

TO: Staff Senate
FROM: Pauline Palko
DATE: October 1, 2014
SUBJECT: Minutes of September 10, 2014 Meeting

In attendance: Ms. Barrett Notarianni, Ms. Palko, Ms. Rupp, Ms. Tucker, Ms. Barnoski, Mr. Barrett, Ms. Edwards, Mr. Pilger, Mr. Roginski, Mr. Sakowski, Mr. SanMartin, Ms. Shimsky, Mr. Hallock, Ms. Bevacqua, Ms. Butler, Ms. Driscoll-McNulty, Ms. Freeman, Ms. Johnson, Mr. Murphy, Mr. Oakey, Mr. Porter, Mr. Sheehan, Jr. Wetherell, Ms. Cook, Ms. Vita.

Not in attendance: Ms. Cherra, Ms. Mecadon, Ms. Klein, Ms. Kocis, Mr. Fedoryk, Mr. Davitt, Ms. Hollingshead, Mr. Knicely.

Guests: Mr. Coleman, Ms. Tetreault, Ms. Davis

Welcome:

- Mr. Wetherell called the meeting to order at 10:10 a.m. in the PNC Bank Board Room, Brennan Hall
- Mr. Sheehan offered the opening prayer
- Attendance was checked and it was agreed that there was quorum for voting purposes
- Mr. Wetherell requested a volunteer for the September meeting prayer; Ms. Barrett Notarianni came forward

Review of August meeting minutes:

Motion was made by Mr. Murphy to accept the minutes. Mr. Roginski seconded the motion.

Approval of Agenda:

A motion was made by Mr. SanMartin to accept the agenda, Ms. Butler seconded the motion

Liaison Report (Ms. Tetreault):

Middle States Update: Middle States is an accrediting body whose focus is student learning outcomes, assessments and reviews. A year ago the University of Scranton undertook a self-assessment by Middle States who found that we were deficient in Standard 14, which pertains to developing, accessing and improving student learning outcomes and using those outcomes to improve our teaching strategies and learning outcomes. Since that report the University has made major strides in improving our standing in this regard by assisting faculty to develop desired student outcomes, build them into their syllabi and courses, and then create assessment tools to monitor and improve on the outcomes. The University submitted a monitoring report to Middle States September 1st. Middle States will be on campus week of

September 15–19 to review the progress we've made on their recommendations. To address the Middle States findings, Fr. Quinn created an Office of Assessment staffed by lead faculty members who have made amazing progress working with their peers to bring the University up to standard. We expect a report on the Middle States review will be received in November. Our report to Middle States shows we are taking this seriously and making positive strides.

Fr. Quinn has begun reviewing the structure of some of the larger committees. He is currently rethinking the structure of the FMC, Financial Management Committee with an aim to include a broader representation of the campus community. Not finalized yet, but the committee's makeup is in progress. When a new committee is formed, Staff Senate will be invited to have a representative on the committee. Will update as available.

Sexual Harassment Policy: Media and Government has been focusing lots of attention on new regulations regarding Sexual Assaults on College Campuses. Covers all types of assault related to gender. Jennifer LaPorta, Director of Office of Equity and Diversity is working on a new policy for the University. Current policy (posted on the OED website and the Student Handbook) is provisional and will be updated several times over the course of the year with input from the various senates. A working group has been established to review and rewrite the current policy. Some of the language in the policy is legally necessary, but overall is easy to read and understand. The policy identifies responsibilities for certain people on campus. It's important to be aware of the significance of this policy. Try to read it. We can always invite Jennifer to come here to talk to us.

Ms. Johnson suggested that everyone read the policy and provide feedback to working group members which includes senators Mr. Oakey and Ms. Johnson, and supported the idea of Ms. LaPorta speaking to the senate regarding the policy.

Staff Salary Increase: The possibility of a Staff Salary increase is being discussed. Typically salary increases are announced in October. No guarantee that there will be one, but working on it, more information will be available at the October meeting.

Health Plan Renewal: Our health plans cost the University more than \$10 million annually. Currently, we are analyzing costs of the past year and getting our risk insurance in place before setting rates for the annual enrolment period (fall).

Administrator Forum: Ed Steinmetz is happy to be a presenter. Still coordinating details.

HR Notes: Retirees do have access to certain facilities on campus, looking for some way to identify how to access; working with IT to make it possible. Mr. Wetherell asked that in the next update of the staff handbook, that the process/procedures for acquiring a working Retiree ID be included. Ms. Tetreault agreed.

