

TO: Staff Senate

FROM: Catherine Schneider  
Staff Senate Secretary

DATE: January 10, 2014

SUBJECT: Minutes of December 11, 2013 Meeting

In attendance: Ms. Cherra, Ms. Lang, Ms. Palko, Ms. Rupp, Ms. Schneider, Ms. Barnoski, Mr. Barrett, Mr. Fedoryk, Mr. Hurst, Mr. Pilger, Mr. Roginski, Mr. Sakowski, Ms. Butler, Ms. Cullen-Brown, Ms. Hynosky, Mr. Murphy, Mr. Oakey, Ms. Rozelle, Mr. Sheehan Ms. Tetreault, Mr. Wetherell

Not in attendance: Ms. Bealla, Ms. Eagen, Ms. Guthrie-Kretsch, Ms. Clause, Mr. Fiorini, Mr. Harris, Mr. Smoke, Mr. Wasalinko, Ms. Bevacqua, Mr. Cerner, Ms. DiLeo, Ms. Freeman, Ms. Hollingshead

Guests: Mr. Frank Cardamone, Mr. Brian Griguts, Mr. Stephen Hallock, Mr. Thomas Coleman

**1. Welcome:**

- Ms. Cullen-Brown called the meeting to order at 10:05 a.m. in the PNC Bank Board Room, Brennan Hall
- Mr. Sheehan offered the opening prayer
- Ms. Schneider volunteered to offer the opening prayer for the January meeting

**2. Review of meeting October meeting minutes:**

- Ms. Schneider noted that Ms. Lang requested a change regarding a suggestion she made during conversation about posting Faculty office hours on the UIS. Ms. Lang suggested that if office hours were posted, it would be a good idea if a consistent format were used. Ms. Lang felt that the minutes suggested that she was calling for a policy regarding the posting of Faculty hours, which was not her intent.
- A motion was made by Mr. Murphy to accept the minutes with this change. Mr. Roginski seconded the motion.

**3. Approval of Agenda:**

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

**4. President's Report:**

- The UGC met on December 3. Acceptable Use Policy has been approved. It will be posted on the UGC and Information Resources websites. Employee Fundraising Policy is moving to resolution. Anti-Harassment Policy has been provisionally approved, but Father Quinn is looking to the Senates for more input. We are expected to review and report back with any changes by February 4.

Jennifer LaPorta has been named Interim Director for the Office of Equity & Diversity. She is also serving as the Title IX Coordinator. This is a contractual position. She is an attorney from the area and has quite a bit of experience in this field.

The majority of the UGC meeting was dedicated to discussion about the Committee on the Status of Women and the lack of understanding on the part of each of the Senate's as to what our directive was and how reporting structure of the Committee to the UGC would work. No resolution was reached. The conversation will continue at the February meeting.

- Board of Trustees Meeting - The Middle States warning issued to the University was discussed. We were found to be deficient in Standard 14 - assessment of student learning, specifically College of Arts and Sciences. KSOM and PCPS are meeting these standards because of the need to meet outside accreditation standards. Dean Conniff, Linda Ledford Miller and John Dieck are leading the review. Could have an impact on enrollment. Online Education program enrollment is declining like the rest of education, MBA numbers are up and HR program is steady. Gerry Zabolski provided a presentation and advised that admission is on target and projected to reach the goal of 940-960. There was also a limited discussion regarding Finance, which focused on how to develop strategies to be sustainable and stay on budget. There are two new majors - BA in Mathematics and BS in Entrepreneurship.

The group discussed the recent changes in Senior Leadership. Ms. Cullen-Brown stated that it is not uncommon to see change in Senior Leadership every 3-5 yrs is not uncommon. This should not impact enrollment. Ms. Tetreault agreed and stated that Admissions is doing a tremendous job this year. They currently have 7,000 applications for review. Ms. Hynosky stated that financial aid packages were processed the day before and 2,000-2,200 packages are going out. Endowment is up and Development is working with endowments to expand criteria.

#### **5. Report from Liaison, Patricia Tetreault, Interim VP for Human Resources**

- Ms. Tetreault stated that the changes in Senior Leadership are not related. President Quinn is holding off on the hiring of the Vice President of Student Affairs until a Provost is appointed. Ms. Tetreault was asked how the searches will impact the budget. Ms. Tetreault stated that the University is working to keep search costs down as much as possible.
- Ms. Tetreault stated that HR received Sursum Corda nominations from the Staff Senate. Friday is the deadline for submission.

#### **6. Committee Reports**

- Communication - creating a document that outlines what the Communication committee is responsible for, and what committees are responsible for with regard to forwarding information to the Communications committee.
- Election & Membership - Nothing to report.
- Finance - Mr. Wetherell was not present. Nothing to report
- Recognition & Excellence - submitted 11 nominations for Sursum Corda. The committee will be meeting soon to organize the May luncheon.

- Social Events and Community Building - Last year 150 RSVP'd for the Christmas luncheon. As of this date the number is 272. The meal is going to be a "Thanksgiving Buffet" and Aramark has reduced the cost from 11.95 per person to \$10.00. The committee is still in need of coats. The Committee volunteered to work at the soup kitchen for the month of January and will be donating \$300.
- Staff Development - The committee discussed adding a statement at the top of the Employee Resource Document to offer additional assistance for those who might have barriers. The Staff Mentoring Program is being developed and they hope to present at the January meeting. The committee worked with Julie Cohen to update and revise the Mission Leave form. The Committee will be offering mini workshops in Spring led by employees in the trades area on minor repairs and home improvement. The sessions will be 30 minutes and centered around the lunch hour to encourage participation. The Committee will also work with the Jesuit Center. The Ergonomics presentation PowerPoint is on the Staff Senate webpage.
- Ad Hoc Ombudsman Committee - Meeting In January to finalize their report.
- Ad Hoc Wellness Committee - Mr. Barrett is chairing. The Committee will have their first meeting in January.

## **7. Open items from the floor**

There were no open items from the floor. Ms. Schneider reminded Senators to sign the sign in sheets. They are our official record of attendance and if the sheet is not signed, they cannot be marked in attendance.

Mr. Murphy made a motion to adjourn. Ms. Rozelle seconded the motion.

The meeting was adjourned at 11:28.