

TO: Staff Senate  
FROM: Pauline Palko  
DATE: May 5, 2016  
SUBJECT: Minutes of April 13, 2016

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In attendance: Ms. Barrett Notarianni, Ms. Klien, Ms. Mecadon, Ms. Palko, Ms. Tucker, Ms. Cali, Ms. Tokash, Ms. Barnoski, Mr. Barrett, Ms. Edwards, Mr. Hallock, Mr. Roginski, Mr. Sakowski, Ms. Shimsky, Ms. Thomas, Ms. Bevacqua, Ms. Butler, Ms. Densvich Sheils, Ms. Driscoll McNulty, Ms. Grissinger, Ms. Hollingshead, Ms. Johnson, Mr. Krzan, Mr. Murphy, Ms. Strickland, Mr. Wetherell.

Ms. Tetreault, Liaison

Not in attendance: Ms. Schofield, Mr. Griguts, Mr. Wasilinko, Ms. Cook, Mr. Pilger, Ms. Kovalcin, Mr. Sheehan.

**Guests:** Katherine Yerkes, Dr. Patricia Harrington, Dr. Joseph Dreisbach, Dr. Anitra McShea, Dean Mensah, Pat Donohue, Kyle Thomas, Nicholas Corcune Jr., Thomas Coleman, Dale Martin.

**Welcome:**

- Mr. Wetherell called the meeting to order at 10:07 am, in the PNC Bank Board Room, Brennan Hall. Mr. Roginski offered the opening prayer. Ms. Cali will offer the prayer for the February 10 meeting.
- Attendance was checked, quorum met for voting purposes.

**Review of November meeting minutes:**

Minutes approved with no changes.

**Approval of Agenda:**

Agenda approved with no changes.

**Strategic Plan Update**

Dr. Harrington opened the update by thanking everyone for all that they do to give The University the fine reputation that brings the students here. She shared that senior nursing students most often note that it was the sense of community and the caring people that work here, that brought them to The University. They felt they belonged here from their very first visit.

The Strategic plan is the process by which we look at what we do, and do well, and make it better. To put the aspects of the plan into meaningful context, the goal of the plan is to improve what we do, and implement what is important to students and

parents. In each area we are not starting from scratch, we are looking at what we do well and what is needed for our students. What students are looking for changes over time. The University has to change so that we can keep bringing students here and providing the best learning environment for our students.

As we all know the Strategic Plan has three main themes, Engaged, Integrated, and Global. The main theme of Engaged is service; providing opportunity for students to serve and be with others locally in our own community and in communities around the world. The main theme of Integrated is internships and career preparation and is very important to students and their parents. Various departments and the Career Development Center are working together to pull the ideas together to offer one message and attractive internships across majors. The theme of Global is providing opportunities for our students to have experiences on and off campus, service trips, study abroad, etc. Staff often goes on service trips and that is wonderful! The students know staff and feel comfortable with staff. They appreciate having someone they are familiar with along to share those experiences with them. The University appreciates staff involvement with our students. It's one of the many ways staff contribute to making The University a great place for our students.

Kate Yerkes added that this plan is unique among other plans and colleges because the focus is on the student learning experience and offers opportunities for everyone to contribute in meaningful ways. Other plans in our past contained many diverse aspects. This plan is intentionally focused on the student learning process. The development of the plan was shepherded through the UPC, one of the longest standing committees on campus, a committee on which all senates have a seat. The role of the committee is coordinating the planning activity, ensuring that all representative groups are involved, and that each of the senates has a seat on the committee. The committee members spent a lot of time doing research and making proposals on which direction the plan should go. That process ended May 2015 when the plan was approved. This past year was the initial idea and planning stage.

Dr. Anita McShea chaired the Engaged subcommittee, Dr. Mensah the Integrated, and Dr. Joe Dreisbach the Global. Each VP is charged with leading their division and departments through a planning process that is similar. The idea is that the plan should be used as the lens through which divisional and departmental goals are set and resources are used. Each individual should know what the plan means for them on a day-to-day basis, how their contributions support the plan, and inform personnel and departmental goals. We are seeing the results of the plan as we move toward the annual report process. The annual report process sets goals for each department and division for the next year and looks ahead 2-3 years. This process also informs budget requests going forward. The process of the Annual Report monitors the use of resources and shows the results of implanting the plan. Not every aspect of the plan is easily measured or evaluated, especially those relative to student transformation or student experience. Conversations will continue on how to capture the softer side of the

student experience, the areas that don't have a number or quantity attached to them. Everyone has a role to play; if you are unsure of your role ask your supervisor or your VP.

