

TO: Staff Senate

FROM: Catherine Schneider
Staff Senate Secretary

DATE: February 11, 2014, 2014

SUBJECT: Minutes of January 15, 2014 Meeting

In attendance: Ms. Cherra, Ms. Eagen, Ms. Lang, Ms. Palko, Ms. Rupp, Ms. Schneider, Ms. Barnoski, Mr. Barrett, Ms. Clause, Mr. Fedoryk, Mr. Fiorini, Mr. Harris, Mr. Hurst, Mr. Pilger, Mr. Roginski, Mr. Sakowski, Mr. Smoke, Ms. Bevacqua, Ms. Butler, Ms. Cullen-Brown, Ms. DiLeo, Ms. Hollingshead, Ms. Hynosky, Mr. Murphy, Mr. Oakey, Ms. Rozelle, Ms. Tetreault, Mr. Wetherell

Not in attendance: Ms. Bealla, Ms. Guthrie-Kretsch, Mr. Wasalinko, Mr. Cerner, Ms. Freeman, Mr. Sheehan

Guests: Ms. Sherry Edwards, Mr. Brian Griguts, Mr. Stephen Hallock,

1. Welcome:

- Ms. Cullen-Brown called the meeting to order at 10:05 a.m. in the PNC Bank Board Room, Brennan Hall
- Ms. Schneider offered the opening prayer
- Ms. Schneider passed around attendance sign in sheets for Senators and Guests
- Ms. Palko volunteered to offer the opening prayer for the February meeting

2. Review of meeting December meeting minutes:

- A review of the minutes noted a misspelling of John Deak's name and the form mentioned under the Staff Development Committee report was Community Involvement form, not Mission Leave form.
- A motion was made by Mr. Roginski to accept the minutes with the changes. 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:

- Ms. Cullen-Brown took a moment to acknowledge the loss of Mr. Raymond Burd. It was discussed at the Executive Committee meeting that the Mr. Wetherell was in discussion with those responsible for the creation of the new Student Veteran's Center, to see if it was possible to have the center named for Mr. Burd. The Executive Committee agreed that the Staff Senate would pay for the plaque that would bear his name. A flier was passed around by Ms. Palko. Mr. Burd's family is creating a memory book for his grandchildren. University of Scranton employees are asked to share their memories of Mr. Burd. The flier included details of where to send information/submissions.

- Ms. Cullen-Brown extended a special thank you to the Social Events and Community Building Committee, thanking each member by name, for their work on the Staff Christmas Luncheon. Ms. Cullen-Brown mentioned that the event was a wonderful success and there were over 300 people in attendance.
- UPC – The committee met in December. Much of what was discussed was information that Ms. Cullen-Brown mentioned at the Senate’s December meeting. The one new item the committee discussed was an ECAR technology survey was presented. The new learning management system will be put into place. 60% of students responded that they learn best in a blended environment, meaning a mix of technology and face-to-face instruction. 63% wanted more lecture capture. 95% of our students have laptops. 84% of our students have smart phones. The majority of our students feel that the added use of technology makes them feel more connected.
- Admission numbers are looking good for Fall. Applications and acceptances are tracking as they should at this point.
- The Provost search is moving forward. A template has been created to for the job description. Gary Olsen has taken over as committee chair, since it has been announced that Jerry DeSanto is leaving the University. The search firm is sourcing candidates now. We are on target for a July hire date.
- Ms. Cullen-Brown reminded all Senators that the Employee Dinner is on February 8 and encouraged all Senators to attend.
- With Mr. DeSanto’s resignation, Robyn Dickinson has been named Interim VP. We do not know yet if she will take on the role of UGC Liaison. Ms. Cullen-Brown acknowledged Mr. DeSanto’s work with the UGC.
- Roundtable Reminders – All Roundtable groups should be reaching out to their constituencies with save the date announcements.
- Justine Johnson, Director of the Jane Kopas Women’s Center, will be coming to our February meeting to discuss PACT, Promoting Awareness of the College Transition
- Ms. Cullen-Brown reminded the group that she needs feedback on the Anti-Discrimination Policy.
- We have received the census for this year. Based on the census, there will be a change for the upcoming election year. Mr. Murphy discussed how the number of Senate seats per constituency is calculated. The MTTP group will lose 1 seat, and the Professional/Paraprofessional group will gain 1 seat. The Executive Committee is concerned about the balance of seats. We will get a more detailed breakdown from HR and discuss at the next Executive Committee and Senate meetings.

