

TO: Staff Senate

FROM: Catherine Schneider, Staff Senate Secretary

DATE: September 11, 2013

SUBJECT: Minutes of August 11, 2013 Meeting

In attendance:

Not in attendance: Ms. Cullen-Brown, Ms. Schneider, Ms. Butler, Ms. Diane Lang, Ms. Day

Guests: Mr. Frank Cardamone, Mr. Steven Hallock, Mr. Tom Coleman.

1. Welcome:

- Mr. Wetherell called the meeting to order at 10:00 a.m. in the PNC Bank Board Room, Brennan Hall. He stated he is conducting the meeting in the absence of Ms. Cullen-Brown
- Ms. Rozelle offered the opening prayer
- Ms. Rozelle volunteered to take minutes
- Mr. Murphy offered to say the opening prayer for the September meeting

2. Review of July 17, 2013 meeting minutes:

- A motion was made by Ms. Rozelle to accept the minutes. Mr. Murphy seconded the motion

3. Review Agenda and suggest any new agenda items from the Senate:

- A motion was made by Mr. Murphy to accept the agenda. Ms. Hynosky seconded the motion

4. President's Report:

- Mr. Wetherell delivered the president's report
- Ms. Cullen-Brown will meet with President Quinn to discuss the special communication committee and Staff Senate's role
- Ms. Cullen-Brown attended the 2013 AJCU Justice Conference from August 1-4, 2013 @ Creighton University in Nebraska. She will share information about the conference at next month's meeting
- The Committee on the Status of Women has been asked by President Quinn to report to the existing governance system. This committee has been meeting with faculty senate, staff senate, and student senate to discuss their goals. Staff Senate will be asked for input regarding their documented goals. It was stressed that the UGC does value Staff Senate input and senators are asked to read and provide comments with this and any other document submitted to Staff Senate for review.

5. Report from Liaison, Patricia Day, Vice President of Human Resources:

- Ms. Day was unable to attend this meeting. On her behalf, Mr. Wetherell noted several items.
- There has been no cabinet meeting since the last Staff Senate meeting. At the next cabinet meeting, the Alternate Work Schedule is expected to move from a pilot program to an established program.
- The Royal Read program for students has a few upcoming events related to the book chosen this year, "Almost Home". The authors, Kevin Ryan and Tina Kelly, are affiliated with Covenant House, an organization that serves the needs of homeless teenagers. Staff members are encouraged to attend either the September 19, 2013 session for students or the September 21, 2013 brown bag lunch session for staff. Lastly, there will be a bus trip to Covenant House in NYC on November 16, 2013
- Joe Wetherell asked the Communications Committee to coordinate with Rebecca Haggerty on providing further information to the senate and our constituencies.

6. Committee Reports-Goals for 2013-2014 term:

- Communication (Ms. Bevacqua)
 - Goal: To improve university wide communication by updating the Staff Senate website and promoting awareness of this website; revisiting existing procedures and modifying where needed, and utilizing social media for promoting Staff Senate programs
- Election & Membership (Mr. Harris)
 - Goals: To fill vacancies on university committees, coordinate Staff Senate elections, and the annual Meet & Greet
- Finance (Mr. Wetherell)
 - Goal: To use university funding wisely
 - As of May 31, 2013, \$8100 of the \$9600 budget was spent
 - The 2013-2014 budget is \$9600 and this same amount will be requested for the 2014-2015 budget
 - Committee budgets will remain the same. Mr. Wetherell will send all committee chairs the budget breakdown via email
- Recognition & Excellence (Mr. Wetherell)
 - Mr. Wetherell asked that Diane Valentino be added to this committee list as a volunteer
 - Goal: To provide equitable recognition of staff members through the Sursum Corda Award, acknowledge staff who have completed degrees, coordinate monthly Spirit Awards, explore new ways of recognizing staff, review current procedures, and coordinate Annual Awards Luncheon
- Social Events & Community Building (Ms. Hynosky)
 - Goal: To provide community building opportunities among staff with a "welcoming session" for new employees at the beginning of the fall semester, establish system for contributing money to charities, organize food drives, identify other activities, and review roundtable discussion procedures. Plans also include coordinating with 125th Anniversary of The University of Scranton activities to avoid schedule conflicts.
- Staff Development
 - Goal: To ensure the awareness and availability of opportunities for staff that will assist in their personal and professional development through updating and

circulating the Employee Resource Document, continued work on a staff mentoring program, a Fall program on Ergonomics and a Spring program with The Jesuit Center

