

To: Staff Senate
From: Cindy Tokash
Date: March 10, 2017
Subject: Minutes from the March 8, 2017 Staff Senate Meeting

In attendance: Kelli Cali, Lori Flynn, Janice Mecadon, Bryn Schofield, Cynthia Tokash, Ann Barnoski, Timothy Barrett, Stephen Hallock, William Pilger, Ryan Puksta, Kevin Roginski, Michael Rorick, Susan Shimsky, Stephanie Adamec, Julie Brackeva-Phillips, Gina Butler, Kelly Cook, Rose Ann Jubinski, Amy Driscoll McNulty, Lucia Grissinger, Bernie Krzan, Gerry Loveless, Mary Ellen Pichiarello, Mary D. Sheils
Patricia Tetreault (liaison)

Not in attendance: Tamara Bautista, Lisa Bealla, Kristi Klien, Chris Carter, Caitlyn Hollingshead, Kevin Stanford, and Sheila Strickland

Guests: Chris Harris, Brian Loughney, Dale Martin

Welcome: Mr. Murphy called the meeting to order at 10:05AM, in the PNC Bank Board Room, Brennan Hall. Janice Mecadon offered the opening prayer. Bryn Schofield will offer the prayer at the April meeting.

Review of February meeting minutes:

Minutes were approved with no changes

Approval of Agenda:

Agenda was approved with no changes

Guest introduction:

Mr. Murphy welcomed Brian Loughney, Human Resources Manager, to the meeting.

Mr. Loughney is a two-time graduate of the University of Scranton. He received his undergraduate degree in Political Science in 2007 and his master's degree in Human Resources Administration in 2009.

Mr. Loughney stated that it is nice to see the progressive manner in which the university is moving with new construction on campus. He stated the university is near and dear to his heart and it's great to be back.

Liaison Report:

Ms. Tetreault had a couple items from the board meeting.

The Board of Trustees met last Friday.

- The board affirmed the budget for 2017-18.
 - The budget is a \$231-million-dollar budget; this includes our financial aid piece. The financial aid piece is about \$70 million dollars. The budget without financial aid is \$161 million dollars.

- Ms. Tetreault thought this was important to share, as it shows the efforts to have students come here and be a part of our community.
- The board also approved two new programs.
 - A Bachelors in Physiology out of the Biology Department.
 - A Doctorate in Business Administration out of the School of Management.
- It was reported at the meeting that the bids for the Southside Project have come in very favorable.
 - In the original proposal, we were only going to light one of the fields. Because the bids have come in so favorable and our donor support has been so strong, all three of the new fields will be lit.
 - There is a tremendous amount of excitement from the Board of Trustees about this particular project.
 - The ground-breaking was the day before the trustee meeting so there was a large number of trustees on campus. There was a bus to transport them to the ground-breaking and it was very well attended especially since it wasn't on the main campus.
 - With this budget there will be enough money to do new turf on Fitzpatrick Field.
 - Donors have funded more than half of the project and they are still working on getting donors.

Mr. Steinmetz stated that the landscaping by the Estate is going to be starting soon.

In late spring they are going to continue the blue stone up to the parking garage.

The 2017-18 Staff Holiday Schedule is going through the final approval at cabinet and Ms. Tetreault hopes to have it out and published within the next couple of days.

There was a note up on the portal last month regarding the \$500 short-term loan and computer loan program sponsored through the Treasurer's Office, both loans have been discontinued.

- The university will continue to offer the \$3,000 loans to faculty and staff only for the purchase of a primary residence.
 - These loans include loans offered via the Assisted Housing Program for the purchase of a primary residence within defined boundaries of the Hill Section of Scranton according to the program guidelines.

Human Resources has worked on the Business Casual Dress Policy.

- They have added a little more language and they feel it will be a little more helpful to managers and staff.
 - Ms. Tetreault is open to discussing the policy.
 - Ms. Tetreault will get the policy to Mr. Murphy so it can be sent to all Senators to review before the next meeting.
 - If anyone has any feedback on the policy, they should forward it to Mr. Murphy or Ms. Tokash before the next Senate meeting so we can be put it all together and forward it to Ms. Tetreault.

President's Report:

The first thing they did at the trustee meeting was to take a moment of silence to honor Fr. Panuska, who passed away.

