

TO: Staff Senate  
FROM: Pauline Palko  
DATE: April 29, 2015  
SUBJECT: Minutes of the April 8, 2015 Meeting

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In attendance: Ms. Cherra, Ms. Mecadon, Ms. Palko, Ms. Rupp, Ms. Tucker, Ms. Edwards, Mr. Fedoryk, Mr. Pilger, Mr. Roginski, Mr. Sakowski, Ms. Shimsky, Mr. Hallock, Jr. Knicely, Ms. Bevacqua, Ms. Butler, Ms. Driscoll McNulty, Ms. Freeman, Ms. Johnson, Mr. Oakey, Mr. Wetherell, Ms. Vita, Kristi Klien.

Not in attendance: Ms. Barrett Notarianni, Ms. Kocis, Ms. Cook, Mr. Davitt, Ms. Hollingshead, Ms. Grissinger.

Guests: Mr. Cardamone, Mr. Coleman, Ms. Wormuth.

**Welcome:**

- Mr. Wetherell called the meeting to order at 10:07 am, in the PNC Bank Board Room, Brennan Hall. Ms. Butler offered the opening prayer; Mr. Sheehan volunteered to offer the prayer at the May meeting.
- Attendance was checked, quorum met for voting purposes.

**Review of March meeting minutes:**

Minutes approved.

**Approval of Agenda:**

Agenda approved.

**Liaison Report:**

Mr. Wetherell presented updates in Ms. Tetreault's absence.

Hildebrandt Learning Center representatives will be visiting campus to come up with a final plan for the planned repurpose project at the former Madison Junior High School in the Hill Section of Scranton which will include a Hildebrandt daycare and learning center on the ground floor and graduate student housing on the upper floors. The Learning Center and student housing is projected to open August 2015.

Mr. Wetherell asked senators to read the Staff Handbook and provide comments and suggestions. Mr. Wetherell asked for volunteers to serve on a handbook working group for June 2015. Ms. Bevacqua volunteered.

**Presidents Report:**

Board of Trustees convened an abbreviated meeting regarding the budget and strategic plan (regularly scheduled BOT meetings were cancelled due to inclement weather).

The budget for 2015-2016 was approved with no involuntary layoffs. Budget is available on the finance website. Mr. Murphy was a member of that committee.

Mr. Wetherell expressed his wish that Staff Senate representation on the budget committee remain permanent.

UGC is now chaired by the Provost, Dr. Boomgaarden. Mr. Wetherell and executive committee officers attended the first meeting of the academic year. Our Ombudsman report was forwarded to the UGC and the executive committee looks forward to discussing it at the next UGC meeting.

Mr. Wetherell thanked those who met with Clay Nottlemann (HR) for feedback on the employee appraisal process, particularly in responding to Mr. Nottlemann's question as to what kind of feedback employees are looking for from their supervisors during those meetings.

MTTP Roundtable is scheduled for April 22, 2-4pm, BRN 228.

### **Committee Reports**

Finance Committee — Ms. Hollingshead was not in attendance; Mr. Wetherell noted the senate is on track with finances of where we want to be; no worries for the Maintenance/Home Improvement BBQ or the end of the year luncheon, both in May.

Election & Membership – Ms. Rupp noted that voting numbers were good for all constituencies and that voting would end at midnight on day of meeting.

Communications — Ms. Driscoll McNulty will include the election results in the Spring Newsletter and is working to time release of newsletter with May meeting.

Social Events & Community—Over 200 attended the Meet & Greet luncheon; received \$100 in donations from Senators to purchase items for the raffle basket; raised \$565 from the basket raffle and 50/50; \$400 donated to NEPA Match; senators and staff donated 81 jars of pasta sauce and 171 boxes of pasta to St. Francis Commons Pantry.

Christmas luncheon is Tuesday, December 15, 2015. Mark your calendars.

Mr. Wetherell thanked Ms. Freeman and her committee for their outstanding work planning these events this year.

Ms. Freeman thanked her committee for their efforts and working together so well this year.

Recognition and Excellence — Ms. Mecadon - The Spirit Award winner for April is Mary Ann Maslar, assistant to CAS Dean, Brian Conniff. Nominations for May are due April 26th.

Decision made to not print Spirit Awards nomination cards since most are entered through email.

