

TO: Staff Senate
FROM: Kristi Klien
DATE: March 19, 2025
SUBJECT: Staff Senate Meeting Minutes

In Attendance: Jill Eidenberg, Lucy Grissinger, Denise Kuzma, Traci Vennie, Melissa Eckenrode, Kristi Klien, Kym Fetsko, Melisa Gallo, Gerianne Barber, Bridget Conlogue, Brenda Amato, Janice Mecadon, Tammy Manka, Bryn Schofield, Brenda Clarke, Melinda Finnerty, Patricia Savitts, Bridget Judge, Shawn Beistline, Peggy Doolittle, Rose Ann Jubinski, Bri Clark, Joseph Medina, LeeAnn Toth,

Not in Attendance: Janet Schieber, Alex Wasalinko, Daniela Teneva, Hollie Roscioli, Autum Forgione, Sybil Keris, Jessica Hughes, Sandina Meo, Melissa Sherrill, Patti Tetreault

Welcome: Kristi Klein called the meeting to order. Brenda Amato offered the opening prayer. Volunteer for opening prayer at the next meeting. The Land Acknowledgement Statement was read. Attendance was checked, and a quorum was met.

Review of Agenda: A motion was made to accept the agenda and minutes. The motion was seconded, and the agenda was approved.

Kim Fetsko's Departure: Kim Fetsko is leaving the university, with her last day being Friday, April 11th. She has been thanked for her contributions of over 20 years and is moving on to a new opportunity. An invitation to the end-of-year celebration was extended to her.

Liaison Report: Patricia Tetreault

Patty is out of the office today and sent her report to be read by the President, Kristi Klein:

- **Strategic Enrollment Management Plan:** Human Capital met with the Cabinet to review marketing demographic data for future enrollment strategies. Other groups, including UPC, will assist with marketing and retention.
- **Budget Cycle:** Tim Doyle and Patrick Donohue presented details for the FY26 budget, which currently shows a deficit. Efforts are ongoing to balance the budget before presenting it to the Board of Trustees.
- **Draft AI Policy:** Dr. Tracy Stewart and Dr. George Aulisio initiated a draft AI policy, which will be shared for discussion and feedback. Additional sub-policies may be needed.
- **Federal Communications Compliance:** The Cabinet is monitoring federal communications and related guidance. Drop-in hours were held for staff and faculty to discuss the university's response.
- **Graduate Tuition Remission:** The Cabinet discussed a request for graduate tuition remission for staff dependents, with further discussions to follow.
- **Phishing Attempts:** Ongoing phishing attempts have been noted, with IT advising vigilance against suspicious emails.
- **Email Vigilance:** Staff are reminded to be diligent in reading emails carefully before responding. For any questions about the validity of an email, they can call the help desk or forward the email to infosec@scranton.edu.
- **New CIO:** Cindy Green has been hired as the new CIO and will start on March 31st.
- **Accepted Students Days:** These events will take place on Saturday, March 29th, and Saturday, April 5th.
- **Pro deo Luncheons:**
 - 10-Year Luncheon:** Scheduled for Wednesday, April 2nd, honoring 31 staff members.

20-Year Program: Scheduled for Friday, May 2nd, with more details to follow.

President's Report

UGC and UPC Updates:

UGC Meeting (March 6th):

- Board of Trustees approved honorary degrees for Jacquelyn Dionne and Monsignor Quinn.
- Discussion on strategic enrollment management consulting firm HCRC, which is in stage two of information gathering.
- Institutional AI policy draft reviewed.
- Budget conversations have started, with a retention working group now including Faculty Senate representatives.
- Alcohol policy updated, with efforts to include staff protections in the handbook.

Student Government:

- Elections have started.
- Collaboration with OCD to create a video on policy updates.
- Project to donate leftover books, aiming for sustainability.

Vision Statement Redevelopment:

- A subgroup, including Dr. Gretchen Vandyke, Tracy Vennie, Lauren Rivera, and Shannon Zottola, is tasked with refining the university's vision statement.
- The goal is to articulate a more specific and aspirational direction while maintaining the mission and commitment to Catholic Jesuit education.
- The current plan focuses on the first three pillars: humanities, faith, and advancement.

Strategic Plan:

- The strategic plan is being developed based on extensive feedback from the campus community.
- The subgroup aims to create a more attainable and applicable vision statement.
- The strategic plan will include specific goals and priorities, with a focus on areas needing more attention and those with evidence of accomplishment.
- Ongoing, with a May retreat planned to focus on key areas for improvement.

UPC Updates:

- The strategic planning process involves reviewing a large document containing all campus feedback.
- The vision statement is being refreshed to be more goal-oriented and specific.
- The mission statement will remain unchanged, but the vision and strategic points will be updated to reflect new goals.

Timeline and Leadership:

- The strategic plan development has been extended to the end of the year.
- There is a consideration of having the strategic plan in place before hiring a new Provost, as the current Provost, Tracy, will be in her second year.

