

To: Staff Senate  
From: Cindy Tokash  
Date: November 10, 2016  
Subject: Minutes of the November 9, 2016 Senate Meeting

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In attendance: Kristi Klien, Sheila Strickland, Lucy Grissinger, Lori Flynn, Stephanie Adamec, Sue Shimsky, Ann Barnoski, Tamara Bautista, Cindy Tokash, Kevin Roginski, Janice Mecadon, Ryan Puksta, Stephen Hallock, Julie Brackeva-Phillips, Mary Ellen Pichiarello, Bernie Krzan, Gerry Loveless, Caitlyn Hollingshead, Gina Butler, Kelly Cook, Amy Driscoll McNulty

Not in attendance: Melissa Bevacqua, Tom Kern, Mary D. Sheils, Lisa Bealla, Kelli Cali, Gene Kohut, William Pilger, Chris Carter, Michael Rorick

**Welcome:**

Mr. Murphy called the meeting to order at 10:04am, in the PNC Bank Board Room, Brennan Hall. Bryn Schofield offered the opening prayer. Gina Butler will offer the prayer at the December meeting.

Attendance was checked, quorum met for voting purposes.

**Review of October meeting minutes:**

Minutes approved with no changes.

**Approval of Agenda:**

Agenda approved with no changes.

**Secretary Election:** Mr. Murphy nominated Cindy Tokash for the open position of Staff Senate Secretary, no nominations were made from the floor. Motion was made by Mr. Murphy to elect Cindy Tokash.

The motion passed.

**Guest:** Mr. James Caffrey, Associate VP Facilities Operations was introduced and welcomed to the University of Scranton by Mr. Murphy. Mr. Murphy thanked him for attending our Staff Senate meeting.

Mr. Caffrey stated he is a local northeast PA resident and happy to be here at the University of Scranton. He has been here 3 weeks and adjusting to his position.

**Liaison Report:** Patti Tetreault was in touch with Mr. Murphy. Her notes were read by Amy Driscoll McNulty

1. Benefits Open Enrollment. Employees wishing to change their health plan election or enroll in a Flexible Spending Account need to complete appropriate forms and submit to HR by December 2nd. There was concern that all facilities staff did not have access to printers in their areas if they needed to print forms. Please note that Megan sent a note to the zone supervisors to assist staff if needed. Also, we have a kiosk in HR if anyone needs to access the computer, but we also have paper packets and copies of the forms available in HR, so there should be no worry about being able to get the open enrollment information.

Beth is hosting several information sessions. Here is the schedule:

Wednesday, November 9, 2016 TDC 405, 1:30 p.m. and 3:30 p.m. Thursday, November 10, 2016 TDC 405, 9:30 a.m. and 11:30 a.m.

The Office of Human Resources has designated additional time to assist with questions and form completion. No appointment is necessary.

Monday, November 14, 2016 10:00 a.m. to 4:00 p.m. at the Office of Human Resources and Tuesday, November 15, 2016 10:00 a.m. to 4:00 p.m. at the Office of Human Resources.

2. Just an HR FYI, Clay has left his HR position at the University. I have posted for an HR Manager and hope to interview and make a selection prior to Christmas break with the goal of having the position filled early in the new year.

3. New overtime regulations effective December 1st. I plan to meet with the impacted staff members within the next two weeks to in-service them on completing the timecard, etc.

4. Jim Caffrey has started as our new Associate VP for Facilities and I look forward to working with him.

5. Finance is beginning to build the 17-18 fiscal budget. Ed Steinmetz presented updated financials to Cabinet. If the senate is interested, I encourage you to invite him to speak again this year as his presentation is very informative.

6. I would like to thank the senate and the communications committee for their work on the symposium. I received very positive feedback for the senate from a number of administrators. Great job.

#### **President's Report:**

Mr. Murphy thanked Julie Brackeva-Phillips, Amy Driscoll McNulty and all those involved with the Communication Symposium. Over 100 people RSVP'd for the event. Julie sent out a survey to all who attended in an effort to improve the event in the future. Pete Sakowski videotaped the event for anyone who missed it.

Mr. Murphy thanked Darla Germeroth & all those involved for the lunch & learn presentation.

Mr. Murphy is the Staff Senate representative for the Comprehensive Resource Review Steering Committee and Amy Driscoll McNulty is the Staff Senate representative for the Budget Advisory Council.

Jennifer Laporta presented on title IX at the UGC meeting with respect to transgender students and how we are making changes to have a safe and nondiscriminatory environment.

Kristi Klien is the Staff Senate representative for the for the Commencement Speaker/Honorary Degree Committee. The initial Library Dean search had failed and the search committee will be forming again. It was requested that Eugene Grigorescu continue to be the staff representative on the committee. Eugene will continue to be the representative.

#### **Motion was made by Bryn Schofield and seconded by Kevin Roginski:**

The Staff Senate will move to take from the table the original resolution presented by the Student Senate President Christopher Kilner (Student Resolution SR-052).