For Your Benefit Sessions: Posted September 9th and announcement sent via email

- Tuition Remission for parents of kids coming up to college age or for yourself

- PACT for Parents on how to start the conversation with your children about having healthy relationships
- Senior Medicare Benefits- once you leave the University you're on your own as far as finding medical coverage. The time to review your options and make a plan is long before you actually retire, not just weeks before your last day of employment. Feel free to bring family or friends who may be nearing retirement age.

Essential Personal Carry Over of Personal Time: In response to the request made from essential personal to carry over personal time rather than have it roll over to sick time, Ms. Tetreault said she will continue to work on allowing two personal days to carry over.

Jack O'Malley is once again bringing his Positive Coaching Alliance to students, staff, and faculty in order to train coaches and parents how to create positive sports team environments. Bring parents of young athletes. Sometime in October.

President's Report:

Presidential Forums —Communications Committee willing to help promote the forums once the details are set. Let Ms. Driscoll McNulty or Mr. Murphy know what you'd like to share with the broader community.

Caitlyn Hollingshead Announcement: Caitlyn welcomed her second son, Bryce Hollingshead August 15th.

Ad-hoc Wellness Committee Report: Expects to be completed for the October meeting.

Committee Reports:

Election and Membership (Ms. Rupp): Several staff members forwarded their statements of interest in response to Dr. McShea's request for staff members to serve on the Search Committee for the Executive Director of Campus Ministries. Dr. McShea chose Mr. Sheehan (senator) and Ms. Elizabeth Ali (Residence Life staff) to serve on the search committee.

Staff Senate pre-election Meet & Greet scheduled for Wednesday, April 1, 2015, 11:30am-1:30pm, DeNaples Ballroom

Joe Casabona has taken on a new role and is no longer classified as staff, so he is ineligible to continue participation as senator. Ms. Cook (alternate) had the next highest votes, so she has agreed to move up to senator to fill the vacancy. Mr. Jordan Knicely had the next highest votes to be an alternate and he has accepted the vacant alternate slot.

Staff Development (Mr. Porter): Working on creating a series of modules for professional staff development, moving forward on the New Hire Buddy Program to help new employees transition into the University, and bringing back the Lunch & Learn Sessions.

Communication (Ms. McNulty): Ms. McNulty replacing Mr. Casabona as co-chair with Mr. Murphy; will help promote Presidential Forums once they are set; creating and distributing a newsletter each semester, requests information from committee chairs to populate the newsletter; send information to Ms. Rupp by October 6th. Send any information of staff interest as well. Mr. Wetherell asked committee chairs to take this seriously, since we are not requiring formal committee reports, chairs should put some thought and effort into providing information on their committees for these newsletters. Ms. McNulty also asked for volunteers with newsletter or design experience for creative support. Send committee roster updates to Ms. Rupp. Let Ms. Rupp know if you see any errors on the Staff Senate webpage.

Focus of the year will be on establishing a social media presence to promote Staff Senate on Facebook, Twitter, and Instagram accounts. Looking for social media savvy people to help out with this endeavor because accounts will need to be updated frequently. Ask anyone interested to send a note to us; Ms. Johnson volunteered.

Mr. Murphy noted that the information that Ms. Tetreault provided would be important for all staff to receive so asked that she send her report to the committee so they can include it in the Newsletter. Newsletter will be sent electronically to all staff and faculty in the fall and in the spring.

Social Events and Community (Ms. Freeman): Christmas Luncheon scheduled for December 16, with a snow date of December 17; the committee has decided that instead of collecting toys, they will collect coats, hats, gloves, scarves, fleece items, hoodies, and blankets and throws to be distributed at the Community Christmas Breakfast if one is held. Any leftover clothing items will be distributed through the Center for Service & Social Justice. If no Christmas Breakfast is held, the Center for Service and Social Justice will still handle distribution of collected garments.

Once again the committee is requesting that each committee donate a themed gift basket for the raffle.

The Center for Service & Social Justice reports there is a desperate need for socks! To help alleviate this need, the committee will undertake a sock drive in November or December with donations being distributed appropriately by Center for Service & Social Justice.

Recognition and Excellence (Ms. Barrett Notarianni): Co-chairs met with Jamie Hayes and Mr. Wetherell and will be taking over the Sursum Corda and Staff Spirit Award nominations and processes.

