

TO: Staff Senate

FROM: Catherine Schneider
Staff Senate Secretary

DATE: December 10, 2013

SUBJECT: Minutes of November 13, 2013 Meeting

In attendance: Ms. Bealla, Ms. Eagen, Ms. Guthrie-Kretsch, Ms. Lang, Ms. Palko, Ms. Barnoski, Mr. Barrett, Ms. Clause, Mr. Fedoryk, Mr. Fiorini, Mr. Harris, Mr. Pilger, Mr. Roginski, Mr. Sakowski, Mr. Smoke, Ms. Bevacqua, Ms. Butler, Ms. Cullen-Brown, Ms. Freeman, Ms. Hollingshead, Ms. Hynosky, Mr. Oakey, Ms. Rozelle, Ms. Tetreault, Mr. Wetherell

Not in attendance: Ms. Cherra, Ms. Rupp, Ms. Schneider, Mr. Hurst, Mr. Wasalinko, Mr. Cerner, Ms. DiLeo, Mr. Murphy, Mr. Sheehan

Guests: Mr. Frank Cardamone, Mr. Brian Griguts, Mr. Stephen Hallock, Mr. Joseph Watral, Ms. Donna Martin, Ms. Daryllyn Kuzmiak, Mr. Thomas Coleman

1. Welcome:

- Ms. Cullen-Brown called the meeting to order at 10:04 a.m. in the PNC Bank Board Room, Brennan Hall
- Ms. Cullen-Brown welcomed Ms. Patricia Tetreault, Interim Vice President for Human Resources, as the administrative liaison to the Staff Senate replacing Ms. Patricia Day
- Ms. Hynosky offered the opening prayer
- Mr. Wetherell reminded everyone to sign in
- Mr. Sheehan volunteered to offer the opening prayer for the December meeting

2. Review of meeting October meeting minutes:

- Ms. Rozelle asked for a change in the minutes to include Staff Development Committee update in its own section rather than being included in the Social Events & Community Building Committee's section.
- A motion was made by Ms. Palko to accept the minutes with this change. Mr. Wetherell seconded the motion.

3. Approval of Agenda:

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

4. President's Report:

- The Provost Search Committee has been established with Ms. Butler serving as the Staff Senate Representative.
- Dr. Patricia Harrington has been named to serve as the Interim Provost beginning in February of 2014.

- A December 13, 2013 Board of Trustees meeting is scheduled to discuss the challenges facing The University of Scranton including enrollment, retention, and finances.
- Father Quinn will issue a letter to The University of Scranton community within a week addressing pertinent issues.
- The Alternate Work Schedule Policy has been officially approved.
- The Employee Fundraising Policy is currently in Human Resources for review. Ms. Tetreault stated that there is some clarification needed and then it is expected to be presented to the President's Cabinet in the second week in December 2013.
- The Anti-Harassment Policy was provisionally approved by the President but more input is requested of Staff Senate. All staff senators are encouraged to provide input on this important matter. There will be separate policies on discrimination and bullying.
- Mr. Donald Castellucci, Student Senate President, proposed a resolution that would have faculty office hours posted on UIS to be accessible to students. Ms. Lang commented on the hope that this would be a consistent policy across colleges. Ms. Butler asked about the information being posted online but Ms. Cullen-Brown said the faculty office hours will only be posted for the university community. Ms. Cullen-Brown will prepare a written statement showing Staff Senate's support of this proposal.
- The UGC endorsed the Acceptable Use Policy. Ms. Yerkes reviewed policy definitions and policy review tiers with the group.
- Student Senate has been successful securing two zip cars (rental cars) for student use beginning in the Spring 2014 semester.
- Faculty Senate does not support a name change for The University of Scranton. One name change suggested was Loyola University of Pennsylvania. Faculty members proposed this name change in an effort to project a more "Jesuit" image. The proposal was rejected by 20-3.
- Faculty Senate approved a number of new academic programs including ERP (Enterprise Resource Planning). For more specific information, refer to the Faculty Senate website.
- The UGC will have Dr. Jean Harris and Dr. Howard Fischer, Committee on the Status of Women Co-chairpersons to its December 2013 meeting. Staff Senate and Student Senate approached Father Quinn's request to review this committee's goals and objectives differently than Faculty Senate. Staff and Student Senates requested more information and clarification on information that was provided. Faculty Senate believes Father Quinn is looking to change the committee structure. Ms. Cullen-Brown asked for input on a written document prepared by Executive Committee members stating Staff Senate's position on Father Quinn's request of the Committee on the Status of Women.
- Ms. Cullen-Brown stated that Father Quinn is receptive to the idea of a Cabinet Communication Forum for staff and faculty to hear updates from each vice president twice a year. Father Quinn will discuss this with the Cabinet.
- Cathy Mascelli, Employee Wellness Coordinator, met with the Staff Senate Executive Committee providing information about the Wellness Program offerings. She stated that attendance seems to be influenced by the lack of a policy which supervisors can follow clarifying how employees can attend wellness programs. Discussion took place on whether this is a staff senate or human resources matter. Mr. Barrett made a motion to form an ad hoc committee to study the Wellness Program. Mr. Sakowski seconded the motion. A sign-up sheet was passed around for senators who are interested in serving on this committee.
- At the most recent Professional Constituency Roundtable Discussion, the donation of sick time issue was raised. Ms. Cullen-Brown asked for a vote to determine if senators

