

TO: Staff Senate

FROM: Catherine Schneider
Staff Senate Secretary

DATE: June 15, 2013

SUBJECT: Minutes of June 12, 2013 Meeting

In attendance: Ms. Eagen, Ms. Guthrie-Kretsch, Ms. Lang, Ms. Palko, Ms. Rupp, Ms. Schneider, Ms. Barrett, Ms. Clause, Mr. Fedoryk, Mr. Fiorini, Mr. Harris, Mr. Roginski, Mr. Sakowski, Ms. Bevacqua, Ms. Butler, Ms. Cullen-Brown, Ms. DiLeo, Ms. Freeman, Ms. Hollingshead, Ms. Hynosky, Ms. Rozelle, Mr. Sheehan, Ms. Trovato, Mr. Wetherell, Ms. Day

Not in attendance: Ms. Bealla, Ms. Cherra, Ms. Barnoski, Mr. Pilger, Mr. Smoke, Mr. Wasalinko, Mr. Murphy, Mr. Oakey

Guests:

1. Welcome:

- Ms. Cullen-Brown called the meeting to order at 10:00 a.m. in the PNC Bank Board Room, Brennan Hall
- Mr. Roginski offered the opening prayer

2. Review of May Meeting Minutes.

Ms. Hynosky put forth a motion to accept the minutes. Ms. Clause seconded the motion.

3. Approval of Agenda:

Ms. Lang put forth a motion to accept the agenda. Mr. Wetherell seconded the motion.

4. Election of Officers:

The positions of President Elect, Vice President and Parliamentarian were vacant. A vote by ballot was conducted. The results were as follows:

President Elect – Joseph Wetherell

Vice President – Joseph Wetherell

Parliamentarian – Mark Murphy

5. Liaison's Report

- Staff Handbook - Ms. Day offered thanks to the AdHoc Handbook Committee for their assistance and feedback on the new Staff Handbook. Ms. Day announced that the Handbook will be released next week.
- Alternative Work Schedule – The request for extension of the Alternative Work Schedule has gone to the cabinet. They have asked for additional information and clarification and the topic is on the agenda for their next meeting. Ms. Day does not anticipate denial of the renewal of the Alternative Work Schedule program. Ms. Day welcomes comments

on how the AWS is working or not working for those who have taken advantage of this program, whether from requestor or supervisor. A recommendation was made that we might survey the Staff to see gather information from those who applied and/or participated in AWS. Ms. Day stated that there are some pieces of information that may not be captured by a survey. She would like information about those who are participating and the arrangement is working very well, as well as those who may have applied and been denied.

- Sursum Corda Award – Ms. Day would like to request an AdHoc committee to review the Sursum Corda Award nomination form and process.

6. Guest Presenters: Jerome DeSanto, VP for Planning and CIO

Kate Yerkes, Director, Planning and Institutional Effectiveness

Mr. DeSanto and Ms. Yerkes discussed the governance system, history of governance at The University of Scranton, how our governance system is structured and the responsibilities of each of the committees. Ms. Yerkes also outlined the core purpose of shared governance, the University's Statement of Governance Principles, the University's governance website and the importance of the Senates' role in reviewing policies put forth to them. (A copy of their PowerPoint presentation will be available through our RoyalDrive account as an addendum to these minutes.)

7. Committee Sign-Ups

- Sign-Up sheets were circulated. Ms. Cullen-Brown advised that all Senators are required to sign-up for at least one committee.
- Ms. Cullen-Brown advised that during the next two meetings we will be identifying the Senate's goals for the term and this may include the need for AdHoc committees.
- The Senate is looking for Staff members who may be interested in volunteering for one of the standing committees. We should invite or refer be interested in serving in that capacity.

8. Distribution and Review of Senator Responsibilities

- Ms. Cullen-Brown distributed the handout and discussed the roles and responsibilities of Senators. Some key elements are the importance of providing feedback regarding policies that are brought to the Senate. Our feedback is key in the policy making process. It is also important to check e-mail regularly, as this is our formal mode of communication. There was discussion regarding use of text messages or text notifications that there is an e-mail via phone vs. use of e-mail, especially for change of meeting times for committees.

9. Open Items:

- There were no open items from the floor.

10. Mr. Roginski put forth a motion to adjourn. Mr. Wetherell seconded the motion. The meeting was adjourned at 11:35.