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

- A special cabinet meeting was held regarding Middle States issue. The plan and procedure for following up with Middle States was discussed. The hope is that by next November the warning will be lifted.
- Cabinet also had specific meetings regarding the budget. The 2014-2015 budget has not yet been finalized. Conversations are still under way to work out the details.
- Jerry DeSanto has resigned. Robyn has been made his Interim replacement. With all of the changes at the cabinet level, Fr. Quinn is thinking through the best way to get these vacancies filled or realigning tasks as he sees appropriate.
- HR Items – Ms. Tetreault is working on the Staff Holiday Calendar. It should be complete and ready for distribution in the next couple of weeks.

2014 leave time will not be available this pay due to technical issues. The problem will be resolved by next pay

Pension – the University of Scranton has two pension vendors, Transamerica and TIAA-Cref. For each vendor, we have representatives that come out to do individual sessions for retirement investment advice. As of January 1 our relationship with Kim Barrows has changed. Financial planning services through Kim Barrows are still available but employees will have to pay for those services, as Kim is an independent contractor. Transamerica will provide a representative to meet with employees to discuss their pension plan investment options. Ms. Tetreault explained that she has a responsibility to review fee structures for our pension plans. In her work with the Pension Committee, it was determined that it was not the best use of plan dollars and not in the best interest of plan participants to continue the relationship. A question was raised as to whether or not the University of Scranton is planning on reducing the pension contribution. Ms. Tetreault stated that currently there is no plan to cut contributions, but the amount of the contribution is on the radar when considering the University of Scranton's overall compensation and benefits package. Ms. Tetreault also stated that the Pension Committee is reviewing the fee structures for the pension plans and looking at negotiating with the vendors. The Pension Committee consists of Ms. Tetreault, Mr. Adrian Mihalko, Comptroller and Mr. Rob Farrell, General Counsel.

6. Committee Reports

- Communication – The committee met and developed a draft document outlining the protocol for distribution of Staff Senate information. Committee chairs are responsible for accuracy, branding, spelling, etc. Committee chairs are also responsible to sending information to iTower, RoyalNews and through Royal Lists. The Vice President will continue to monitor and approve/decline messages sent through Royal Lists. The Communications Committee will be responsible for other forms of communication. Ms. Cullen-Brown asked for any feedback to be sent to Ms. Bevacqua or Ms. Hollingshead within the next 2 weeks.
- Election & Membership – Marian Farrell requested that a Staff Senate Representative be appointed to the Advisory Committee to the Office of Equity and Diversity. The committee received several responses. Anthony Cernera was chosen and he accepted. Wednesday, April 2, has been scheduled for the Staff Senate Meet & Greet. It will be held in the Ballroom from 11:30 – 1:00 p.m.
- Finance – the luncheon went over budget by nearly \$1,000 than what was expected, but the budget is fine as last year we were under budget at the end of the year.
- Recognition & Excellence – the committee has started working on the luncheon for May. It will be held on May 14, 2014.
- Social Events and Community Building –luncheon went very well. \$961.00 was raised from the baskets and 50/50. \$150.00 was used for the 50/50. \$811.00 was deposited. \$250.00 was donated in advance to Pat Vaccaro's group and \$300.00 will be donated to the St. Francis Soup Kitchen. Not sure of the exact number of toys, but there were 2 full tables. There were 3 racks of coats for the breakfast and nearly all went. 572 people were served at the Christmas Breakfast. A few extra items were donated to Allied. The committee felt that the set-up of the luncheon was not ideal. They will discuss a different arrangement for next year.

- Staff Development – the committee distributed a copy of a program proposal for the Staff Mentoring Program. The committee has been working on the idea of the program for the better part of 2 years. The potential name of the program is “Connections.” The committee is working with HR. Ms. Tetreault indicated that HR would be happy to work with the committee. Volunteers are critical to the success of the program. Ms. Rozelle would like the Senators to review the proposal and make suggestions. A concern was raised over the name “Connections.” Campus Ministries currently has a retreat with the same name. This may cause confusion. Ms. Cullen-Brown suggested that the committee should consider orientation for volunteers.
- Ad Hoc Ombudsman Committee – the committee met on Monday. They are in the process of completing their final report. They hope to have it completed within the next two weeks. The project has taken longer than expected, as it began in August of 2012. A tremendous amount of time and work has gone into gathering information for this report.
- Ad Hoc Wellness Committee – the committee will have their first meeting on January 23 in TDC 404 at 1:00 pm.

7. Open items from the floor

- Ms. Lang was approached by a retiree wanting to know how they continue to have access to Wellness initiatives. Ms. Lang asked Ms. Cathy Mascelli, who researched and advised the following: Retirees should contact the Rec Center and speak with Jane Johnson or Janice Winslow. They get a swipe card that will allow access to the Byron, Long Center, pool and to attend Wellness Day.
- Newsletter – the Communication Committee is collecting information now for the upcoming Spring newsletter.

8. Roundtable Breakout Sessions

- The groups met following the full meeting and dismissed from breakout sessions.

The meeting was adjourned at 11:25.