

TO: Staff Senate

FROM: Catherine Schneider
Staff Senate Secretary

DATE: May 13, 2014

SUBJECT: Minutes of April 9, 2014 Meeting

In attendance: Ms. Bealla, Ms. Lang, Ms. Palko, Ms. Rupp, Ms. Schneider, Mr. Barrett, Mr. Fedoryk, Mr. Hurst, Mr. Roginski, Mr. Sakowski, Mr. Smoke, Ms. Butler, Ms. Cullen-Brown, Ms. Freeman, Mr. Murphy, Mr. Oakey, Ms. Rozelle, Ms. Tetreault

Not in attendance: Ms. Cherra, Ms. Eagen, Ms. Guthrie-Kretsch, Ms. Barnoski, Ms. Clause, Mr. Fiorini, Mr. Harris, Mr. Pilger, Mr. Wasalinko, Ms. Bevacqua, Ms. DiLeo, Ms. Hollingshead, Ms. Hynosky, Mr. Sheehan, Mr. Wetherell

Guests: Mr. Steve Hallock, Mr. Brian Griguts

Welcome:

- Ms. Cullen-Brown called the meeting to order at 10:03 a.m. in the PNC Bank Board Room, Brennan Hall
- Mr. Murphy offered the opening prayer
- Ms. Schneider passed around attendance sign in sheets for Senators and Guests
- Ms. Rozelle volunteered to offer the opening prayer for the April meeting

1. Review of meeting March meeting minutes:

- Due to technical issues, meeting minutes the March meeting will be distributed after the meeting via e-mail. Feedback should be directed to Ms. Schneider. Minutes will be approved at the next meeting.

2. Approval of Agenda:

A motion was made by Mr. Roginski to accept the agenda. Mr. Murphy seconded the motion.

3. President's Report:

- UPC – Meeting tomorrow
- UGC – Met last week. Provided an update regarding what occurred at the February Board of Trustees meeting. There was nothing new, as the Senate met since then and Ms. Cullen-Brown provided that update at the last meeting. A response was received from the Committee on the Status of Women. They agreed with the recommendation by the UGC provided to Fr. Quinn regarding the reporting structure. They will be reviewing their membership and provide and update to UGC as to expanding membership. Anti-Harassment Policy has been provisionally approved. There was a concern noted by FAC that the appendix was separate. It was addressed. Jen LaPorta, Interim Director of the Office of Equity & Diversity presented. She was very clear about what we need to do to ensure that we are in compliance with Federal and State

regulations regarding equity issues. She will be creating a process that will ensure we are meeting these requirements. The office will create a process to train investigators for hearing boards. Student government reported that there should be ZipCars on campus by year end and Faculty office hours will be posted by the end of this year. Faculty Senate is working on issues of Eloquentia Perfecta.

4. Roundtable Discussion

- The group discussed the roundtable groups, whether or not they were still relevant to our constituents, whether or not the name should be changed and how to increase attendance.
- The group was in agreement that Ms. Tetreault and Ms. LaPorta's presentation, Detox in the Workplace that was presented at Wellness Day, should be presented again for all the Roundtable groups and the full University of Scranton community. All agreed that the presentation was excellent and would be beneficial to everyone.

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

- Communication Forums – President Quinn is supportive of the idea. It has to go to cabinet to discuss structure. The topic could be on the agenda as early as Monday.
- Ed Steinmetz would like to the opportunity to speak to the Staff Senate

A motion was put forth to invite Mr. Steinmetz to attend and present at the May meeting. The group was small, but there was quorum. The majority voted yes.

Preview Day was very successful, and Ms. Tetreault thanked everyone. There was record attendance. Equity and Diversity Search Committee – Ms. Tetreault will chair the committee. She is hopeful to have a meeting before Easter.

Provost Search is ongoing. Airport interviews were held. 7 candidates were interviewed. 3 were invited to campus. The committee discussed the need for, at least, Academic Affairs, Staff and Student Senates to meet with the candidates. (Faculty forums are in the template for Provost search.)

6. Committee Reports

- Ms. Cullen-Brown asked the committee chairs to forward a list of the their committee's accomplishments by April 16th.
- Communication – Working on the Spring newsletter.
- Election & Membership – today is the last day for voting. Voting is high. Meet & Greet was very successful. The committee recommended Gemma Davis and Lauren Rivera to participate in the Equity & Diversity search. Ms. Tetreault will contact them with details.
- Finance – Mr. Wetherell was not in attendance to report.
- Recognition & Excellence – working on the final details of the luncheon. The group was reminded to RSVP.
- Social Events and Community Building – worked with Ms. Rupp on the Meet & Greet event. There were nearly twice as many people in attendance than RSVP'd.
- Staff Development – met Monday. Their meet the professional event will take place on May 9. The Jesuit Center has volunteered to cover expenses that go over what the

Senate has remaining in budget. Mr. Hurst put forth a motion that all remaining funds in the budget be used for the event. Ms. Schneider seconded the motion.

- Ad Hoc Ombudsman Committee – the report should be complete within the next few days. 35 schools were looked at, 28 were Jesuit, of those only 8 had Ombuds, of those only 2 served Faculty, Staff and Students. The committee welcomes feedback or questions.
- Ad Hoc Wellness Committee – meeting on April 15th at 2:30

7. Open items from the floor

- A suggestion was made that future events be held on Tuesday, Wednesday or Thursday to allow participation by those working alternate schedules ie Sunday - Thursday.
- HR is reviewing the Mission Leave policy. Ms. Tetreault is proposing that the policy be adjusted from 3 days per year to 10 days over 3 years to allow for participation in events such as chaperoning of student mission trips or trips with the Jesuit Center.
- An item raised at the Clerical Roundtable is the use of the title “Secretary” vs. “Administrative Assistant”. Ms. Tetreault informed the group that we will be undergoing a Compensation & Classification Study which is intended to: revisit the University’s compensation philosophy, procedures around that philosophy and actual pay grades. Titles will also be reviewed at this time.
- A concern was also raised by a clerical employee at the roundtable event, that they were alone in an office with an agitated parent and were concerned for their safety. Members of the Workplace Safety Committee who are also senators, will bring the item to the Committee at the next meeting to see what recommendations they have as to how to handle this situation. The group discussed panic button or use of other technology if the employee feels threatened.

Mr. Murphy put forth a motion to adjourn. Mr. Roginski seconded the motion.
The meeting was adjourned at 11:33.