

TO: Staff Senate

FROM: Catherine Schneider
Staff Senate Secretary

DATE: November 30, 2012

SUBJECT: Minutes of November 14, 2012 Meeting

In attendance: Ms. Eagen, Ms. Fetsko, Ms. Hayes, Ms. Lang, Ms. Palko, Ms. Rafter, Ms. Schneider, Ms. Scramuzza, Ms. Barnoski, Mr. Gaylets, Mr. Harris, Mr. Hurst, Mr. O'Malley, Mr. Pace, Mr. Sakowski, Mr. Smoke, Ms. Cullen-Brown, Ms. Cummings, Ms. Egan, Mr. Franceschelli, Mr. Murphy, Ms. Rozelle, Mr. Wetherell, Mr. Wimmer, Ms. Day.

Guests: Jordan Knicely, Paul Porter, Frank Cardamone, Gemma Davis

1. Welcome:

- Ms. Cullen-Brown called the meeting to order at 2:35 p.m. in the PNC Board Room of Brennan Hall.
- Ms. Scramuzza offered the opening prayer

2. Attendance was taken. (see attendance above)

Alternates: Ms. Eagen and Ms. Cummings served as alternates for Professional/Paraprofessional Senators not in attendance.

- Introduction and welcome of Ms. Barnoski as new Senator representing the MTTP constituency following Mr. Wasalinko's resignation of his position.
- Introduction of Mr. Kenneth Smoke as new alternate MTTP Senator, filling the vacancy left by Ms. Barnoski.

3. Review of October Minutes.

A motion was made by Mr. O'Malley to accept the minutes. Ms. Barnoski seconded the motion. Minutes accepted.

4. Approval of Agenda:

Ms. Cullen-Brown identified a change to the agenda. Ms. Day will provide Liaison Report. Mr. Wetherell made a motion to accept the agenda. It was seconded by Mr. Murphy. The modified agenda was approved.

5. Introduction of Howard Fischer, Co-Chair, Committee on the Status of Women:

Mr. Fischer spoke briefly and gave an overview on the mission and purpose of the committee. He provided a handout to the full Senate regarding same.

6. Liaison's Report:

- Ms. Day reported that CPR training will be offered again through the Safety Committee, which will take place on December 5th and 6th. An e-mail announcement will be sent to the campus community prior to the Thanksgiving break.
- The focus of the FMC for the last several weeks has been to develop the 2012-2013 operating budget.
- Open enrollment is currently under way. Ms. Day briefly explained some of the materials that were included in the open enrollment packages mailed to employees' homes. Ms. Day also relayed that the cost of our health benefits is only increased by 4%, due in part to negotiations by Patricia Tetreault with our health care vendors to reduce costs/fees.

7. President's Report:

- The UGC met on October 16. There was nothing new to report from the cabinet. Faculty negotiations are ongoing and the cabinet has implemented a new orientation for board members.
- At the UPC comparable discussions took place. The strategic plan progress report can be viewed on line. The President's Cabinet has asked the UPC to provide input to general topics for strategic initiatives for the University. There was discussion of the fall enrollment report. Enrollment overall is down. Final report will not be available until December.
- The Executive Committee recommended that the Senate support relief efforts for those affected by Hurricane Sandy. Ms. Hynosky, as chair of the Social Events and Community Building Committee, will investigate what programs and initiatives are already in place on campus and will report back to the full Senate at the December meeting.
- Ms. Cullen-Brown read a letter from Fr. Quinn in response to questions raised to him at our September meeting. The letter in part, described the University's total compensation and benefit philosophy as well as addressed the timing of annual Staff and Faculty salary increases.

8. Roundtable Reports:

MTTP Constituency – Roundtable event took place on October 16, 2012 at 2:30 p.m. in Brennan 228. There were 52 Staff members and 9 Senators in attendance. The purpose and scope of the Staff Senate was explained, as well as an introduction to the Senate's website.

The floor was open to questions/concerns. The primary concern was shift changes in the maintenance area. Several people expressed concern regarding issues of child care, second jobs and other commitments that would be affected by a mandatory shift change. There was discussion regarding meetings that were to be held with those affected and Facilities

Administrators to discuss individual concerns. The MTTP Senators were asked to follow up with Facilities administrators to ascertain when the meetings will take place and with whom and to report information gathered at December's meeting so we can answer questions.

Mr. Wetherell advised that Roundtable Committee Reports are due by prior to December's meeting. Roundtable Chairs should report important issues and any actions that we promised to take. Ms Cullen-Brown advised that these reports and any actions taken will be shared with all Staff by virtue of our website.

There were other areas of concern that the committee felt needed to be addressed with Facilities administrators. The committee would like to meet Facilities administrators to address these issues and asked for suggestions. Mr. Wetherell stated that his recommendation to all Roundtable Committees is that the Committee should determine how they would like to approach these issues with the parties involved. If the committee needs assistance of the Executive Committee, it will be provided.

Clerical Constituency – Roundtable event took place on October 19 at 9:00. Approximately 30 were in attendance.

Overall focus was responses to questions sent in prior to the event. Subjects discussed included Banner system, Alternative Work Schedule, University Logo line of clothing for Clerical staff and whether there was continued interest in a Staff Meal Plan.

- Banner Training – The group decided that a Banner Angel group would be a good way to share information.
- Alternative Work Schedule – Concern will be tabled until Spring to see how the process was working. A major concern is that the document may not move beyond the supervisor.
- University Work Attire – Departmentally specific. Recommendation that it is better handled at the Division level.
- Staff Meal Plan – Ms. Hayes collected information regarding interest.
- Other topics that arose included Royal Card Discounts and Daycare on campus.

Mr. Wetherell again requested that the committee's report include all issues discussed as well as the committee's plan to address those concerns.

Professional/Paraprofessional Constituency – Roundtable event took place on October 11. Approximately 29 Professional/Paraprofessional attended.

Topics included: University Mission (carried over from Spring Roundtable), low voter turnout of Professional Staff at the Staff Senate elections, policy for carrying over vacation time, need for another climate study, discussion of Roundtable format and whether or not the group found it useful. A presentation was given regarding the purpose and scope of The Staff Senate.

Topics from Spring Roundtable addressed:

- Tuition Exchange – discussed and addressed
- Flex time – addressed by development of AWS
- Partner Benefits – the Committee is investigating how our sister schools handle Partner Benefits and will report back.
- Professional Development – Staff Development Committee is working on a New Staff Mentoring Program; Facilities is offering Health and Safety Training to all Staff members.
- Climate Study – Development of the Ad hoc Ombudsman Committee to investigate. There was a second study done with more positive results. There was discussion regarding that study.

9. Committee Reports:

Ms. Cullen-Brown asked that the Senators read the Committee Reports that were sent out prior to the meeting in order to allow time for our guest speaker and open items from the floor.

10. Open Items from the floor.

- There was discussion regarding creation and use of a logo for use on all Staff Senate announcements, specifically the “split S” design that was created by the Communications Committee for use on our newsletter, which could be used on all advertising.

11. Guest Presentation – Jerry DeSanto, VP for Planning and CIO and Kate Yerkes

Mr. DeSanto gave a detailed presentation that described Shared Governance in Higher Education and an overview of the University of Scranton’s Governance Processes.

(Mr. DeSanto’s PowerPoint presentation will be added as an addendum to these minutes.)

Mr. Murphy put forth a motion to adjourn. Mr. Wetherell seconded the motion. The meeting was adjourned at 4:11 p.m.