

To: Staff Senate  
From: Cindy Tokash  
Date: January 13, 2017  
Subject: Minutes from the January 11, 2017 Senate Meeting

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**In attendance:** Tamara Bautista, Kelli Cali, Lori Flynn, Kristi Klien, Janice Mecadon, Cynthia Tokash, Timothy Barrett, Stephen Hallock, Kevin Roginski, Stephanie Adamec, Gina Butler, Kelly Cook, Amy Driscoll McNulty, Caitlyn Hollingshead, Mary Ellen Pichiarello, Mary D. Sheils and Kevin Stanford

Patricia Tetreault (liaison)

**Not in attendance:** Lisa Bealla, Bryn Schofield, Ann Barnoski, Chris Carter, Gene Kohut, William Pilger, Ryan Puksta, Michael Rorick, Susan Shimsky, Melissa Bevacqua, Julie Brackeva-Phillips, Lucia Grissinger, Bernie Krzan, Gerry Loveless and Sheila Strickland

**Guests:** Tom Coleman and Kyle Thomas

**Welcome:** Ms. Driscoll McNulty called the meeting to order at 10:06AM, in the PNC Bank Board Room, Brennan Hall. Tamara Bautista offered the opening prayer. Gina Butler will offer the prayer at the February meeting. Attendance was checked, quorum was not met for voting purposes. Kevin Stanford was welcomed to the Staff Senate.

**Review of December meeting minutes:**

Minutes were approved with no changes

**Approval of Agenda:**

Agenda was approved with no changes

**Liaison Report:**

Patti reports that Cabinet met yesterday.

Fr. Quinn is setting his agenda for the Spring semester. He spoke about the Strategic Plan and preparations for Middle States.

Ms. Bowen did a presentation on the Banner XE Platform, moving from the INB Platform to the XE Platform for Banner. She informed them of what they can expect and how they will be impacted. She's starting with Finance and HR and will begin the student side of it later. Patti sees it as an opportunity to improve some of our processes.

They also looked at the landscaping plan for in front of the Estate. The plan is to get moving on that sooner rather than later depending on the weather. The design is to make it a much more welcoming approach for families as they come to the University. There will be some grading to the greenspace, which we can use, a circular walkway, and better handicapped parking access. The door to the Estate is going to be made to stand out more so that guests to the University will know that is the entrance. The goal is to have it completed in summer 2017. The rendering depicts parking for those who wish to attend the noon mass that could also be used for guests.

There is also the plan to resurface from the flag poles to the parking garage. The plan includes changing the direction of the stairs coming from the parking garage so that they face the flag poles and into campus rather than the DeNaples loading dock. The goal is to have it completed before fall 2017 classes begin.

Fr. Patrick Rogers has arrived as the new Executive Director of the Jesuit Center. He started last Tuesday. He attended the retreat that was held this past weekend. He made a great impression on those attending the retreat. He seems to really be happy to be here and spent time with those attending.

- Ms. Driscoll McNulty mentioned that Fr. Rogers will be attending the February Staff Senate Meeting.

Before the holidays Fr. Quinn announced that the University will be observing business casual attire year-round for staff. He wants to create more flexibility. He has asked Patti to work with Staff Senate to come up with language that we would feel comfortable with that would still provide for a certain dress code for circumstances that warrant it (a dress code that would have a professional appearance with less stiffness).

Patti thanked Staff Senate for their Sursum Corda nominations. There was tremendous response this year. This year vs. past years there has been a large amount of nominations from management. The committee will be meeting over the next couple of weeks and the awards will be presented at Spring Convocation on February 9<sup>th</sup>.

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

Ms. Driscoll McNulty presented the president's report for Mr. Murphy.

There was nothing to report from the UPC or Trustee meetings. Mr. Murphy said there wasn't anything that came up that he needed to pass along to the Senate.

The UGC hasn't met since November. They are working on Spring dates for meetings. The UGC is working on the University's Smoking Policy.

Mr. Murphy did attend a Comprehensive Resource Review Committee meeting late in December and that committee is working on balancing the operating budget so that they can have it ready to present to the Board of Trustees for the March meeting.

