

TO: Staff Senate Members

FROM: Catherine Murphy  
Staff Senate, Secretary

DATE: March 19, 2012

SUBJECT: February 22, 2012 meeting Minutes

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In attendance: Ms. Bealla, Ms. Cherra, Ms. Clause, Ms. Cullen-Brown, Ms. Eagen, Ms. Fetsko, Mr. Franceschelli, Ms. Freeman, Ms. Gaylets, Ms. Gurz, Ms. Harris, Ms. Hynosky, Ms. Kennedy, Ms. Laffey, Ms. Lang, Ms. Mascelli, Mr. Murphy, Ms. Murphy, Mr. O'Malley, Mr. Pace, Mr. Pilger, Ms. Rafter, Mr. Sakowski, Ms. Stamford, Ms. Thomas, Mr. Wasalinko, Mr. Wetherell, Mr. Wimmer, Ms. Day.

1. Welcome:

- Mr. Murphy opened the meeting in Brennan Hall 509 at 10:05 am. He welcomed everyone to the February Senate meeting especially Ms. Gurz. He reminded the guests that the minutes, activities and members of the Staff Senate are all posted on our website <http://matrix.scranton.edu/staff-senate/index.shtml>
- Ms. Gurz offered the opening prayer.

2. Minutes:

Mr. Wetherell asked that the minutes to be amended to reflect that Mr. Murphy recognized the Recognition & Excellence Award Committee for the work they did on the Sursum Corda Awards. Mr. Wetherell made a motion that the minutes be approved with changes. Ms. Bealla seconded the motion. The minutes were approved.

3. Agenda:

Ms. Cullen-Brown made a motion to accept the agenda. Ms. Hynosky seconded the motion.

4. Guest Presentation:

Mr. Murphy welcomed Ms. Kathryn Yerkes, Director of Planning & Institutional Effectiveness. He explained that Ms. Yerkes is here to discuss Governance and the results of the survey that was conducted last year.

Ms. Yerkes distributed copies of the Governance Principles, as well as a handout of her PowerPoint presentation. She explained that the governance survey was based on the Governance Principles document and was conducted to get the point of view of our constituents on how we are doing with meeting our commitments.

Ms. Yerkes reported that the results show that governance is functioning well and most respondents are satisfied. She said that several issues were raised 1) need for consistent communication, 2) more openness, clearer timelines, transparency, 3) more clarity in the role of the liaisons, 4) more support for Staff Senate from Administration, 5) more focus on institutional policy.

Ms. Yerkes stated that the next steps will be:

- President's Cabinet will review and refine liaison roles
- UGC will review and if necessary revise the *Statement of Principles*, flowchart, and policy definitions
- Planning and IE will continue to ramp up policy development and governance support efforts
- Orientation to governance for new senators or the broader community.

Ms. Yerkes reported that the President's Cabinet made the decision to abstain from assessing governance until 2015.

Ms. Yerkes pointed out that the full report is available on the governance website <http://matrix.scranton.edu/Governance/>

Mr. Murphy said that the creation of the Staff Senate was a major step in providing staff with a voice in governance. He said in the early 80s there was a Faculty Senate, a Student Senate and the University Council (that staff was a part of), but there was not a body the represented staff. He said that thus far the Staff Senate has been involved in reviewing policies but in the future will have a greater role in the writing of policy.

Questions or Feedback:

Q. Where can we find the Harassment Policy?

A. I believe that the policy is being updated and is in draft form in the General Counsel's office. The Sexual Harassment Policy is in the Equity and Diversity Office.

Ms. Yerkes said that one of the projects the UGC has taken on is to review University policies and to have a place where policies are housed. She said that currently the governance website has the links to University, academic and student policies.

Mr. Murphy thanked Ms. Yerkes for her time.

5. President's Report:

Mr. Murphy said that the Staff Senate tries to be transparent and to communicate what we are doing. He stressed that a good place to find out information on the Senate is on our website. <http://matrix.scranton.edu/staff-senate/index.shtml>

Mr. Murphy reported that the UGC did not meet in January but will be meeting in February.

Mr. Murphy reported that the Executive Committee met on February 8<sup>th</sup> and discussed the following:

- The increase in the number of guests attending meetings is seen as an opportunity to improve campus communications and as an opportunity to get more people interested in participating in the Senate and committees;
- Inviting Ms. Yerkes to speak at February meeting to discuss governance;
- Ms. Cullen-Brown asked the Executive Committee to review the Incidental Use Policy;
- Roundtable planning is moving forward;
- Ms. Fetsko updated the Executive Committee on the Elections;
- Ms. Fetsko will be reaching out to senators asking for two volunteers to sit on a committee that is forming charged with developing a policy on fundraising on campus;
- Campus Ministries is sponsoring a trip to Cooperstown and we have been asked to encourage people to go on the trip.