Pat Donahue, (sitting in place of Ed Steinmetz) offered that Ed is on the agenda for the May senate meeting and will present a more complete report of the Comprehensive Resource Review (CRR) process, a compliment to this initiative, and The University's way of reviewing the financial health of the institution and making efforts to solidify our future. Our goal is 8-13 million dollars and we've already got up to 4.2 million dollars of savings which has really helped to balance this year's operating budget. Work of this nature is to open funding for some of these key initiatives in the strategic plan.

Expressing concerns that projects would take off and then be dropped for lack of funding, Mr. Wetherell asked if any item(s) has been approved for the next year and if it has, is the funding for it earmarked in the next budget year to be able to accomplish it? Mr. Donahue answered that there is \$200,000 as a placeholder for strategic funding. Right now there is nothing in the budget except that \$200,000 placeholder, but he was not aware of any immediate initiatives that require up-front funding. Ms. Yerkes added that it is a little bit too soon to answer the question as a lot of the process is still playing out and plans are still being fully developed. Mr. Donahue was referring to more institutional level projects. Divisional budgets will handle some of the initiatives in their own areas. There has been really keen attention paid across all fronts to use existing resources and structures where possible by reviewing and realigning priorities. Dr. McShea added that the priority is to use and leverage existing resources to support the plan without adding additional cost to The University. Dr. Dreisbach also shared that the Global committee selected three objectives and identified them as lower cost, and have moved them into the first-year plan. The first, which costs nothing, is to establish a standing committee which is going to look at how students are engaged in global learning. Working to develop a functional set of key student-exchange programs that cost a little bit of money but is affordable within our budget, and finally, developing an exciting new program in Bolivia. Also looking into other partners and the idea of providing an ESL course for our students who are coming to us through the foreign exchange program, and degree programs. To provide that at little to no cost, we're researching the possibility of contracting with an ESL provider, who would lease space from The University to provide English language instruction to potential international University students. Not only wouldn't it cost anything, it would generate revenue for us. Five years (of the plan) goes very quickly and it's not productive to wait and see if and how much money becomes available.

In response to a senator's inquiry about the aforementioned program in Bolivia, Dr. Harrington described the Bolivia initiative as a six-week, nine-credit Spanish Language immersion experience at a language center in Cochabamba, Bolivia. The language center is near a Jesuit Mission and the immersion experience is intensive and personalized. The program would provide a cultural immersion as well. The Jesuits go

there for language and cultural training for six-months to a year. The University can send students there in the summer and in six-weeks they can take 9 credits in language where they spend four hours every day, five days a week with one teacher and one other student, they meet the students where they are in language learning and take them to the next level. After a morning of language instruction, another faculty member teaches Religions of the World. Students can have an intensive experience and end up with a total of 12 credits. The whole staff is very kind and very excited at the prospect of our students attending. Creighton has sent students there in the past. There is a strong possibility that students, especially those in a health profession are very likely to have Spanish speaking patients in the future, but because of the density of their course schedules, don't have time to fit those language courses into their regular academic schedules. The University is very hopeful that this will be attractive to those students and other students as well. There are also cultural and service experiences that students can be involved in while there. One under consideration is with a still-functioning Jesuit Mission about a six-hour ride from the language center. This would connect our students to the Jesuit story in South America, a tremendous opportunity and very affordable for students.

Dean Mensah shared that his college is still working through the process, refining and defining goals in lower-level departments and researching resource requirements. KSOM's current objective is making changes to policies and reallocating resources rather than undertaking large projects. The emphasis is on preparing students to be competitive for the job market, with prominence on internships and skills coaching. The possibility of making internships a course requirement was discussed at the last board meeting.

Dr. Dreisbach emphasized that what will transform The University in regards to international education are the academic programs that come forward from faculty and the Division of Student Life. The University is beginning to get glimpses now of the possibilities and it will be exciting to see the annual reports when they come out this summer.

A senator asked if any new majors are being developed. Dr. Harrington answered that due to demand, a new major, Information Technology has been approved in the Computer Science Department. The department will retire Media Technology because demand for that major is low. In the business school, new offerings are in the works including an honors program in Business.

An update may be offered in December or March to coincide with Board of Trustees reporting.

### **Liaison Report:**

Ms. Tetreault reported on the progress of some searches for leadership positions:

Chief Information Officer: position has been posted nationally.

Associate VP Facilities Operations: posted nationally, but hopeful for a relatively local candidate.

