

To: Staff Senate  
From: Cindy Tokash  
Date: December 15, 2016  
Subject: Minutes from the December 14, 2016 Senate Meeting

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**In attendance:** Tamara Bautista, Lisa Bealla, Kelli Cali, Kristi Klien, Janice Mecadon, Cynthia Tokash, Stephen Hallock, Gene Kohut, William Pilger, Ryan Puksta, Kevin Roginski, Michael Rorick, Stephanie Adamec, Julie Brackeva-Phillips, Kelly Cook, Amy Driscoll McNulty, Bernie Krzan and Mary Ellen Pichiarello

Patricia Tetreault (liaison)

**Not in attendance:** Lori Flynn, Bryn Schofield, Ann Barnoski, Timothy Barrett, Chris Carter, Susan Shimsky, Melissa Bevacqua, Gina Butler, Lucia Grissinger, Caitlyn Hollingshead, Gerry Loveless, Mary D. Sheils and Sheila Strickland

Guests: Chris Harris, Tom Coleman and Dale Martin

**Welcome:** Mr. Murphy called the meeting to order at 10:04am, in the PNC Bank Board Room, Brennan Hall. Kelli Cali offered the opening prayer. Tamara Bautista will offer the prayer at the January meeting. Attendance was checked, quorum met for voting purposes. Kevin Stanford from KSOM will be joining the Staff Senate as an alternate.

**Review of November meeting minutes:**

Minutes approved with no changes

**Approval of Agenda:**

Agenda approved with no changes

**Awards Presentation:**

Awards were presented to Gerald Olt and Fata Hanic by Mark Murphy on behalf of the Staff Senate for performing the Heimlich maneuver on a co-worker who was choking.

**Introduction of new CIO:**

Mark Murphy introduced Susan Bowen, the new Chief Information Officer for the IT Department.

Susan has been at the University of Scranton now for 2 months and 2 weeks. Susan is currently living on campus which has given her the opportunity to interact with several people on campus. She has worked in higher education most of her professional career. She was at the College of New Jersey for 12 years and has spent the last several years at two different community colleges doing IT. She is excited about being here and looking forward to working with everyone here at the University of Scranton.

**Liaison Report:**

Patti states the last couple of cabinet meetings were focused on the December Board Meeting. The Board of Trustees was here a week ago Friday, so cabinet was preparing for them.

They talked about Middle-States and the establishment of the Steering Committee. We will begin to hear more and more from co-chairs Rebecca Beal, Professor of English and Chair, English & Theatre, and Julie Schumacher Cohen, Director of Community and Government Relations.

Dr. Beal had asked for some of the initiatives that people are working on that go with the Strategic Plan. Mr. Murphy submitted a couple of things on behalf of the Staff Senate that were helpful.

One of the things they spent some time on was the president signing the document in support of the Deferred Action for Childhood Arrivals Program, (DACA). It is a statement that protects to the fullest extent of the law undocumented students on our campuses. It provides relief from deportation. It states what Jesuit schools believe in the hopes that the new administration coming into office in January will be supportive moving forward.

Ed Steinmetz is working on the first pass of the 17-18 budget.

HR's annual open house is tomorrow afternoon, December 15<sup>th</sup>. HR is giving away ornaments again this year and Patti hopes that everyone will stop by.

### **President's Report:**

Philip G. Judge, S.J., Presidential Search Committee Chair sent out an email stating they are at this point deep into the candidate recruiting portion of the process, including following up on all the nominations made to them by the community. They expect sometime early in the next semester to narrow the list of candidates to a group they will invite for first round interviews.

Kevin P. Quinn, S.J. sent out an email entitled THE SCRANTON PLAN: AN ENGAGED, INTEGRATED, GLOBAL STUDENT EXPERIENCE that states the University of Scranton will allocate \$120K to support new projects related to the 2015-2020 Strategic Plan. This Request for Proposals is the intended mechanism to identify projects and initiatives that directly address strategic goals, and to route funding to those University individuals or groups with the most compelling proposals. Creative and innovative projects are encouraged.

Rebecca Beal, Middle-States co-chair asked for a couple of ideas or priorities that we're working on in the Staff Senate. A list of was sent to her that we are currently working on, including: generating a draft Wellness Time Activity Participation Policy that will help staff and supervisors manage when and can employees take time to attend University Wellness Activities, researching the graduate tuition benefit, the potential to create an ad hoc committee to research and generate recommendations on and for how the University could implement a program in which staff can donate leave time to employees, a possible project to research and develop a policy or procedure for the University for dealing with how position elimination occurs at the University, continuing various efforts to improve communications on campus, our discussions we've been having about an electronic time cards system, which is still in the early stages of discussions.

Ed Steinmetz sent out a letter stating the Comprehensive Resource Review Steering Committee will be convening in January. That will be the group that will look at the 17-18 budget to see how it can be balanced.

Mr. Murphy referred to the Sordoni Construction Newsletter which refers to them being one of the Best Places to Work in PA. Mr. Murphy and Ms. Tetreault spoke about this to see if this is something that might fit what the University of Scranton should apply for, because he feels this is something that would make our employees really proud that we work at one of the best places in PA.

Tim Barrett brought the draft of the Wellness Time Activity Participation Policy to the Executive Committee Meeting two weeks ago. It was a very good and very productive discussion at the level of the Executive Committee.