Provost Search:

- The search for a new Provost will start in September, raising concerns about a potential disconnect between the new hire and the strategic plan development.
- There is a suggestion to consider extending the interim Provost's term if the strategic plan is postponed.

Strategic Plan Leadership:

- Tracy is facilitating the strategic plan, but Kate is the main person guiding it.
- A document with all collected feedback is available and could be shared with the Senate for further input.

Staff Senate Feedback:

- There is a proposal to send the feedback document to the Senate and conduct a survey to rank top priorities, which could help narrow down the focus areas.

Diverse Opinions:

- The strategic planning process involves diverse opinions, especially from faculty members who may resist certain changes.

Event Co-Sponsorship:

- Julie Schumacher Cohen requested the Staff Senate to co-sponsor an event on April 15th about the tax incentives of the Inflation Reduction Act.
- Co-sponsorship involves promoting the event, not financial support.
- The Senate agreed to co-sponsor the event.
- A flyer is being prepared for the event on tax incentives of the Inflation Reduction Act. Once ready, it will be sent out for RSVPs.

March Madness Watch Party: Scheduled for tomorrow at Naples 405 starting at noon. Pizza, soda, and water will be provided for those who RSVP'd.

- 71 RSVPs received, limiting the event to the fireplace room tables 4 and 5.
- Originally planned for OSC PNC auditorium, but it is offline for updates.
- Using Aramark for pizza and soda due to room limitations.
- Faculty Senate co-sponsoring the event but does not have a budget. The Provost provided
- \$150 to help cover food costs.
- Faculty Attendance at March Madness Event: Out of the 71 RSVPs, 4 are faculty members. The event aims to build momentum for future faculty-staff events.

Ice Cream Truck Event:

- Proposed date: May 21st.
- May 21st is preferred, as it is after graduation and more staff will be available.
- The event will replace the regular meeting, with the ice cream truck serving as a celebration.

Trivia Event Planning:

- Considering a trivia event during fall break, possibly on a Monday or Tuesday evening.
- Trivia Master Brad is interested and charges around \$200 for outside events. He provides all necessary equipment.
- The event could include snacks and drinks and might be scheduled at the end of the workday to accommodate those who live farther away.

Dear Colleague Letter:

- No updates since the last communication. The administration is cautious about putting information in writing due to discoverability concerns.
- Staff are encouraged to ask questions if they have any concerns.

Elections:

- Elections must be held by April 15th to fill various seats and alternates for professional, clerical, and MTP categories.
- Current senators rolling off are encouraged to run again if interested.

Nominations and Elections:

- Nominations will open tomorrow, March 20th, and run through March 27th. Elections will be held from March 28th to April 4th.
- Several senators are rolling off, including Kim (clerical), Nandina and Daniella (MTP), Jerry, Barber, Denise Kuzma, Brenda Lee Clark, Tammy Menka, Patricia Savitz, Janet Scheiber, and Tracy Bean.
- Current senators are encouraged to run again, and nominations should be made with the nominee's permission.

Spring Communications Symposium:

- Tim Doyle will present, focusing on transparency and honesty.
- 78 registrants so far, with expectations for a good turnout.

Committee Reports:

- **Elections and Membership:** Two search committee openings filled by Rosemary Termini (Associate Dean of CAS) and Jonathan Kirby (Provost search).
- **Finance:** \$1102.62 left in the agency fund and \$4706.99 in the regular budget, covering the end-of-year celebration, ice cream event, and March Madness.
- **Social Events and Community Building:** Planning for the ice cream truck event, with details to be finalized.

Staff Development:

- The committee hasn't met recently, but the March Madness event is considered part of their activities.

Excellence Committee:

- Kim is stepping down and needs someone to take over chairing or co-chairing the committee.
- The room for the year-end event has been booked, but catering and other details need to be handled by the new chair.
- Kim has prepared all necessary paperwork and is available for guidance.
- A quote for mugs has been obtained and sent to the committee and the Jesuit Center, awaiting a response.

Assessment:

- A survey will be prepared for the March Madness event, with hard copies available for attendees to fill out.
- Hard copy brackets will also be provided for a prize drawing at the end of March.

Items from the Floor:

Parking Issues: A staff member has raised concerns about difficulties with parking and receiving tickets.

Parking Enforcement: There seems to be inconsistency in ticketing, with resident students parking improperly without consequences while staff are ticketed for similar infractions. Ensuring fair and consistent enforcement of parking rules is crucial

Parking Availability: The Madison lot and other areas are often full, making it difficult for staff who need to leave and return during the day. This issue is exacerbated by rental cars being dropped off

Potential Solutions:

Designated Staff Parking: Increasing the number of designated staff parking spots or creating a tiered permit system could help ensure that staff have reliable parking close to their work areas

Shuttle Services: Implementing or enhancing shuttle services from remote parking areas can alleviate congestion and provide more parking options

Real-Time Parking Data: Using technology to provide real-time data on available parking spots can help staff find parking more efficiently

Clear Communication: Regular updates and clear communication from Parking Services about parking rules, enforcement, and any changes can help manage expectations and reduce frustration

Reporting Issues: Staff should be encouraged to report any parking violations or issues directly to Parking Services to ensure they are addressed promptly

Enterprise Car Drop-Off: It's good that Patty is looking into a better solution for Enterprise car drop-offs. Ensuring they are dropped off in designated areas like the garage can help reduce congestion in other lots.

