

TO: Staff Senate

FROM: Catherine Schneider  
Staff Senate Secretary

DATE: November 12, 2012

SUBJECT: Minutes of October 10, 2012 Meeting

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In attendance: Ms. Bealla, Ms. Eagen, Ms. Fetsko, Ms. Hayes, Ms. Lang, Ms. Palko, Ms. Rafter, Ms. Schneider, Ms. Barnoski, Ms. Clause, Ms. Edwards, Mr. Fiorini, Mr. Gaylets, Mr. Harris, Mr. Hurst, Mr. Pace, Mr. Sakowski, Mr. Wasalinko, Ms. Cullen-Brown, Ms. Cummings, Ms. Egan, Mr. Franceschelli, Ms. Freeman, Ms. Hynosky, Ms. Kennedy, Mr. Murphy, Ms. Rozelle, Mr. Wetherell, Mr. Wimmer, Ms. Day.

Guests: Mr. Paul Porter, Ms. Lori Nidoh

1. Welcome:

- Ms. Cullen-Brown opened the meeting at 2:31 p.m. in the PNC Board Room of Brennan Hall.
- Ms. Egan offered the opening prayer

2. Guest Presentation:

Ms. Cullen-Brown welcomed Fr. Ryan Maher, S.J., Executive Director of the Jesuit Center, guest presenter.

Prior to accepting his current position, Fr. Maher worked at Georgetown University for the past 11 years. Fr. Maher was invited by Fr. Quinn to develop the Jesuit Center. Fr. Maher introduced his Assistant Director, Ryan Sheehan, whom he recruited to assist him in the development of programming for the Jesuit Center.

Fr. Maher discussed his plans for the future of the Jesuit Center as it pertains to serving the Staff and Faculty of the University community.

The Jesuit Center will oversee some of the programs that are already in place such as the AJCU Leadership Program and the educational pilgrimage to El Salvador (January 2013.)

Fr. Maher identified three areas he would like to address in developing new programming.

1. Spirituality – explicitly spiritual opportunities for reflection and prayer for the people who work at the University. May include retreat programs.
2. Education – to give those interested to learn more about the Jesuits, Jesuit history, Jesuit education so we can understand why and how the Jesuit tradition is different and why.
3. Service – contact with the poor. We make available to all members of the community the opportunity to know someone who is poor (i.e. economically,

imprisoned, dying – those who are marginalized and cast aside). Service is an essential part of Jesuit education and is part of who we are and is transformative. Fr. Maher expects the Jesuit Center to work with Pat Vaccaro (Center for Service and Social Justice) to create more opportunities for Faculty and Staff to engage in service together.

The overarching view of the Jesuit Center is trying to help all of us see and feel that we are connected to the mission of the University. Fr. Maher explained that our mission, simply stated and as identified by St. Ignatius many times, is “helping souls.” Fr. explained what this mission means to him is that everyone who works at the University should be helped by the fact that they work here.

The question we need to ask is how do you help souls? The Catholic tradition identifies that the way to help souls is by building community. When we experience community, connectedness and commonness of purpose, we know our souls are being helped. We can acknowledge our differences and work to overcome obstacles to work to build community. The Jesuit Center is going to work to find ways to invite human beings to talk to one another about the things that really matter. Fr. asked us to think of folks in the University community who understand these ideas but have not been tapped as resources to participate. Fr. asked us to help identify who needs to be in the “first grasp” of the Jesuit Center as they move forward and where they might begin.

Fr. Maher’s hope is to return next year to speak to the Senate and report specifics on the things they’ve done and plans for the next year.

Fr. Maher opened the floor to questions. There was discussion regarding the possibility of putting together an advisory committee to the Jesuit Center comprised of faculty and staff. The group also discussed the Senate’s support of the Center for Service and Social Justice by assisting with and initiating various fundraisers and that we welcome the opportunity to assist with any initiatives that Fr. Maher identified as being important. Additionally, the group discussed the initiatives undertaken to try to capture community service and mission leave performed by our employees both as members of the University and in their personal lives.

