

TO: Staff Senate

FROM: Catherine Schneider
Staff Senate Secretary

DATE: April 9, 2013

SUBJECT: Minutes of March 13, 2013 Meeting

In attendance: Ms. Bealla, Ms. Eagen, Ms. Fetsko, Ms. Hayes, Ms. Lang, Ms. Palko, Ms. Schneider, Ms. Barnoski, Mr. Gaylets, Mr. Harris, Mr. Hurst, Mr. O'Malley, Mr. Pace, Mr. Sakowski, Mr. Smoke, Ms. Bevacqua, Ms. Cullen-Brown, Ms. Cummings, Ms. Egan, Ms. Freeman, Ms. Hynosky, Ms. Kennedy, Mr. Murphy, Mr. Oakey, Ms. Rozelle, Mr. Wetherell, Mr. Wimmer, Ms. Day

Not in attendance: Ms. Rafter, Ms. Scramuzza, Ms. Clause, Ms. Edwards, Mr. Fiorini, Mr. Franceschelli

Guests: Mr. Frank Cardamone, Ms. Gemma Davis

1. Welcome:
 - Ms. Cullen-Brown called the meeting to order at 2:32 p.m. in the PNC Bank Board Room, Brennan Hall
 - Ms. Barnoski offered the opening prayer
 - Ms. Cullen-Brown welcomed Mr. Oakey as a new alternate Senator.
2. Attendance was taken. (see attendance above)
Ms. Egan filled in for Mr. Franceschelli; Mr. Smoke filled in for Mr. Fiorini
3. Guest Presentation – Chief Don Bergmann, Director of Public Safety was our guest presenter. Chief Bergmann addressed several topics of importance to his Staff and the University community. Some of the major issues included alcohol abuse among students, Community Advisories – including an increase of thefts, particularly iPhones and arson, as well as arson. Chief Bergmann also discussed the challenges of sending out emergency notifications via e-mail and text message. Emergency Notifications go out to over 11,000 people. The need to warn students about a potential hazardous situation overrides the risk of calls flooding the dispatch office and the inconvenience of those to whom the message does not apply. Messages cannot be sent to specific groups (i.e. resident students only). Chief Bergmann also covered Emergency Preparedness (i.e. active shooter on campus), the University's Emergency Action Plan, upgrade of the video surveillance system and the Dispatch Center, emergency call boxes, increased lighting in courts/alleys off campus.

(A copy of Chief Bergmann's PowerPoint presentation will be requested for the Senate's files as an addendum to these minutes)
4. Review of February 13 Meeting Minutes.
Ms. Egan put forth a motion to accept the minutes. Mr. Wetherell seconded the motion.

5. Approval of Agenda:

Ms. Egan put forth a motion to accept the Agenda, Mr. Wetherell seconded the motion.

6. President's Report:

- UPC met on February 14, 2013. They group discussed the draft Middle States PRR process. Will be presented to the Senates in the near future and then to the University community. The UPC has arranged for the Society for College and University Planning to hold a workshop for members of the UPC and the UGC on April 22, 2013. If additional seats are open, they will encourage further participation. The committee reviewed the status of the Presidential priorities as outlined in February. President Quinn's priorities include governance, strategic financing, new academic programming, the TCMC and athletic facilities.
- The UGC met on February 19, 2013. The initial topic of conversation was TCMC. The only information at this point is that there are ongoing discussions. There was a discussion regarding student mental health issues and how as a university we can address these. There was a general discussion regarding the University Fundraising Policy. There is an upcoming review of policy relating to minors on campus. Non-Discrimination and Anti-Harassment Policy is undergoing revisions. Procedures will be taken out of the body of the document and will be an appendix to the document.
- Ms. Cullen-Brown, at the request of Cathy Mascelli, asked that all Senators and staff participate in Wellness Day. Invitations went out via e-mail, as well as in paper form. Everyone is welcome to attend all or part of the day.
- Ms. Cullen-Brown, at the request of Frani Mancuso, encouraged everyone to participate in the "Employee Spring Fling". Registration is open now. The event will take place on March 23rd from 7:00 – 10:00 p.m., in the Byron Recreation Complex.
- Ms. Cullen-Brown spoke with Jean Harris to discuss whether the Staff Senate would be willing to participate in a conversation at a meeting regarding climate. Ms. Cullen-Brown extended the invitation to the Executive Committee. Ms. Rozelle and Ms. Hynosky agreed to participate. Ms. Cullen-Brown stated that she believes that it is important for the Senate to be involved that discussion.