- Mr. Murphy asked everyone attending the Staff Senate meeting to take a moment of silence to honor Fr. Panuska.
- The faculty contract has been approved out through May 2020.
- They announced that we had a very successful year with Fulbright Scholars, there were five last year.
- As far as the new programs that have been approved, the BS in Physiology is a program that is being added that is taking advantage of a lot of the resources that are already in place.
 - It is a program that needed a minimal amount of assets to be added.
 - This goes back to the Comprehensive Resource Review group which is working on ways of making more revenue not reduce expenses.
- They did announce the Commencement Speaker; however, Mr. Murphy did not share the name of the speaker as an announcement will be made.
- There was no mention of the Presidential Search.
- At the UPC and UGC meetings, the item at the top of the agenda was the status of Middle-States.
 - Mr. Murphy asked if any Senators are asked to serve on any of the Middle-States working group committees to let him know so he can include that in his notes.
 - The bulk of the work looks as though it will begin in September.
 - Ms. Driscoll McNulty wanted to remind everyone that they are looking for feedback on their initial draft and she believes the deadline for that is tomorrow.
 - Also at the UPC meeting, they said there is a system in place for tracking Strategic Plan progress that Kate Yerkes is working on.
 - They have about 30 proposals in for the \$120-thousand-dollar Strategic Plan Initiative Proposals and their next meeting is tomorrow.
 - Everyone on the UPC is supposed to review the proposals and give comments on them.
 - There's a grading system, a rubric, to see which proposals will be approved.
 - At the UGC meeting, they talked about the Smoking Policy that BethAnn McCartney is going to chair.
 - Other members on that committee are Don Bergmann from University Police and Ms. Adamec from the Staff Senate.
 - Mr. Murphy thought it is beneficial to have Mr. Bergmann on the committee since it will fall on our police department to enforce the policy.
 - Their next meeting is March 10th.

Wellness Day is next week.

- There's a survey that goes along with Wellness Day and there will be questions pertaining to the Ad Hoc committees draft policy on Wellness Participation Time.

Our Professional/Paraprofessional Staff Senate representative for the Associate Dean of CAS Search Committee is Mary Ellen Pichiarello.

- There were 6 volunteers for the search committee.
- Mr. Murphy received some calls regarding the committee asking why they were only looking for a Professional/Paraprofessional staff member.
 - Mr. Murphy wanted to explain that almost all the search committees on the academic side are spelled out in the faculty handbook.
 - The faculty handbook will list how many committee members there are, where they come from and how they are selected.
- Mr. Murphy stated that if there is something that someone feels should be changed in the faculty handbook regarding the search committee, that the Staff Senate could make a suggestion on what should be changed.
 - Ms. Tetreault states that the faculty handbook is available online.
 - President, Provost, Deans, Associate Deans and possibly Associate Provost, the senior level academic administrator positions, are the positions where the constituents of the committees are actually prescribed.
 - The only way to deviate from that would be to have a memo of understanding with the union.
 - If we want any of the staff referenced language changed, we have the opportunity to do that.
 - There is a handbook committee that meets, administration and faculty representatives get together and talk about items in the handbook that either side wants to work on or edit.

Mr. Murphy did some work with the help of Ms. Tokash to check on attendance at Staff Senate meetings.

- There were a few people on the Senate that he did call.
- The purpose of the calls was to let Senators know that we want them at the meetings.
- If there was someone who was missing a lot of meetings who maybe doesn't want to be part of the Senate or maybe doesn't have time for it, Mr. Murphy wanted to know with the election coming up, because there might be a seat that we need to fill.

In preparation for the election, we went through the University of Scranton census of staff members to see how many people are in the MTTP, clerical, and the Professional/Paraprofessional groups.

- Ms. Driscoll McNulty states that after doing the calculations, we determined that there will be 6 clerical staff members, 9 MTTP members, and 12 Professional/Paraprofessional members of the Senate.
- When we do these calculations, the numbers are not whole numbers.
 - We have to round up or down, this year we have decided to round up the clerical and MTTP representation and round down the Professional/Paraprofessional to stay consistent with previous years.

- This means that for the election, we will be electing 2 alternates for clerical, 6 Senators and 2 alternates for MTTP, and 3 Senators and 2 alternates for Professional/Paraprofessional.
- Ms. Driscoll McNulty will be sending out an email for nominations this afternoon.

Committee Updates:

Ms. Brackeva-Phillips on behalf of the Communications committee reports that they sent out an invitation last week to the Communications Symposium, March 30th from 11:30am-12:50pm.

- The speakers are Ms. Tetreault and Mr. Steinmetz.
 - Please submit any questions for them ahead of time.
- We currently have reservations for 70 and the room only fits 130.