Bryn Schofield is working on getting together binders to keep the history by year of Staff Senate activities. The plan is to pass on the binders from outgoing to incoming chairs of the committees.

Balancing and prioritizing projects, topics, and events for the senate. Senate Purpose reminder: will be left on the agenda for next month for Mr. Murphy to talk about.

Thank you to Ms. Butler, Ms. Pichiarello and Ms. Mecadon, who worked to collect additional Sursum Corda nominations and compiled them into a document and forwarded them to HR. Nineteen nominations were forwarded to HR.

Thank you to Kristi and Kevin and the rest of the Social Events & Community Building Committee for the Christmas Luncheon.

## **Committee Updates:**

Ms. Driscoll McNulty reports that the Communications Committee has confirmed a date for the Spring Symposium of March 30<sup>th</sup>. More information will follow. It will be held in Brennan 509, The Rose Room. They received some feedback that it was challenging for some people to balance their lunches during the Fall Symposium in the Moskovitz Theater.

Ms. Driscoll McNulty reports on behalf of the Election & Membership Committee that Melissa Bevacqua has left the University. Her last day was last Friday. She accepted a position at George Mason University as the Director of Undergraduate Admissions. She served on the Staff Senate for a number of years and we thank her for her service. We will be filling her seat on the Staff Senate. An alternate will move into a full senator position and Ms. Driscoll McNulty will be working to have another alternate in place.

Ms. Driscoll McNulty has asked on behalf of the Finance Committee for receipts to be turned in from the Roundtable events.

Ms. Klien on behalf of the Social Events & Community Building Committee reports that we raised \$1,756 total. The 50/50 was \$190 which was won by Bill Pilger. A check for \$1,566 was delivered by Ms. Klien and Mr. Roginski to Bethel AME Homeless Shelter on December 23rd along with a shopping bag of non-perishables.

- Baskets were donated for the raffle from individuals as well as departments.
- The date for this year's Christmas Luncheon is set for December 14, 2017.
- The shelter was listed on the Emergency Management blue alert last week, due to the weather, as an available shelter.
- The shelter has space for 40, but they were only able to offer shelter for 10 last year. This year they are able to offer shelter for 26.

Ms. Cali reports on behalf of the Staff Development Committee that they had a successful Lunch and Learn.

- They are planning another Lunch and Learn for the Spring semester possibly two.
- Dr. Germeroth is going to talk about Emotional Intelligence Communication as a follow-up to the one last year.
- Jose Sanchez expressed interest in doing one, as well, topic currently unknown.
- The committee is talking with Scranton Rental about prices for the barbecue.

Ms. Butler on behalf of the Staff Recognition Committee reports the Staff Spirit Award Winner for the month is Catherine Staples, Administrative Assistant from Campus Ministries.

- The committee acted as gatherers and seekers for nominations for the Sursum Corda Award.
- The committee plans to meet next week to begin planning the Awards Luncheon.

There was nothing to report on behalf of the By-Laws Committee.

Ms. Driscoll McNulty mentioned that she recently sent out an email regarding the Middle States Steering Committee looking for volunteers to act as resource members for the Self-Study Working Groups. The committee would like to add three staff members to each working group.

The working groups are:

- Mission and Goals
- Ethics and Integrity
- Design and Delivery of the Student Experience
- Support of the Student Experience
- Educational Effectiveness Assessment
- Planning, Resources & Institutional Improvement
- Mr. Murphy is serving on the Governance, Leadership & Administration working group
- Compliance

Ms. Driscoll McNulty asked for those interested in volunteering for the working groups to email her.

- The work is slated to begin later in the Spring and gear up for the Fall semester.

Ms. Driscoll McNulty states that she reached out to Geri Barber and Cathy Seymour who are serving on the Presidential Search Committee. They are not able to give us any information due to the confidential nature of the Search Committee. They are taking into consideration all of the information that we gathered from the staff as they work on that committee.

Roundtables: Mr. Roginski reports that the MTTP Roundtable was held December 14<sup>th</sup>. They received Active Shooter Training. He states the training was very beneficial and recommends everyone receive the training.

- University Police is really trying to get that training to all of the departments across the University.
- HR does it for every new employee orientation.