In the past week there has been a mention of 2<sup>nd</sup> and 3<sup>rd</sup> shift employees having challenges going to the Staff Senate Christmas Luncheon. Ideas have been kicked around, but so far a solution hasn't been found. Financially we don't have money budgeted to have a second event (dinner) the same day for 2<sup>nd</sup> & 3<sup>rd</sup> shifts. Mr. Murphy was told that since 3<sup>rd</sup> shift was created about 9 employees were shifted from 2<sup>nd</sup> shift to 3<sup>rd</sup> shift and that now 2<sup>nd</sup> shift doesn't have the opportunity to have the flexibility to shift employees work schedules. The problem of them being able to shift their schedules is not a Staff Senate problem, the problem lies within those departments. Going into next year we will need to have discussions about how are we communicating with 2<sup>nd</sup> and 3<sup>rd</sup> shifts.

A 2<sup>nd</sup> shift employee also brought to the attention of Kevin Roginski that they were told they could not attend the MTTP Roundtable meeting due to the department being short-staffed. Ms. Tetreault offered to get involved in the issues of 2<sup>nd</sup> & 3<sup>rd</sup> shift attending Staff Senate events.

#### **Committee Reports:**

Amy Driscoll McNulty reports that the Communications Committee released the Fall Semester Newsletter electronically in an effort to be more sustainable and fiscally responsible, it is also posted on the main page of our website.

- Thank you to all of those who helped and to all of those who contributed content.
- Thank you also to the members of the Communications Committee & The Election & Membership Committee for donating funds for the basket that will be at the Christmas Luncheon.
- Thank you to Tamara Bautista who is putting the basket together.
- Welcome to Stephanie Adamec, the director for the Center for Health Education and Wellness, who will be joining the Senate and The Communications Committee.
- The Committee is currently working on ideas for the Spring Symposium.

Ms. Driscoll McNulty reports that the Election and Membership Committee, at the last University Governance Council Meeting, received information from Kate Yerkes that they are looking for a few senators from each senate (faculty, student & staff) to look at the smoking policy and review it.

- We need two senators from the Staff Senate, we've had one volunteer so we are looking for one more volunteer. Anyone who is interested should send Amy Driscoll McNulty an email, she does need to forward the names to Kate by Friday.

Ms. Driscoll McNulty, on behalf of the Finance Committee has asked for receipts for expenses from the Roundtable events that have taken place. If a check voucher can be completed and submitted to her, she will submit them to Accounts Payable so that reimbursements can be made. If a purchasing card was used, just email her so she can connect with Janine in purchasing so that money can be allocated to the Staff Senate.

Kristi Klien reports for the Social Events & Community Building Committee that the numbers are down for the Staff Senate Christmas Luncheon to under 200. In an effort to get more RSVPs, in order to have an accurate attendance count, Kristi will resend the invitation out to staff.

- Anyone who agreed to donate a basket please have them ready Friday.

Kelli Cali reports that The Staff Development Committee, once again, collaborated to put together a Zen basket and thanked Joe Wetherall and everyone on the committee for donating.

- The committee is working on planning the Home Improvement Barbecue and the tentative date is May 4<sup>th</sup>.
- The Learn to Stress Less Lunch and Learn which is co-sponsored with CHEW and HR is tomorrow at 11:30am in the Pearn Auditorium of Brennan Hall.

Mr. Murphy thanked Tamara Bautista for the excellent job she did with the awards for the two employees who performed the Heimlich maneuver.

Ms. Bautista reports that she will be sending out a reminder email today requesting submissions for the January Staff Spirit Award on behalf of The Staff Recognition & Excellence Awards Committee so the winner will know when we return in January.

- There was an issue with someone other than the Staff Spirit Award Winner parking in the spot this month. The issue is resolved by calling Cathy Sanderson or University Police and they will ticket the car.
- Janice Mecadon is putting together the committee's basket.

Mr. Murphy reports that issues were given to the Gina Butler on the By-Laws Committee and that the committee will be convening in January to work on the issues.

### **Previous Business:**

There has been some preliminary work on the vacation policy for 9, 10 and 11 month employees, Ms. Tetreault did not have anything to report at this time.

In regards to the Graduate tuition parity with the faculty plan, Ms. Tetreault reports that there are on-ground graduate programs and graduate programs on-line in which we have contracts with vendors. There are financial arrangements with those vendors which makes this more complex than it seems on the surface. She does not report any updates on the topic.

**New Business:**

Joe Wetherall feels strongly about donating benefit time to other staff members that may be in need due to extenuating circumstances. It was discussed quite a few years ago. Mr. Wetherall would be interested in leading a committee interested in researching it.

**Motion was made by Joe Wetherall and seconded by Lisa Bealla to set up an ad-hoc committee to research donating benefit time to other staff members that may be in need due to extenuating circumstances.**

**The motion passed.**

The Election & Membership Committee will be sending out an email on behalf of Mr. Wetherall asking for volunteers to serve on the committee.

Ms. Tetreault states that they are aware the use of paper timecards is an issue. There is a new payroll manager now, Mike Kaub, and she will be filling the HR manger position soon. As soon as those two individuals are on-board, this will be an assignment for them.

Mr. Murphy states there is a policy/procedure on staff position elimination, it is not in the handbook. Ms. Tetreault states they were working on updating the handbook before Clay left and that she could think about what kind of language could be put into the handbook on the topic.

**Items from the floor:**

Stephanie Adamec stated that CHEW is going to be starting a smoking cessation program free to employees through a grant from CVS. They will be mailing out a notification to staff, faculty and Aramark employees, as well. It is an app and an in-person group as well. It will be starting in January.

**Motion was made to adjourn the meeting by Mary Ellen Pichiarello and seconded by Kevin Roginski @11:13am.**