

TO: Staff Senate

FROM: Catherine Schneider
Staff Senate Secretary

DATE: June 5, 2014

SUBJECT: Minutes of May 14, 2014 Meeting

Current Senators/Alternates/Liaison in attendance: Ms. Barnoski, Mr. Barrett, Ms. Bealla, Ms. Butler, Ms. Cullen-Brown, Ms. DiLeo, Mr. Fedoryk, Mr. Fiorini, Ms. Freeman, Mr. Harris, Ms. Hollingshead, Mr. Hurst, Ms. Hynosky, Ms. Lang, Mr. Murphy, Mr. Oakey, Ms. Palko, Mr. Pilger, Ms. Rozelle, Ms. Rupp, Mr. Sakowski, Ms. Schneider, Mr. Sheehan, Mr. Smoke, Ms. Tetreault, Mr. Wetherell

2014-2015 Senators/Alternates in attendance: Ms. Cook, Ms. Edwards, Mr. Hallock, Ms. Kocis, Ms. Mecadon, Mr. SanMartin, Ms. Shimsky, Ms. Tucker, Ms. Vita

Current Senators not in attendance: Ms. Cherra, Ms. Eagen, Ms. Guthrie-Kretsch, Ms. Clause, Mr. Wasalinko, Ms. Bevacqua, ,

Guests: Mr. Thomas Coleman, Mr. Brian Griguts, Ms. Donna Martin

Welcome:

- Ms. Cullen-Brown called the meeting to order at 10:05 a.m. in the PNC Bank Board Room, Brennan Hall
- Mr. Murphy offered the opening prayer in Ms. Rozelle's absence
- Ms. Schneider passed around attendance sign in sheets for Senators and Guests
- Ms. Cullen-Brown did not call for a volunteer for next meeting's opening prayer, as Mr. Wetherell will be presiding. (Mr. SanMartin has since volunteered to offer June's opening prayer)

1. Review of meeting March meeting minutes:

- Due to late distribution of the minutes, any changes to minutes will be forwarded to Ms. Schneider after Senators have had time to review. (To date no changes were received)

2. Approval of Agenda:

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

3. President's Report:

- Ms. Cullen-Brown combined her UPC & UGC reports, as both meetings focused on much of the same information.
 - There was discussion regarding the budget reduction;
 - Admissions numbers for the coming year are good at this point;
 - Middle States -Significant progress has been made regarding establishing student and institutional learning outcomes. The committees that the

Provost established are working to ensure that we have enough data by the end of this semester to be sufficient for Middle States based on their recommendations;

- Board of Trustees meeting on Friday. One of the topics they will be discussing is the article "The Perfect Storm" which addresses the changing face of higher education;

- Committee on the Status of Women – attended UGC meeting. They addressed recommendations made. With regard to name change, they are not prepared to change the name at this time. With regard to having designated Senators as members, they prefer that membership is completely voluntary;

- Anti-harassment and Non-discrimination policies – we are aware of and have been provided with an ongoing document that has been reviewed and modified based on the recommendations of the various senates and the UGC. The federal government has made several recommendations and guidelines on how institutions of higher education should be addressing issues of sexual harassment. This has changed the policies we have been working on. There will need to be a separate sexual harassment policy developed based on these recommendations and government oversight. A Title IX committee will be formed. Election and Membership will send out a call for volunteers.

- Emerging policy topics coming through UGC next year will be mandatory reporting issues, criminal background checks, space safety and fire safety issues and information security.

- Friday, May 16 is the closing mass for the 125th Anniversary of the University, which will be followed by a luau. All senators are strongly encouraged to attend.

- Fr. Quinn and the Board of Trustees have approved the cabinet communications forum request that went out through the Senate. Fr. Quinn is planning to implement it beginning in the Fall. The division Vice Presidents will present to the University community as a whole in open forums.

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

- The Perfect Storm discussion that cabinet and Board of Trustees are having, centers around affordability, willingness of families to pay, changing demographics, preparedness for college.
- Mission Leave Policy – the policy has been changed from 3 days per year to 10 days over a 3 year period. The change allows for employees to participate in longer service trips with ISP or the Jesuit Center, without having to grant frequent exceptions to the policy. Changes to the language include the addition of the Jesuit Center and that children's school trips/activities do not qualify as mission leave and procedures as to how to apply.
- Holiday Pay – the holiday pay policy has changed back to having the choice of being paid for the holiday or taking another day in lieu of the holiday. If choosing to take the holiday, the day will have to be used within the academic year. HR is working on updating the language. A separate code has been developed for tracking purposes. It is hopeful that this will be in place by June 1.

5. Guest – Edward J. Steinmetz, Jr., Senior Vice President for Finance & Administration

- Mr. Steinmetz gave a presentation the 2014-2015 budget

6. Committee Reports

- Communication – The Spring newsletter was sent out to Staff, Administrators and Faculty. The committee received very positive response from Faculty .They were pleased to receive the newsletter.
- Election & Membership – reminded Senators to check their e-mail daily.
- Finance – There is no money left in the budget.
- Recognition & Excellence – luncheon will be served after the meeting
- Social Events and Community Building – Thanks to committee. Money raised at Christmas was donated to St. Francis of Assisi Soup Kitchen and the committee served for a full day. Benefits from Meet & Greet were sent to Theresa Kurilla. A \$200 donation was sent along with well wishes for Ava’s recovery.
- Staff Development – meeting was last Monday. Very positive feedback regarding the barbeque; Employee Resource Document has been updated; the committee would like to thank the Jesuit Center for co-sponsoring barbeque and thanks to the committee for their hard work. There were 164 employees in attendance.
- Ad Hoc Ombudsman Committee – was sent out via e-mail. The committee did not make recommendation, only provided data. It is up to the incoming Senate as to whether or not to push it forward.
- Ad Hoc Wellness Committee – the committee expects to have a report complete by August.

7. Open items from the floor

- In response to the question raised last meeting regarding emergency procedures for an employee feeling threatened with a hostile student/parent in their office. The issue was raised at Safety Committee and Don Bergmann recommended that the employee call University Police and report the situation or call a co-worker into the office. He does not recommend calling the dispatch center and hanging up. University Police will try to call back and send someone out if they don’t get an answer, but that can cause a delay in getting help.

Mr. Murphy put forth a motion to adjourn. Ms. Rozelle seconded the motion.

The meeting was adjourned at 12:05 p.m. and the group moved to the Rose Room for the luncheon and awards ceremony.