7. Liaison's Report –

- The Office of Human Resources has had several meetings with the Handbook Committee. HR Staff is reviewing the feedback from the Handbook Committee and working on a final draft. The goal is to get the draft to the Cabinet by mid-April with the hope of having it back by early May and a target date for distribution of early June.
- HR has designed a series of learning sessions to provide information, resources and planning guidance on a wide range of topics. The series launches in March with a Medicare information session, the second in April will be regarding retirement planning. The next sessions will focus on mid-year and early retirement planning. If there are topics of interest from the Senators or constituents, please forward to Ms. Day or Patricia Tetreault in Human Resources.

8. Committee Reports:

Finance Committee – Nothing to report

Recognition Committee – Mr. Wetherell outlined the process for the Scranton Spirit Award. Mr. Wetherell put forth a motion for the Senate to approve the process outlined for this award. Mr. Gaylets seconded the motion. All were in favor.

By-laws Committee – Nothing to report

Communication Committee – There were only 3 articles submitted to the Committee for the newsletter. . The Committee has been requesting article submission since December 5 utilizing all means of communication available. Due to lack of submissions and work obligations, there will be no Spring newsletter. The committee will reach out to those individuals that submitted articles to get their information on the Staff Senate website. This topic will be slated for the next Executive Committee meeting.

Election & Membership Committee – There are very few nominations for the Staff Senate Election for the 2013-2014 academic year. MTTP 1 nomination for 5 seats and 2 alternates, Clerical 4 nominations for 1 seat and 2 alternates, Professional/Paraprofessional 3 nominations for 5 seats and 2 alternates. The nomination period will have to be extended. Ms. Cullen-Brown pointed out that we can nominate across constituency groups. Ms. Fetsko asked that we provide notify her of any nominations they may have as soon as possible. Mr. Murphy put forth a motion to suspend the 2 year employment requirement for the 2013 – 2014 elections. Mr. O’Malley seconded the motion. The majority of the Senate was in favor. The motion was passed. The nomination period was extended to March 20th.

The Committee on the Status of Women is also looked for new members. Ms. Fetsko sent out an e-mail call for nominations but has not received any responses. The committee is looking for 1 Professional Staff member to serve a 3 yr. term, 1 MTTP Staff member to serve a 3 yr. term and 1 MTTP Staff member to serve a 2 yr. term from the general University community. Ms. Fetsko is hesitant to re-send the e-mail until we have the nominations for the Senate complete.

Staff Development – Continues to work on New Staff Mentoring Program – there is a draft document; Employee Resource Document updates are near completion. The committee anticipates release of the document next month, following a final review.

Social Events & Community Building – Committee discussed the handling of money collected in fundraising. The committee would like to open an account to deposit funds. Ms. Hynosky will look at the procedures and report back to the Senate. The Committee is trying to develop an afternoon event, such as a Friday afternoon “Happy Hour” event. Committee will put together a proposal

Ad hoc Ombudsman – Committee met on the March 22, 2013 - The committee is continuing to reach out to other Jesuit schools, and hopes to have a report by May.

Ad hoc Staff Meal Plan – Nothing additional to report.

Ad hoc Handbook – Reported earlier in the meeting.

9. Open Items – No open items from the floor
10. Mr. Wetherell put forth a motion to adjourn. Ms. Eagen seconded the motion. The meeting was adjourned at 4:05 p.m.