Ms. Davis (guest) asked if Staff Spirit Award nomination notices are sent to faculty as well as staff stating that because they work closely with some staff members they would best be able to nominate them. Mr. Wetherell noted that Rebecca Mikesell (Faculty Senate president) received the note to nominate and intended to send to faculty so they could nominate staff members as well. Awardee names sent to individual's VP's, Dean and Department Chair.

Items for Discussion —

Retiree Privileges: See notes above

Personal Days Rollover: See notes above

Ad Hoc Committee: Mr. Murphy distributed a note to clarify the committee's name, motion, and charge followed by a sign-up sheet for interested senators to sign up for the committee to "generate a report that investigates how other Universities are preparing for present and future financial challenges. And during the process look for plans or actions that may be advantageous to the University of Scranton."

Ombudsman Report: Ms. Palko read the recommendations from the report, and read the Staff Senate Recommendation for handling the report completed May 2014.

Ms. Davis asked for clarification on the ad-hoc committee's and senate's recommendations regarding the hiring of an ombudsperson. Mr. Wetherell confirmed that the ad-hoc committee did not recommend hiring an ombudsperson, and the position of the Senate is the same.

Ms. Davis admitted that she had not read the report, but disagreed with the Senate's position.

Ms. Palko moved to accept the recommendation that "The Role of an Ombuds within a College Community and the Management of Ombuds Functions at The University of Scranton May 2014" be forwarded to the UGC for further discussion and review.

Ms. Butler asked to delete the introductory clause to recommendation 1, add the word "report" after the report title, and add the word "currently" to final sentence.

Mr. Murphy raised the motion to vote on accepting the wording with those changes, motion seconded by Ms. Butler and Mr. Oakey.

Mr. Wetherell confirmed a quorum. Vote passed with 18 Yeas (of 25 voting senators).

Mr. Barrett offered that many personnel changes have been made since this original issue was raised at staff senate, and hoped that this report will clarify and give direction to those seeking confidentiality, and hopes the UGC clarifies the reporting structure of complaints. Mr. Barrett expressed interest in seeing what comes back from the UGC and what the UGC recommends.

Mr. Wetherell stated that one of the reasons the report would be going to the UGC is because it deals in part with adjunct faculty concerns that the Staff Senate doesn't deal with; Student Senate, Faculty Senate, and Staff Senate will discuss at UGC meetings to see if there are any new thoughts relative to the issues and then send it to the President's Cabinet with recommendation. One level down the Staff Senate's recommendation is that a new position NOT be created, however further discussions at a different level could change that, but the main thing being, that the climate study, a university study of the climate study, and then our

study that commented on all of the above was used to make our recommendations, to illuminate the topic one more time for the administrators.

Mr. Barrett pointed out that he had originally brought this topic to the senate and that he now feels progress has been made since, citing a lot more openness and willingness now to take grievances to offices that can help. The situation has gotten a lot more comfortable in recent years, a positive direction and a wonderful report.

Mr. Sakowski brought to light that this report was written before OED was made part of HR, and that people are still looking for somewhere else to go that is apart from HR. OED as part of HR negates the idea that OED was a "safe place" to go to air grievances.

Ms. Tetreault explained that OED is *not* part of HR. OED reports to HR, but the investigations and the work of Ms. LaPorta and her office does not normally cross over into HR. The offices intentionally keep the functions of HR and OED separate, but structurally it made sense to have someone knowledgeable of employment laws and practices oversee the OED especially respective to hiring people with disabilities. Ms. Tetreault stated that she would not even know if an employee came to Ms. LaPorta to discuss an issue, emphasized that confidentiality is key, and assured the Senate that employee conversations with Ms. LaPorta are not reported to or discussed with Ms. Tetreault or her staff.

Mr. Sakowski stated that he brought his statements up because employees he spoke to regarding this issue were especially wary of going to OED since the new reporting structure connects OED directly to HR.

Mr. Wetherell stated that due to time constraints the Senate would break into constituent groups to plan the fall roundtables, but would make time at a Senate meeting prior to discussions at UGC to revisit the topic.

Mr. SanMartin announced that due to personal and professional constraints he was stepping down from the Senate. Election and Membership Committee will review vote tallies and reach out to next highest vote getter to fill vacancy.

Constituent groups broke to hold roundtable planning sessions.

Meeting adjourned by Mr. Wetherell at 11:35.