Ms. Driscoll McNulty on behalf of the Election & Membership committee reports that the Meet & Greet is April 5th in the DeNaples Ballroom and the invitation will be going out.

- The call for nominations email will go out this afternoon.
 - Hard copies can be sent campus mail or you can email nominations to Ms. Driscoll McNulty.
- Thank you to Ms. Pichiarello and everyone that volunteered to be on the Associate Dean Search committee.

Ms. Driscoll McNulty on behalf of the Finance committee reminded everyone that if they are doing any fundraising, we have an agency account, we put that money into the agency account so that at the end of the fiscal year it carries over.

- As folks are organizing their upcoming events, if they need to purchase things outside of catering (centerpieces, awards, certificates, etc.) and they have access to a purchasing card to purchase those items with the purchasing card.
 - Once the items post to the purchasing card, email Ms. Driscoll McNulty with the transaction # and she will have it transferred through Ms. Freeman to the Staff Senate account.

Mr. Roginski on behalf of the Social Events & Community Building committee stated there was nothing to report.

Ms. Cali on behalf of the Staff Development committee reports that save the dates will go out soon for the Barbecue scheduled for May 4th from 11:30am-1:00pm.

- The committee is planning t-shirts.
- They have secured sponsorship from the Jesuit Center and University Police.
- Their giveaway this year will be a keychain screwdriver set in the shape of a house with the Scranton emblem on it.
- The Sustainability committee will be there with trees.

Ms. Butler on behalf of the Staff Recognition & Excellence Awards committee reports that the Staff Spirit Award winner for the month was Justin Tambeau from Facilities Maintenance.

- The committee has met and discussed the end of the year luncheon and they are meeting again next week.

Ms. Butler on behalf of the Bylaws committee reports that she is preparing information for the end of the year board meeting with regards to the changes to the bylaws and constitution.

- Mr. Murphy asked if she could have the wording ready for the April meeting so it can be approved and forwarded to Ms. Seely prior to the Board of Trustees meeting.

Ms. Sheils on behalf of the Ad Hoc committee reports that the committee met and brought together the research they have been doing and started writing the different parts for the policy, (donor request form and recipient request form).

- Their goal is to have a draft policy to give to the Staff Senate, HR and the different bodies that they need feedback from for the end of the semester.

Mr. Murphy asked if the different constituencies could set the dates and times for their Spring Roundtables within the next week.

- The Professional/Paraprofessional Roundtable is April 12th.

Previous Business:

Ad Hoc committee for the Wellness Participation Time policy.

- Ms. Tetreault reports that when they met as a smaller group, one of the things she committed to was speaking to Mr. Caffrey about his thoughts and attitude towards Wellness participation for the folks he works with.
 - He seems amenable to folks participating in the weekly, during the semester classes.
 - He thought that individuals who are interested in participating could talk with their supervisors and work out arrangements of flexibility for those days so that they can leave a little early and/or come back a little later to be able to participate.
 - Mr. Murphy said that one of the things that came from the smaller group meeting was that if they could fix the problems that initiated the policy, the policy might not be needed.
- Ms. Adamec wanted to add that they are still at the information gathering stage. With the survey they are doing at Wellness Day, they will be gathering information to see if there are other pockets of people who are successful with working with supervisors or if they've had roadblocks with participating in Wellness classes.
 - They plan to follow up with some sort of survey for the folks who do not attend Wellness Day.
- Mr. Barrett stated that the goal of the committee was to make it equitable for everybody, policy or no policy.
- Ms. Butler asked if it would be beneficial to mention this issue to Faculty Senate.
 - Mr. Murphy stated he could mention it at the UGC meeting next month after we have the results of the survey to see if the officers of the Faculty senate have some input.

Items from the floor:

Ms. Cali reports that Kate Yerkes was at the Board of Trustees Education meeting and there is a Share-Your-Story button on the Strategic Plans website where you can share how you've seen the Strategic Plan implemented on campus or share things you are doing that implement the Strategic Plan.

Ms. Pichiarello is bringing in a national speaker, Jeanne Kincaid, J.D., who will be doing a presentation with some of our CPS faculty on April 28th.

- There will also be a breakfast meeting for some of our staff who interact with our students and want to get an update on what is going on with disability law.

Ms. Adamec states they are looking for Wellness day RSVPs by March 10th, they are hoping to get 50 more people.

- There are 30 workshops.
- Danielle Arigo will be giving the keynote.
- There will be fun new things in the afternoon and everyone receives a giveaway item.

Motion was made to adjourn the meeting by Mr. Roginski and Ms. Schofield @11:09AM.