The motion passed.

**Motion was made by Gina Butler and seconded by Kevin Roginski:**

The Staff Senate moves to consider the original resolution presented by the Student Senate at the May 11, 2016 Staff Senate Meeting. The resolution pertaining to “Indigenous Peoples Day” was discussed and tabled for a future meeting/discussion. Since this time the matter has been removed from the table twice at Senate meetings for discussion and tabled again. To this end, in the essence of collegiality, governance, time, discussions and planning, the Staff Senate supports the need to advance this matter and clear it from the agenda. Therefore, the Staff Senate moves to vote on supporting the Student Senate Resolution SR-052 “The Indigenous Peoples Day” as it is written. It reads:

“...Resolved, the Student Senate recommends that the University cease to recognize Columbus Day, officially and unofficially, and officially recognize the second Monday of October as Indigenous Peoples Day. Resolved, the Student Senate recommends that the University promote this change in an educational manner and support the celebration of Indigenous Peoples Day through the University’s Cross Cultural Centers.”

The motion did not pass.

**Motion was made by Gina Butler and seconded by Bryn Schofield:**

With regard to the Student Senate’s Resolution (SR-052) “Indigenous Peoples Day,” the Staff Senate does not support the Resolution as written. Staff Senate supports progressive and educational measures, as well as, social justice issues. The Staff Senate would reconsider an amended resolution from the Student Senate should they wish to write one.

The motion passed.

The UGC asked to have Staff Senate approved minutes posted on their website, Amy Driscoll McNulty has posted them.

Mr. Murphy thanked Tamara Bautista for her continued work with the Staff Spirit Award.

Julie Brackeva-Phillips asked to promote the State of Scranton Seminar, November 15<sup>th</sup> @11:30 in the McIlheny ballroom.

**Committee Reports:**

The Communications Committee is working on the newsletter and asked for senators to email topics to be included to Julie Brackeva-Phillips.

- Julie Brackeva-Phillips asked for recommendations of speakers for the Spring Communication Symposium and stated the Spring Symposium is more academic in nature. Mr. Murphy suggested Joe Dreisbach, Interim Provost.

Finance had nothing new to report, just a reminder from Amy Driscoll McNulty to the constituent groups of their \$200 budget and to keep budget in mind for the roundtable meetings.

Social Events & Community Building asked each committee to donate a basket for the Staff Senate Christmas Luncheon. The proceeds from the luncheon will be donated to Bethel AME Homeless Shelter. The committee is collecting new socks, hats, scarves and gloves, and gently worn sweatshirts, winter boots, shoes/sneakers for the Center for Service and Social Justice to distribute at the Community Day Breakfast held on Christmas morning. Mr. Murphy suggested a social media collection similar to a

GoFundMe. Kristi Klien believes that would have to be approved by HR. The items being collected will be posted on Bboard and Campus Announcements and emails will go out. The food has been ordered, ARA kept the price the same as last year and the work order for the event was put in.

The Staff Development Committee is working with CHEW and HR on a December 15<sup>th</sup> Learn to Stress Less event. Bryn Schofield stated a representative from Highmark will be present to talk about how to reduce stress.

- The committee is working on a Lunch and Learn for next semester.
- The committee is working on the Employee Resource document.
- The Jesuit Center took care of the catering bill for the Home Improvement Barbecue in the past, it isn't confirmed whether they will cover it for the upcoming barbecue.

The Staff Recognition & Excellence Awards Committee picked Charles LeStrange as the Staff Spirit Award Winner for November.

By-Laws, Gina Butler stated there is a change in the Department of Labor Classification for university nonexempt employees. The impact will cause a good number of employees to become part of the professional/para-professional group. This shift in employees from one group to another may impact the make-up of senate representation from employee groups. The Executive Committee will be going over this to make sure our Senators are correctly aligned and that our employee groups are proportionately represented.

**Previous Business:**

HR is still looking at the Vacation Policy for 9, 10, & 11 month employees because of the concern on amounts for long term employees.

There is no action on the Graduate tuition parity with faculty plan.

**New Business:**

Mr. Murphy commented on the topic of donating benefit time to other staff members that may need it due to extenuating circumstances. There has been no action on this item. However, HR a few months ago said they would welcome any information we can supply them on this topic.

Mr. Murphy plans to discuss the paper time card topic at the Executive Board meeting and possibly set up an ad hoc committee to review the options.

Bryn Schofield stated she has binders for committee chairs to keep information regarding committee business that will then be passed to new committee chairs to make a smoother transition.

Julie Brackeva-Phillips suggested the Senate invite Susan Bowen, the new Chief Information Officer to a Senate Meeting. Mr. Murphy said he will invite her to the December meeting.

**Motion was made by Mary Ellen Pichiarello and seconded by Kevin Roginski to adjourn the meeting @11:05am.**