Director of Facilities: position still vacant, will fill the AVP Facilities Operations position first and then work from there.

Director of Jesuit Center: Currently reviewing candidates, will Skype interview first round of candidates by end of April with a goal of hosting on-campus interviews before finals. In addition to being the Director of the Jesuit Center this position is also the Chief Mission Officer of the University, and is a Cabinet Position, and requires a unique combination of skills and abilities.

Fr. Quinn and Faculty are collaborating to name an Interim Provost for the July 1, 2016-June 1, 2017. Hopeful that an internal faculty member will step-up to fill that role for the next year. Search to fill the position will occur over the next academic year.

Registrar: position has been posted.

The University uses a listing service, *Job Elephant* to post positions on list serves and other posting sites, which helps us find people with required skills. Most positions listed reach national level.

Melissa and Clay have been working on the upgrade to the employee application on-line system. New system is up and running.

Regarding 1095 Distribution (Healthcare information for everyone on the plan)—if anyone has any issues, contact Eileen Notarianni in Human Resources.

### **Presidents Report:**

Student Senate shared two senate resolutions at the UGC meeting. UGC asked that the Faculty and Staff senates also discuss and make their proposals to the UGC.

Citing updated health information, trends in vaping, increasing number of college campuses going tobacco-free, and the results of a student survey regarding attitudes toward smoking, Student Senate put forth a resolution asking the UGC to review the current smoking policy and update it as they saw fit.

Senators weighed the pros, cons and challenges of a campus smoking policy, especially in regards to policy enforcement given our unique campus footprint and the public streets that run through it. Senators expressed a desire that the current policy be enforced. Motion was made to support the Student Senate resolution dated February 26, 2016, **Review of existing campus smoking policy.**

**Motion passed.**

Motion was made to support the Student Senate resolution dated October 23, 2015, ***Indigenous Peoples Day.***

**Motion tabled** following preliminary discussion. Senate chose to table the motion pending a presentation by Student Government President, Chris Kilner at the May 11, 2016 meeting. Points raised included:

- The University doesn't officially recognize or celebrate Columbus Day. Columbus Day does not appear on our academic or holiday calendars. Fall Break is not tied to any federal or religious holiday.
- The energy behind the motion is that students desire programming recognizing the cultural diversity of indigenous peoples and in support of the Strategic Plan themes, Engaged, Integrated and Global. The students are looking at this from an educational rather than a celebratory stand-point.
- Federally, the holiday is still referred to as Columbus Day, however many cities and universities have chosen to celebrate indigenous peoples instead.
- Question raised as to how this impacts staff. Is it necessary for us to even weigh in?
- Question raised, Can you recognize both?

### **Motion Discussion: Active Shooter Training**

Senate discussed making a motion asking that Active Shooter Training be mandatory for the University Community by a specified date.

Senate asked what the proper procedure would be to get this motion, if passed, to administration. Ms. Tetreault responded that since it only impacts staff, it would not have to go to UGC. If we wish to include Faculty, discussions would have to be pursued separately. Also need to consider if we intend to include work study students, graduate assistants, etc., the term employee is broad.

For the purpose of clarification, Ms. Tetreault asked the following questions, stating the need to know exactly what the senate is asking.

- What would follow up be if not everyone is present? Is it ok if someone doesn't attend?
- Is the intent that University Police is in front of every group and does the training, or is it that everybody does their own training?
- How often would training be necessary, once a year, once every two years?

A senator noted that some departments have more turnover than others, so it would seem that annually would apply, if that is a realistic expectation. Preference by some was that training occur both departmentally and building-wise. Comment was made that even if 8 of 10 people on campus were to have the training, we would be better off if an incident were to occur than we are right now with little or no training.

Comments from senators:

- All new staff is trained on their first day of employment so departments with frequent turnover are not really an issue, as long as everyone has it at least once.
- Everyone has to be aware of their surroundings. We move all over campus every day to attend meetings, presentations and events so training that is building specific might not be as helpful as one might think.
- If someone misses they can attend another scheduled session.
- The phrase *Preparedness Training over Awareness Training* expresses a stronger level of training. Is there any legal implications of stating it either way?

Ms. Butler volunteered to contact Chief Bergmann (UPD) to see how training is going and report to Ms. Tetreault.

Discussion will continue at May meeting after more information has been collected.

### **Items from the Floor**

Mr. Wetherell thanked senators for encouraging staff to run for senate positions and to vote. We had full slates and improved voter turnout across all constituencies.

Motion to adjourn and second at 11:17 am.