Fr. Maher and Mr. Sheehan departed at approximately 2:57

3. Attendance was taken. (see attendance above)  
Alternates: Ginger Egan – Melissa Bevacqua, Tricia Cummings for Anne Marie Stamford, Ann Barnoski for Roger O’Malley, Sherry Edwards for Pete Sakowski  
Quorum was called.
4. Approval of Minutes:  
Some minor typographical errors were identified. Motion was not raised to accept the minutes. Errors will be corrected and the minutes will be redistributed.
5. Approval of Agenda:  
Mr. Murphy made a motion to accept the agenda. It was seconded by Mr. Wetherell. The agenda was approved.

## 6. President's Report:

- Update from University Planning Committee meeting – the committee identified what their role and charge is. The committee discussed the need for people to be aware of what the Strategic Plan is, the subsequent Tactical Plans are and what the Operational Plan is. There is a new configuration of the Board of Trustees.
- University Governance Committee meeting – provided a cabinet update; search for VP for Development and Alumni Relations is still in process; Fr. Maher is now serving on the President's cabinet; roles and responsibilities of liaisons to Student Government, Staff Senate and Faculty Senates were discussed; reviewed Governance Principles; discussion of Alternative Work Schedule pilot with regard to timing of application, pilot may be extended; UGC is seeking input on the CMS Guidelines; development of policy inventory website; draft general harassment policy for review and provide input prior to the November UGC meeting. (Any areas of concern or suggestions can be directed to Ms. Cullen-Brown)

There was discussion regarding the scope of the policy and the office responsible for its oversight.

- Ms. Cullen-Brown met with Ms. Day regarding how the Staff Senate may assist in the revision of the Staff Handbook. Ms. Day has agreed that it would be appropriate for us to form a committee that will do a review of the Staff Handbook and that we can provide input to HR regarding clarification of policy.

There was discussion and debate as to whether the committee should be formed prior to release of the draft of the updated Staff Handbook or after.

Ms. Cullen-Brown proposed a motion that we form an Ad hoc Committee of the Staff Senate to review the Staff Handbook. Mr. Wetherell seconded the motion.

- Ms. Cullen Brown discussed with Ms. Day the donation of sick. Currently there is no policy or procedure in place to allow for individuals to donate sick or vacation time. There is precedent that there have been fundraisers for people who have used all of their time. Individuals can use sick time for family leave. Our short term and long term disability packages are fairly generous.
- Guest Presenter for November 14 Meeting: Jerry DeSanto, VP for Planning and CIO
- Howard Fisher, Co-Chair, Committee on the Status of Women will briefly address the Senate at the November 14 meeting.

## 7. Roundtable Updates:

The Senate was reminded that we need to follow the Roundtable Procedures when planning our spring sessions. There are timelines that need to be followed that were not adhered to when planning our fall sessions.

Professional Staff: The Professional Staff Roundtable will take place on October 11, 2012. They have a list of topics that were submitted by Professional Staff members. At the time of this meeting, there were 9 RSVP's to this Round Table Event.

MTTP Staff: Roundtable will take place on Tuesday, October 16. RSVP's are coming in through various channels. It is anticipated that the session will be well attended.

Clerical Staff: Roundtable will take place on Thursday, October 18. The committee is still receiving RSVP's. Ms. Fetsko will contact Ms. Cullen-Brown with an update later today.

## 8. Committee Reports:

### Communications Committee

Website is updated with Roundtable event information. The events were also announced in RoyalNews, Portal Announcements, BBoard and digital signage.

The committee is working on a draft of the fall newsletter. Currently there is enough content to produce a two page edition and they will move forward with that. Ms. Kennedy and Mr. Wimmer will meet with Fr. Maher to get information from him with regard to the Jesuit Center, as well as any additional content he may provide.

"Be Our Guest Campaign" has been put on hold until spring.

The committee developed a brief Statement of Purpose to be used on publications and use on our website. A draft was passed to Senators for review. After some discussion, the committee asked for comments and suggestions to be sent via e-mail and they will bring a motion to accept the Statement of Purpose at the November meeting.

### Election and Membership

The committee met on September 12. They meet on the third Monday of each month.