thought an ad hoc committee should be formed to explore this topic in the near future or to table it for the future. The vote was 15 to 3 to table this topic.

- Ms. Cullen-Brown met with Lori Nidoh, Director of Marketing Communications, to discuss the 125th Celebration of the University and how Staff Senate might be able to support this celebration. Ms. Cullen-Brown and Ms. Nidoh are encouraging staff to participate in the “Share Your Scranton Story” and the 125 hour service piece.

5. Report from Liaison, Patricia Tetreault, Interim VP for HR

- Ms. Tetreault stated there will be a Board of Trustees meeting in December to discuss issues facing the University including rising costs, value proposition, and the changing demographics.
- The 2014-2015 budget is being worked on with a focus on reallocating more monies for financial aid.
- The recent Admissions Open Houses saw an increased number of attendees and there has been an increased number of applications in comparison to last fall. While this is encouraging, we still need to remember that the current freshman class size has affected the budget and will continue to be felt for the next three years.
- The Provost Search is underway.
- Ms. Tetreault asked senators to identify what they are looking for her to address as the Staff Senate Liaison. Mr. Oakey raised the topic of the rising costs of health care and concern about how the national health care plan will impact employees. Ms. Tetreault explained the Cadillac Tax of 2018 and the need for Human Resources to strategize so the 40% excise tax can be handled by both the University and employees. Mr. Sheehan asked about how staff will have a voice in this process as faculty members have a voice in faculty contract negotiations. Ms. Tetreault stated, in her experience, senior leadership works diligently to minimize the burden to employees on all issues and they will do so with this issue.

6. Committee Reports

- Ms. Cullen-Brown noted the lack of time for these reports and asked all committee chairpersons to write a report to be added to the Royal Drive for all to review.

7. Guest Speaker – Fr. Ryan Maher – 11:00 a.m.

- Reverend Ryan Maher, SJ, Director of The Jesuit Center, posed questions that can be used to provide us with meaning and purpose in our work here on campus. These questions included: Why are we here? Why do we do what we do? What difference does what we do make to our students?
- He stated that we are here to educate students in the context of forming students. In this light, he shared that when students talk about what has been meaningful about their experience here at The University of Scranton, 90% of them mention particular interactions and experiences they have had with people (faculty and staff members).
- He encouraged us to consider participating in some of the Jesuit Center programs including: Pilgrimage to El Salvador, Kino Border Initiative Trip, Coaches Spring Trip to Nicaragua, Weekend Retreat at Chapman Lake, and Ignatian Spirituality Formation Programs such as The Magis Program.
- An immediate need and opportunity “to do as Jesus did and be with the poor” is to volunteer on Tuesday evenings with the St. Francis Soup Kitchen.

- Father Maher said to look for The Jesuit Center website, email messages, and posters about upcoming programs and how to get involved. He added that he is happy to visit different offices to meet employees and describe these opportunities.
- Mr. Oakey and Ms. Synthia Guthrie-Kretsch asked about the reflection piece of these experiences for those who have participated. The Jesuit Center is happy to coordinate space, time, and even meals for this to happen.

8. Open items from the floor

- Ms. Hynosky, Social Events & Community Building Committee Chairperson made a motion for approval of \$300 to be donated to the St. Francis Soup Kitchen. The donation is \$100 a day for three days of sponsorship. Members of the Social Events & Community Building Committee will serve meals on those three days. Ms. Cullen-Brown seconded the motion. All agreed.
- Ms. Hynosky made a motion for approval of \$250 to be donated to the Center for Service and Social Justice for the purchase of toys to be given to needy children who attend the Christmas Day breakfast on campus. Ms. Barnoski seconded the motion. All agreed.
- Ms. Hynosky reminded all senators that each committee is asked to donate a basket to be raffled off at the Staff Senate Christmas Party.

Mr. Roginski made a motion to adjourn. Ms. Palko seconded the motion.

The meeting was adjourned at 11:40.