Staff Development — Ms. Bevacqua and Mr. Oakey met with Mr. Nottlemann on their proposed voluntary program for pairing experienced staff with new hires in the same positions to introduce them to campus and be a resource for them as they acclimate to the university and their new position. Mr. Nottlemann provided feedback and the committee met and sent more questions back to Mr. Nottlemann; will continue to move forward on this program. Mr. Wetherell cautioned that for the program to work the committee would need to have enough volunteers to sustain the program. He suggested they start with senators and move forward. Senate will discuss the program again.

Jason Oakey reported that they have confirmed May 7<sup>th</sup> at the John Joyce Maintenance Building for the Home Improvement Barbecue; University Police will donate funds to purchase small flashlights for guests and Mark Murphy will again provide seedlings for guests.

#### **Items from the Floor:**

Mr. Wetherell received an e-mail from Julie Schumacher-Cohen regarding the State of Scranton Seminar Series. One will be held April 30, 2015, 11:30am-1pm, DeNaples 407A, and the speaker is Henry J. Amoroso, consultant to the City of Scranton. Julie Cohen and Pat Vaccaro are on the State of Scranton Committee and are inviting senators and staff. Mr. Wetherell raised the question of including all staff or just senators in the invitation.

Mr. Sheehan opined that the more who attend the better.

Mr. Sakowski asked why the senate should be responsible for sending out the invitation.

Ms. Klien stated the committee is hoping for the senate's endorsement of the event.

Ms. Johnson said the work is impactful and empowers staff and students as part of the Scranton community to be invited and attend.

Communications Committee agreed to send out the invitation to staff.

Ms. Johnson passed out flyers and announced a Title IX/Status of Women sponsored event taking place April 15<sup>th</sup>, 3-4:30pm, Brennan 509. Jennifer LaPorta, Director of Office of Equity and Diversity will talk about the legislative changes to Title IX and the necessary changes to our own policies regarding harassment, assault, sexual misconduct and assault. Ms. LaPorta is also looking for feedback on these policies from the community.

Ms. Shimsky asked Mr. Wetherell if he had an answer from HR regarding the policy of not receiving overtime if you take a vacation or sick day during the same week, but work

beyond your regularly scheduled shift. Mr. Wetherell said he would speak to HR to confirm policy.

Mr. Sakowski offered that was a big topic at the last roundtable and the MTTP senators had discussed asking a representative from HR to attend the MTTP roundtable to answer these types of questions.

Clay attended professional roundtable and reported back to Ms. Tetreault that he was very happy in being there and commented on the professionalism of the meeting.

Ms. Butler informed the senate that the Pro Deo committee had found a local company who could match the plaques from previous years and the Pro Deo wall in the library had been brought up to date with new plaques. She assured the senate that there is sufficient room to expand as necessary, and the company can provide plaques into the future.

Ms. Tucker brought up topics discussed at the Clerical Roundtable:

- Because of the holiday time cards have to be turned in early, then we had a snow day on the day that many people had scheduled to take personal or vacation time. Everybody got the day off but those people were charged for the vacation or personal time they had scheduled.
- Mr. Wetherell will ask Ms. Tetreault to explain the policy at next meeting.
- Discontent with so many policies saying Supervisor Discretion because policies are not equitably applied. Creates bad feelings in departments and between departments because of the inequity.
- Time cards still being used by non-exempt staff, an outdated system.
- Unions were discussed due to inequity in Faculty benefits compared to Staff benefits, particularly that Faculty's children receive tuition remission for graduate school but children of staff do not.

Mr. Murphy confirmed that roundtable minutes should be posted to the Staff Senate website.

Ms. Butler commented that electronic time cards were time sensitive too and only open for entry at certain times, cannot amend easily.

Mr. Murphy commented that Human Resources has recently contacted him to ask the Senate to comment on the handbook, a great opportunity to work toward resolving these issues. That wasn't happening a few years ago. Some policies need flexibility but others should be more black and white.

Mr. Sheehan mentioned the bereavement policy being so rigidly defined regardless of attachment.

Mr. Wetherell reminded senators that the tuition remission policy differences have vastly narrowed from where they used to be.

Mr. Wetherell instructed the Clerical constituency to review the notes from the roundtable and recommend items to Mr. Wetherell for the senate to discuss or that the committee can answer easily.

MTTP constituency will meet immediately after adjournment for the upcoming roundtable.

Next meeting is the luncheon. We will meet at 10:30am, break at 11:30 for awards luncheon.

**Motion to Adjourn:**

Raised by Ms. Bevacqua, Seconded by Ms. Rupp, Meeting Adjourned at 11:00am.