

TO: Staff Senate
FROM: Pauline Palko
DATE: January 8, 2015
SUBJECT: Minutes of the December 10, 2014 Meeting

In attendance: Ms. Barrett Notarianni, Ms. Rupp, Ms. Tucker, Ms. Klien, Ms. Kocis, Ms. Barnoski, Mr. Barrett, Ms. Edwards, Mr. Pilger, Mr. Roginski, Mr. Griguts, Mr. Sakowski, Ms. Shimsky, Mr. Hallock, Jr. Knicely, Ms. Freeman, Ms. Johnson, Mr. Murphy, Mr. Oakey, Mr. Sheehan, Mr. Wetherell, Ms. Vita.

Not in attendance: Ms. Butler, Ms. Cherra, Ms. Mecadon, Ms. Palko, Mr. Fedoryk, Mr. Davitt, Ms. Bevacqua, Ms. Cook, Ms. Driscoll McNulty, Ms. Hollingshead, Mr. Porter.

Guests: Mr. Coleman, Ms. Tetreault, Ms. Jennifer LaPorta (speaker).

Welcome:

- Mr. Wetherell called the meeting to order at 10:05 am, in the PNC Bank Board Room, Brennan Hall. Ms. Vita offered the opening prayer; Ms. Notarianni volunteered to offer the prayer at the January meeting.
- Attendance was checked, quorum met for voting purposes.

Review of November meeting minutes:

Minutes approved.

Approval of Agenda:

Agenda approved

Liaison Report (Ms. Tetreault):

Ms. Tetreault provided a heads up on a new compliance requirement, Pennsylvania Act 153 that may require the University to conduct FBI/Police checks of all new and existing employees. She will have more details to share in January.

Speaker Ms. Jennifer LaPorta, Executive Director of Equity and Diversity

Ms. LaPorta presented a briefing on the reporting requirements of Title IX of the Education Amendment of 1972. She explained the special “Civil Rights” type process that we must use to adjudicate an offense, address the effects on victims, and prevent subsequent recurrences. She defined the duties of *Title IX coordinator*, *Responsible Persons*, and *Not Responsible Persons*. Ms. LaPorta ended by answering questions that clarified several issues.

Presidents Report:

Sursum Corda — The Recognition Committee has asked for Sursum Corda nominations. Nominations don't have to be a tremendous administrative burden and they can serve to reinforce the value of a candidate being considered by a VP.

Transparency — Mr. Wetherell stated that he has attended two Strategic Planning meetings and two Strategic Budget meetings as well as a University Trustees meeting, and he believes the transparency and ability to make suggestions is very healthy for the University.

Carryover of Personal Days — Mr. Wetherell asked Ms. Shimsky to brief the Senate on proposed wording for the carryover of personal days from one calendar year to the next.

“Full-time staff employees accrue one day per month up to two days (14 or 16 hours) to be used for personal business. Such time should be scheduled with supervisory approval. Supervisors reserve the right to approve or disapprove requests for personal time based on department needs. Up to two days (14 or 16 hours) of unused personal time may be carried over as personal time from one year to the next without University approval. Available personal time, above two days (14 or 16 hours), will be automatically converted to sick time.

The smallest increment of personal time that can be taken is 15 minutes.

Overruns on personal time will be deducted from vacation time. Personal time may not be used to extend employment upon termination. Unused personal days will not be paid out upon separation from employment for any reason.”

A motion was made, second, and passed: A motion to forward the Carryover of Personal Days Policy to Human Resources to present it to the President's Cabinet for review.

Special Donation — Ms. Tucker had if the Senate could help the family that lost their home in the Dunmore fire. Discussion followed allowing the Social Events and Community Building Committee to allocate funds from the agency account for this type of cause. Another family in West Scranton also lost their home due to a fire. It was agreed the Community Building and Social Events Committee would figure out the details of distributing funds collected during the Christmas Lunch.

Committee Reports

Election & Membership – Ms. Rupp had no updates. Wetherell thanked the committee for fast, proficient work in filling requests for committee members.

Staff Development — Ms. Vita stated that the committee had scheduled a meeting for December 11, 2014.

Communications —Mr. Murphy reminded us of the Vice Presidential Forum that is scheduled for February 26, 2015 and asked if the Social Events Committee would help by managing RSVPs and Catering. Ms. Freeman agreed to do so.

Social Events — Ms. Freeman stated that we have over 900 pairs of socks and have exceeded the mission for the sock drive. She also mentioned that her committee will meet to decide how to use the money taken into the accounting fund. She reminded us to RSVP for the Christmas Luncheon and to have a list of contents on the basket.

Recognition and Excellence — Ms. Notarianni reminded us that Spirit Award nominations are due on December 22, as are Sursum Corda nominations.

Items from the Floor:

Mr. Barrett asked what the next step would be for the Wellness Report. Mr Wetherell responded that we would send the report out to senators again prior to the next meeting so the Senate can discuss the recommendations page with the view of forwarding it to UGC for consideration of developing a University policy.

Motion to Adjourn:

Meeting Adjourned at 11:20am.