in the most recent remission audit there were a couple of things that they found.
 - A couple of people who were taking classes during their worktime weren't marking their timecards correctly.
 - There were people who should have done an alternate work schedule.
 - Remission has to be processed manually, the automatic remission process is not built with course limitations. If it's missed and remission processes then people

get a benefit, that maybe per the technical wording in the policy they shouldn't have.

- Going forward, there will be more attention and diligence to the review of employee remission.

President's Report:

Jorge Gonzalez has been selected as the Director of Facilities Operations and has begun his duties as of March 27th. Mr. Murphy plans to invite him to the May meeting.

UPC had extra meetings to go through the grant submissions that were submitted for the Strategic Planning Initiative grants.

- Mr. Murphy believes there were 36 submissions. At this point they have been graded and categorized and there is a list that is being presented to the President because he will have the final approval on which ones get approved.
 - Some proposals require one-time funds and others would require future funding.
 - One proposal from a student would require funds of \$400 for water filtration in Guatemala at the mission where the ISP trips go.
 - Other proposals would require over \$100,000, just to show the wide range of proposals submitted.

The Middle-States liaison was on campus the Friday before last for a good number of meetings to give us a feel for what's going on with Middle-States.

The Meet and Greet for elections was last week, there were roughly 103 RSVPs, but we set the room and ordered catering for 150 and the room seemed mostly full. Mr. Murphy thanked everyone who helped put the event together.

The last two items of the President's Report are things that Mr. Murphy wants to move forward with.

- The Grievance section and corrective section in the employee handbook that he feels needs some work.
- History through the years of the Staff Senate listing different accomplishments and initiatives that Mr. Murphy hopes to work on over the summer.

Committee Updates:

Ms. Jubinski on behalf of the Communications Committee states there was a lot of good feedback from the Spring Communications Symposium.

- All of the questions that were submitted were addressed.
- The video of the Symposium was posted on BBoard for those who couldn't attend.
- Ms. Tetreault suggested that Mr. Steinmetz be a standing guest for the Symposium.
- Ms. Hollingshead pointed out that the link to the video is on the Staff Senate Website.
 - Ms. Driscoll McNulty states that it is there as an additional spot for people to find it, it will not be there long-term.
- Ms. Driscoll McNulty states the committee will be drafting the newsletter after the election results are finalized.

- Chairs of committees are asked to send information they want included.
- They typically have a spot for the President, Employee Barbecue, and the End-of-year-lunch.
- They hope to have it out by the end of April.

Ms. Driscoll McNulty on behalf of the Election & Membership Committee states that voting will end at 11:59PM on April 13th.

- Election results will be announced after the Easter Break.
- 18% of the MTTP constituents have voted, 36% of the Professional/Paraprofessional constituents have voted, and 47% of the Clerical constituents have voted.
- Ms. Driscoll McNulty posted a reminder to vote on BBoard this morning.

Ms. Driscoll McNulty on behalf of the Finance Committee states that we look to be in good shape and there may be a few operating dollars left.

- She reminded the Clerical and MTTP constituencies, who will be having their Roundtable meetings during the summer, that they will have three Roundtable meetings in the next fiscal year with a \$400 budget for the year.

Kristi Klien on behalf of the Social Events and Community Building Committee states that the Meet and Greet raised \$190 for the Community Intervention Center and collected hundreds of toiletry items.

- They are waiting for the check from Accounts Payable and they will borrow a van from Campus Ministries to deliver the check and the toiletry items.

Ms. Schofield on behalf of the Staff Development Committee states the RSVP will go out next week for the Employee Barbecue on May 4th and Ms. Cali asks everyone to RSVP.

- T-shirts were designed by Robert Sanchuk, Graphic Designer with Printing Services.
 - Orders are being accepted by Ms. Cali in O'Hara Hall, Ms. Schofield in the CAS Dean's Office in St. Thomas Hall, and Jennifer Pennington in Equity and Diversity in the Molecular Biology Institute.
 - Ms. Schofield states there will be music.
 - Ms. Cali states the keychain screwdriver set giveaways are done and came out great.

Ms. Bautista states that Kathleen Mehall, Admissions System Coordinator for Admissions, was the April Staff Spirit Winner.

- Ms. Mehall donated her parking spot to her co-worker in Admissions who has kids and arrives on campus around 8:20AM when parking is difficult.
- Ms. Butler states that things are moving along for the End-of-the-year lunch on May 10th.
 - Catering has been ordered, they are working on the certificates, program and evite.
 - Ms. Butler invited Fr. Quinn, he is not available that day due to an off campus meeting.
 - Ms. Butler has asked Fr. Rogers to do the invocation.
 - Ms. Butler asked if Fr. Keller should be invited.
 - He will be invited as a guest and Ms. Tetreault will send an FYI to Maribeth in the President's office.

Ms. Butler on behalf of the Bylaws Committee states there is nothing to report.

Ms. Grissinger on behalf of the Timeshare Ad Hoc committee states that things are progressing very well.

- They have benchmarked policies from neighboring institutions such as, Wilkes and Marywood.
- Ms. Grissinger was tasked with putting it in their own words.
- The policy, when completed, will be presented to Ms. Tetreault.

Roundtable Meetings:

The Professional/Paraprofessional Roundtable Meeting is scheduled for today after the Staff Senate Meeting.

Clerical and MTTP Roundtable meetings will be during the summer.

Previous Business:

Senator John Blake will be here for the State-of-Scranton Event on April 27th from 11:30AM-1:00PM in TDC 405, RSVP to Jessica Durkin.

Wellness Day is tomorrow.

- Part of the Wellness Day survey will have questions about Wellness participation which addresses the policy that we put together to see if there is a problem attending Wellness classes.
- Ms. Adamec states that all of the Wellness Day workshops have been rescheduled except one.

Smoking Policy:

Ms. Adamec on behalf of the Smoking Policy Committee states the committee has met twice.

- The committee is in the fact finding phase, they are looking at where policies live on campus; employee handbook, student handbook, even correspondence to students.
- Where are receptacles placed? How far from buildings are each of these placed?
- The next step is to look at the consistency of the policies, are they consistent with building certifications.
- Benchmark other institutions.
- Is the purpose of the committee to look at the policy across the board and do some language updates and make sure that it's current or is it to do that and make future recommendations?
- Do they want to gather information about campus going tobacco free?
- There are a number of folks on the committee with Facilities, Human Resources, CHEW, faculty and staff, there will be a time for input from the community, as well.

Dress Code Policy:

The initial email from Fr. Quinn as well as the Draft Dress Code Policy was read by Mr. Murphy and Mr. Murphy went around the room for input, concerns, etc.

- Some folks stated it was lengthy and too much information.

- There are concerns over Direct Supervisors expressing their own preferences for their departments.
- There is question regarding why maintenance has to wait until after the students are gone to start wearing shorts and capris when wearing shorts and capris has been extended in the fall after the students are back, depending on weather.
- Some folks like having more language and clear cut wording as to what is allowed and what is not.
- Some of the wording as far as yes' and no's needs to be looked at if yes and no items will remain.
- There are concerns over consistency across campus when Direct Supervisors can each interpret the policy in their own way.

Motion was made to adjourn the meeting by Ms. Butler and Ms. Pichiarello at 11:41AM.