- Ms. Palko asked about the location of the Employee Resource Document stating that it is no longer accessible from the my.scranton portal

7. Roundtable Break-out Sessions (20 minutes):

Constituency groups met to discuss upcoming programs, responsibilities, and advertising

- **Professional/Para-professional** (Mark Murphy, Marie Trovato)
Monday October 21, 2013 @ 9:00 am Brennan Hall Room 228 (Pearn Auditorium)
Tuesday, March 11, 2014 @ 10:30 am Brennan Hall Room 228 (Pearn Auditorium)
- **Clerical** (Cathy Schneider)
Tuesday, October 15, 2013 @ 9:00 am
Tuesday, March 18th, 2014 @ 9:00 am @ The DeNaples Center Room 406
- **MTTP** (John Harris, Pete Sakowski)
October 21, 2013 @ 2:00 pm @ Brennan Room 228
March 11, 2014 @ 2:00 pm

Mr. Wetherell asked and received consensus that all three groups can stay in the boardroom for these breakout sessions and effectively get work done. In addition, guests were acknowledged and told that in the future we will be certain to include them in the breakout sessions by constituency group.

8. Identify Guest Speakers for the 2013-2014 term:

- Mr. Wetherell reiterated the previously agreed upon goal of limiting the number of guest speakers to the Plenary Staff Senate meetings. Instead, Staff Senate will be seeking permission from President Quinn to host a campus wide forum each semester for speakers such as vice presidents who can share information with all interested staff members, not just staff senators.
- Suggestions for speakers for Staff Senate meetings included:
 - Reverend Kevin Quinn, SJ or Bobby Davis from the President's Office
 - Faculty and Student Senate Presidents
 - Director of Equity & Diversity
 - Safety Committee representative
 - Reverend Ryan Maher, SJ, Director of The Jesuit Center

9. Open items from the floor:

- Mr. Wetherell, chairperson of the Recognition & Excellence Committee, was asked to consider a change in the Spirit Award prize. Discussion took place about the value of having two winners or staying with one winner and having that one winner receive both prizes rather choosing among them (parking space and \$50.00 from Aramark). Ms. Bealla suggested that Aramark be asked if this is feasible. Ms. Barnoski made a motion to request that Aramark allow us to provide both prizes to one monthly winner. Ms. Palko seconded the motion. A motion was made and approved to offer both prizes to the winner if OK'd by the director of Aramark, Mr. Ted Zayac.
- Mr. Wetherell asked those senators in the MMTP constituency group if they are able to access email at least once a week to stay in communication. The reply was affirmative.

- Mr. Wetherell stated a staff member asked if supervisors could be rated as part of the annual performance appraisal process. Some discussion took place including Ms. Bevacqua's statement that a 360 degree evaluation process on supervisors was done in the past; Mr. Oakey's statement that some departments, such as OIT, have already implemented the opportunity for staff to provide feedback on their supervisors; and Mr. Barrett's statement that there is a comments section for this on the new performance appraisal form. Staff Senate will ask Ms. Day, Vice President for Human Resources about her thoughts on this issue.
- Mr. Fiorini asked about the possibility of having more staff senators who serve as alternates. He stated with only two MMTP constituency group alternates it is difficult to find someone to serve as an alternate if he or one of his fellow senators cannot be in attendance. It was stated that this is a bylaws issue that the Staff Senate can explore further. This will be discussed at executive committee.
- Mr. Oakey suggested that if we do have guest speakers for Staff Senate that they be separate from the time allotted for the plenary Staff Senate meetings. Ms. Bevacqua added that if we do include speakers during the Staff Senate meetings that we provide structure and boundaries so we can use our time wisely

10. Adjournment:

- Mr. Fiorini put forth a motion to adjourn. Ms. Bealla seconded the motion. The meeting was adjourned at 11:20 a.m.