Madison Lot Enforcement: The current leniency towards resident students parking in the Madison lot due to their clinical schedules is understandable, but it creates issues for staff. Once the new lot at Mulberry and Quincy is completed, enforcing parking rules more strictly in the Madison lot should help alleviate some of these problems.

Construction Vehicles: The presence of construction vehicles is temporary, but it's adding to the current parking woes. Once construction is complete, these vehicles will no longer occupy valuable parking spaces.

Illegal Parking and Traffic Flow: Addressing the issue of students creating their own parking spots and blocking traffic is crucial. Ensuring that these vehicles are ticketed can help maintain proper traffic flow and reduce frustration.

Communication with Parking Services: Reaching out to Don to discuss the lack of response to calls about illegal parking is a good step. Ensuring that Parking Services is responsive and enforces rules consistently is essential for improving the situation.

Long-Term Solutions: Implementing innovative parking solutions, such as real-time parking data, shuttle services, and a tiered permit system, can help manage parking more effectively

Parking Enforcement:

Inconsistent Ticketing: There are concerns about inconsistent enforcement, with resident students not being ticketed for improper parking while staff are

Illegal Parking: Vehicles creating their own spots and blocking traffic should be ticketed to maintain proper traffic flow

Parking Space Allocation:

Resident vs. Commuter Parking: Consider designating more remote lots for resident students who don't need frequent access to their cars, freeing up closer spots for staff and commuter students

Special Permits for Clinicals: Offering special permits for students with clinicals to park in more convenient locations could help manage space more effectively

Parking Lot Design:

Line Markings: Ensuring clear and adequate line markings in all lots can help maximize space utilization and prevent haphazard parking

Space Size: Adjusting the size of parking spaces to accommodate larger vehicles can reduce the number of unusable spots

Premium Parking Options:

Paid Premium Spots: Offering a limited number of premium parking spots for an additional fee could provide a solution for those willing to pay for guaranteed parking

Communication and Reporting:

Reporting Issues: Encouraging staff to report parking violations and issues directly to Parking Services can help ensure they are addressed promptly

Clear Communication: Regular updates from Parking Services about parking rules, enforcement, and any changes can help manage expectations and reduce frustration

Long-Term Solutions:

Shuttle Services: Implementing or enhancing shuttle services from remote parking areas can alleviate congestion and provide more parking options

Real-Time Parking Data: Using technology to provide real-time data on available parking spots can help staff find parking more efficiently

Meeting with Don: Setting up a meeting with Don to discuss these issues in person might be more effective than email exchanges. This way, you can convey the urgency and specific concerns directly.

Data Collection: Gathering data on the number of complaints and specific parking issues could help illustrate the extent of the problem. This could be done through a survey or by tracking reported issues over a period of time.

Temporary Solutions:

Ticketing Enforcement: Ensuring that vehicles creating their own spots or blocking traffic are ticketed can help maintain order and show that steps are being taken to address the problem

Alternative Parking Options: Exploring agreements with nearby locations, like churches or other facilities, for additional parking could provide temporary relief

Long-Term Solutions:

Shuttle Services: Implementing or enhancing shuttle services from remote parking areas can help alleviate congestion and provide more parking options

Real-Time Parking Data: Using technology to provide real-time data on available parking spots can help staff and students find parking more efficiently

Tiered Permit System: Implementing a tiered permit system to allocate parking based on need, with designated areas for staff and faculty closer to central buildings

Communication and Transparency: Regular updates from Parking Services about ongoing efforts and changes can help manage expectations and reduce frustration

Parking Enforcement:

Inconsistent Ticketing: There are concerns about inconsistent enforcement, with resident students not being ticketed for improper parking while staff are

Illegal Parking: Vehicles creating their own spots and blocking traffic should be ticketed to maintain proper traffic flow

Parking Space Allocation:

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Parking Lot Design:

Line Markings: Ensuring clear and adequate line markings in all lots can help maximize space utilization and prevent haphazard parking

Space Size: Adjusting the size of parking spaces to accommodate larger vehicles can reduce the number of unusable spots

Option for Paid Premium Spots:

Offering a limited number of premium parking spots for an additional fee could provide a solution for those willing to pay for guaranteed parking

Communication and Reporting:

Reporting Issues: Encouraging staff to report parking violations and issues directly to Parking Services can help ensure they are addressed promptly

Adjournment: The meeting was adjourned