Ms. Driscoll McNulty states that what they would like to see happen with the Roundtables is for each constituency to have a facilitator, one or two individuals, to facilitate the information. In addition, we would like to get better about recording and preserving what happens at the meetings. Have one person take minutes and forward them to Ms. Driscoll McNulty for the Communications Committee to keep the website updated. Our website has notes and agendas from previous Roundtables.

#### **Previous Business:**

The Campus Smoking Policy is being reviewed by a committee under the UGC. Thank you to Ms. Adamec and Ms. Mecadon who have volunteered to serve on the committee.

- Ms. Adamec spoke about CHEW offering a tobacco cessation program on campus through a grant from CVS Health to provide the service.
  - It is being opened up to faculty, staff and students for free, it's valued at \$150 at least.
  - It is a newer technology created by a Yale psychologist.
  - It includes an App., the App is \$100 a year and CHEW is able to cover the cost of the App.
  - They offer an in-person support group which includes mindfulness.
  - It is rolling admission so there is no stop or close date.
  - An in-campus group is starting January 17<sup>th</sup>, that will be held in TDC 213.

- They are also considering opening it up to spouses/partners.

Prior to the holiday break Ms. Driscoll McNulty sent out an email requesting volunteers to serve on an Ad-hoc committee to work on a potential policy or recommendations on donating leave time. She is happy to report that she received an overwhelming number of individuals willing to work on the committee. Mr. Wetherell was able to establish a primary committee and a back-up committee. Mr. Wetherell sent out an email yesterday to his primary group and they will be meeting next week to begin working on this.

### **New Business:**

Mr. Barrett read part of the Mission Statement for the Wellness Attendance Policy Committee, "The mission of our committee is to develop a standardized working policy guideline document for the use of how hours are charged during the normal workday for the University of Scranton's Staff personnel engaging in established Wellness Program activity classes. Currently there is a lack of consistency throughout the campus on how these hours are implemented and documented."

- Mr. Barrett believes the policy is at a point where it should be reviewed by everyone and receive any comments.
- The committee did research on policies from other colleges, universities, federal programs, etc.
  - There was a lot of inconsistency throughout those organizations.
  - Some had policies, some didn't.
- The committee is looking for input from everyone.
  - What you think about it.
  - What it should be called.
- The way that the policy is written, Wellness Time application approval is required in advance of participation. Written approval of the Department/Division Head or Direct Supervisor is required. If an application is not approved, the supervisor or department head will include the reason on the application.
  - Approvals expire at the end of each wellness activity cycle. Application is required for each new/additional activity and cycle. Wellness Time is paid, does not have to be made up and cannot be accrued for future use.
- Attending Wellness Activities seems to be harder for some departments.
  - Facilities has a half hour lunch and some of the activities are an hour in length.
- The Committee is hoping to achieve a standard for everyone.

Questions were raised in the following areas:

- Will there be time allowed for changing before/after the activity?
- How long before the activity should the application be submitted?
- How are Wellness Activities approved if they run all year not as cycles?
- How will Wellness Time taken be recorded on the employee's timesheet?
- Who should be approving the application in cases where an employee has multiple supervisor's?

Ms. Tetreault would like to work with Ms. McCartney on an informal basis.

- There are questions as far as how much time is allowed before/after the event to get ready, etc.
- How much time is expected?
- If employees are not using their lunch time or part of their lunch time, the facilities employees will always need more time.
- Could Wellness Time be handled the way employees taking classes is handled?
  - Employees are using the Alternative Work Schedule to take classes on unpaid time and making up their hours.
- HR needs to be able to measure the policy.
  - Who is the policy working for?
  - Who isn't it working for?
  - How much time is being taken?
- What kind of training should managers receive regarding the policy?

Ms. Tetreault would also like to meet with Ms. Mascelli with regards to her expectations for the policy.

The Business Casual Dress Policy will be discussed at the Executive Committee meeting. The current policy states what should not be worn. Right now the language is focused towards summer. The language might just need some small edits or modifications to make it a year-round policy.

**There were no items from the floor.**

**Motion was made to adjourn the meeting by Mr. Roginski and seconded by Ms. Pichiarello @11:37AM.**