They discussed three committees they were charged with recommending members for:

- Sexual Harassment Hearing Panel - they will be prepared to make recommendations of 2 MTTP members in the coming days;
- Code of Responsible Computing Review Committee – the committee was given an ok to forward the call of volunteers to the entire staff. E-mail will go out shortly;
- Board of Trustees sub committees – Tricia Cummings and Ginger Egan were selected.

New business: The committee discussed ways to disseminate information to the MTTP constituents.

### Finance

Mr. Wetherell advised the Senate that there is a Veteran's luncheon to be held in November. Student Veterans will be invited to attend this luncheon. Mr. Wetherell suggested at the Executive Committee Meeting that the Senate pay for any Student Veterans to attend the

luncheon. He anticipated that there would be 15 Student Veterans that might attend. Mr. Wetherell set forth a motion that we set aside up to \$150.00 to pay for Student Veterans to attend the luncheon. Ms. Kennedy seconded the motion. Ms. Day asked that in the event there were more than 15 Student Veterans attending, that Mr. Wetherell notify her and Human Resources would pay for the remaining tickets. Mr. Wetherell agreed.

#### Social Events and Community Building

The committee is well under way with their preparations for the Christmas luncheon. The committee will meet prior to the next Senate meeting to finalize the details. The invitation has been submitted to the Communications Committee for inclusion in the fall newsletter. The Fall Cereal Drive is under way. As of October 10, 80 boxes of cereal have been donated. Ms. Hynosky asked that all Senators take flyers to post in their respective areas and announcements be made about the Cereal Drive and the Christmas luncheon at the Roundtable events.

#### Staff Development

Mike Baltrusaitis of Cocciardi & Associates and Chief Don Bergmann attended the committee's October 4 meeting. The group decided to have informational sessions for the Clerical, Professional and Paraprofessional staff on Safety in the Workplace. Tentative dates for this event are November 2, November 9 or November 30. The meetings will take place beginning at 2:00 or 2:30 and run approximately an hour to an hour and a half. Mr. Hurst will notify the Senators when a date has been confirmed.

Mr. Hurst announced that the Safety Committee will be holding a Campus Safety Walk and would welcome volunteers. The date is October 23, with a rain date of October 24. The program will begin with dinner at DeNaples at 5:30 and then the Safety Walk will immediately follow.

The committee is continuing to work on the development of the New Staff Mentoring Program.

#### Staff Recognition & Excellence

The committee has decided that they would like to establish the Scranton Spirit Award. Ms. Hayes volunteered to head the project. The program will recognize Staff members that go above and beyond. Ms. Hayes will receive nominations monthly. All valid entries will be entered into a drawing and one name will be randomly selected to win the award for that month. Everyone who is nominated will be included in an announcement to the campus. The committee would also like to offer a reserved parking spot on campus for the monthly winner. Details regarding obtaining a space for this purpose are still under review. Mr. Wetherell invited any input to be submitted to him and he will put forth a motion at the November meeting.

#### Ombudsman Ad Hoc Committee

Ms. Lang announced that she and Ms. Gurz are co-chairing the committee and they have their first meeting scheduled for October 19 at 3:00 p.m.

#### Staff Meal Plan

The committee met with Mr. Zayac on October 30. The idea for a Staff Meal Plan was well received. The group had an open discussion and plans to meet again on October 30.

9. Open Items from the floor.

- A Senator was asked to inquire about the status of Bring Your Child to Work Day. There was discussion regarding the work done by an Ad hoc committee 2 years ago to bring the issue before the AC, the history of Bring Our Daughters to Work Day and the intent and evolution of Bring Your Child to Work Day. It was recommended that if the Senate identifies that this is something the greater Staff feel strongly about, the Senate can discuss forming an Ad hoc committee to research it, and to be successful would need support from the University community.
- A Senator was asked to inquire as to whether there was word of an across the board raise this year. Ms. Day stated there would be and that an announcement from the President would be forthcoming.

Mr. Wetherell put forth a motion to adjourn. Ms. Lang seconded the motion. The meeting was adjourned at 4:10 p.m.