6. Liaisons Report:

Ms. Day extended the gratitude of President and Sursum Corda Committee for all the work done by the Recognition & Excellence Award Committee. She congratulated the four winners.

Ms. Day reported a \$205,000,000 budget was approved by the Board of Trustees. She said that all the Vice Presidents had to cut their 710 cut by 1% and gave up new funding in an effort to balance the budget.

Ms. Day said that she has been working with the Staff Development Committee on a project.

7. Committee Reports:

Election and Membership

Ms. Fetsko reported that the committee will be sending out a call for nominations shortly. She said that nominees can be full- or part-time employees that have been employed her for at least two consecutive years. She added that nominations will be accepted until March 20th.

Ms. Fetsko reported that a Meet and Greet Luncheon as well as a Coffee with the Candidates (to cover 2<sup>nd</sup> shift employees) are scheduled for April 3<sup>rd</sup>. She said that computers will be available at the events to allow individuals to vote at those events. She said that there are 5 clerical staff, 6 professional staff, and 6 Maintenance and Trades staff seats open.

The Status of Women Committee is seeking a representative from the clerical staff and professional staff to serve on the committee. They meet once a month and look at women's issues and how they relate to the University. If you are interested in serving on the committee please contact Ms. Fetsko.

Recognition & Excellence Award

Mr. Murphy thanked the committee for the work with the Sursum Corda Awards. Mr. Wetherell reported that the committee has begun planning the May 16<sup>th</sup> Awards Luncheon.

Communication

Ms. Kennedy reported that the website is up to date. She said that information about the Roundtables is on the website and will be Royal News.

Mr. Wimmer reported that for the first time ever there is more content than pages for the Newsletter. He said that the committee will meet next week to review the copy and plan to publish the Newsletter the first full week of March.

#### Social Events and Community Building

It was reported that the committee is finalizing the details for the Meet and Greet Luncheon.

#### Staff Development

Ms. Mascelli reported that the committee continues to work with HR on planning a Lunch and Learn Program. She said that the program's intent is to provide information that will assist individuals in preparing for their performance appraisal. She said that the target date is sometime in late April.

#### Finance Committee

Ms. Fetsko reported that she now has access to the account. She asked if anyone is anticipating expenses to let her know.

#### By-Laws Committee

Ms. Cullen-Brown said that currently if a senator is unable to complete his/her term the seat is filled by the alternate in that subgroup who received the highest number of votes. If an alternate vacancy occurs the alternates seat is fill by the person in that subgroup that received the highest votes. She said that currently we need to fill one senate seat and two alternate seats in the Maintenance and Trades subgroup but we have no policy to address this. She announced that she will be calling a meeting of the By-Laws Committee to develop language for the By-Laws.

#### 8. Old Business:

##### Roundtables

- The Professional Staff Roundtable is scheduled for March 13<sup>th</sup> and 32 people have indicated that they will attend.
- The Clerical Staff Roundtable is scheduled for March 12<sup>th</sup> from 9 to 10:30.
- Mr. Sakowski said he will be sending an email in the next 2 days. He said that March 8<sup>th</sup> is probably the date and it will be held sometime in the afternoon.

##### Parking

Ms. Murphy reported that she contacted Ms. Sanderson and asked why staff were not notified about the parking changes behind the Long Center and AMH. Ms. Sanderson thought she sent out an email announcing the changes to faculty and staff. When she checked her files she realized that she sent it out to faculty twice. She apologized for the error.

##### Ombudsman

Mr. Murphy reported that this has been referred to the Executive Committee.

##### Staff Emeritus

Ms. Day reported that this is going to be on a PC agenda.

##### Staff Meal Plan

Mr. Murphy reported that we will begin looking at this over the summer.

9. Open Items from the Floor

Ms. Mascelli encouraged everyone to attend Wellness Day. She said that the invitations were sent out but that some people did not receive the email. She said that anyone that did not receive an invitation should check their junk mail. She reported that there have been some problems with the new email system and some of the emails sent were move to junk mail.

Ms. Mascelli said that you can register on Employee Wellness Website  
<http://matrix.scranton.edu/studentlife/studentaffairs/employee-wellness/>

Ms. Bealla motioned to adjourn the meeting. It was seconded by Mr. Gaylets. The meeting adjourned at 11:20 am.

Respectfully Submitted By,

A handwritten signature in cursive script that reads "Catherine Murphy".

Catherine Murphy  
Staff Senate Secretary