

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

In Attendance: Lucy Grissinger, Denise Kuzma, Traci Vennie, Melissa Eckenrode, Rose Ann Jubinski, Patti Tetreault, Sybil Keris, Gina Butler, Melisa Gallo, Megan Sweeney, Kelly Cook, Bryn Schofield, Kristi Klien, Bridget Judge, Meghan Eidenberg, Bridget Conlogue, Shawn Beistline, Autumn Forgione, Brenda Amato, Hollie Roscioli, Daniela Teneva, Gerianne Barber, Brenda Clarke, Diane Collins Gilmore, Marcella LaMura, Melissa Przewlocki, Joseph Medina, Melinda Finnerty,

Not in Attendance: Alex Wasalinko, Raymond Kratz, Grace Crowley, Jill Eidenberg, Bridget Hunter, Shonna Emick

Welcome: Kristi Klien called the meeting to order. Bryn Schofield offered the opening prayer. Volunteer needed for opening prayer at the next meeting, Brenda Amato volunteered. 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 and minutes were approved.

Guest – Cindy Green, CIO

The speaker, who has been at the university for about eight months, addressed a campus governance group to share IT initiatives aimed at cost savings and security improvements. Key points include:

- **Tool Consolidation:**
 - Reducing Zoom licenses significantly by next May, keeping only a few for large webinars since most meetings use Microsoft Teams.
 - Ending the Duo license for multi-factor authentication and switching to Microsoft's built-in solution (included in the current subscription) to save costs.
- **Pilot Program:**
 - Testing Microsoft's MFA solution, which uses a code instead of a simple approval click, making it more secure—especially for students who often approve phishing attempts.
 - Volunteers for the pilot can contact senators or the speaker.
- **Goal:** Improve security and reduce duplicative tools to help with budget constraints.

The speaker provided an update on IT initiatives focused on cost savings and system modernization:

Cost-Saving Measures

- **Zoom & Duo Licenses:**
 - Current annual cost for these tools exceeds \$60,000.
 - Plan to reduce Zoom licenses significantly by May (keeping some for large webinars).
 - Replace Duo with Microsoft's built-in MFA solution (included in existing subscription) to eliminate extra costs.
 - Pilot program for Microsoft MFA is underway; volunteers can join.

ERP System Review

- Current Banner ERP is heavily customized and facing support issues.
- University will conduct a full assessment of future ERP needs with Tambellini Group.
- Evaluation limited to Banner SaaS and Workday (both cloud-based, no customizations allowed).

Timeline: Interviews: Nov–Dec

Demos: Feb–Mar

Goal: Complete assessment and report by end of January; start project next fiscal year.

Options: Limited to Banner SaaS and Workday (both cloud-based, no customizations).

Process includes:

- Defining requirements through interviews.
- Building demo scenarios for fair comparison.
- Open demos with feedback from faculty, staff, and students.

Board discussions underway due to cost and budget challenges, but project deemed critical for future competitiveness.

Goal: Reduce duplicative tools, save money, and modernize systems to meet future needs.

- Save money, modernize systems, improve security, and create structured governance for IT projects.
 - Report: End of January
 - Demos: Feb–Mar
 - Goal: Select solution and start project next fiscal year.

Website Redesign

- New external website project is moving forward for marketing/event purposes.
- Challenge: 30,000+ pages of existing content need a new home (policies, procedures, intranet info).
- Options under consideration:
 - New internal site
 - Integration with MyScranton using cards
- Work to begin Jan–Feb.

IT Governance

- Plan to implement multi-tiered governance structure:
 - Executive Council for funding approvals.
 - Functional groups for project review.
- Draft project proposal template is available for large software projects or Banner add-ons.
- Governance process already used to approve CourseDog and DegreeSight.
- Draft project proposal template available for major software projects.
- Goal: Roll out governance model by end of spring semester; members will serve two-year terms.

Staffing Updates

- Kyle Segan (Enterprise Applications Manager) has left; interim coverage in place.
- Search for replacement underway (rolling review of resumes).
- New Business Analyst: Stephanie Colarusso (Finance & Administration focus; training on Banner).

Overall Goals

- Save money, modernize systems, improve security, and implement structured governance for IT projects.
- Ensure university remains competitive and capable of supporting students, faculty, and staff effectively.

Additional Key Points

- **Integration Assurance:**
 - Tools like CourseDog and DegreeSight will work with either Banner SaaS or Workday, so current investments are safe.
- **Workday vs. Banner SaaS:**
 - **Workday:**
 - Originally strong in Finance, HR, Payroll; now includes a student module (robust but may not cover everything).
 - Includes built-in modules like Travel & Expense, reducing need for separate systems.
 - **Banner SaaS:**
 - Cloud-based version of Banner; some screens/forms may look similar to current system.
 - Eliminates customizations, which means losing older custom-built features but gaining modern functionality.
- **Split-System Possibility:**
 - University could choose a hybrid approach (e.g., Workday for HR/Finance, Banner for Student), with data integration between systems.
- **Why Move to Cloud?**
 - Reduces operational risk, security risk, and support risk.
 - Current customizations are outdated and unsupported.

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Liaison Report: Patricia Tetreault

Cabinet Updates Summary

ERP Project

- Cabinet discussed the upcoming ERP system review with Tambellini Group, who will guide interviews and requirements gathering.
- Emphasis on the scope of work and impact across departments:
 - Example: HR processes like time entry, tracking, and year-end rollover currently take months; new ERP could streamline these tasks.

- Goal: Improve employee experience and reduce manual workload for HR and payroll teams.

Strategic Plan

- Draft Strategic Plan presented by Kate:
 - Two-year development process, with forums for feedback.
 - Plans expected to go to the Board in December for approval.
 - Timeline: Strategic plan will guide the university through 2030.
- Thanks, extended to all who contributed feedback.

DEI Plan Transition

- Previous DEI Strategic Plan now integrated into Mission initiatives.
- New branding: “Beloved Community”, aligned with Father’s vision.
- Updated plan available on Mission and Ministry website.

Financial Projections

- Board requested an update to five-year financial projections.
- Steve Hietsch and Pat Donohue presented an initial draft to Cabinet; more work underway.
- Projections will go to the Board in December; criteria may change as planning evolves.

Staff Salary Increases

- Cabinet is actively working on salary adjustments.
- Timeline and budget are different this year, but updates are expected soon.

Faculty Negotiations

- Ongoing discussions: periodic updates shared with the community.

Campus Updates

- Denim Fridays introduced; reminder to maintain professional attire.
- Father announced Wednesday before Thanksgiving as a holiday, as a gesture of appreciation.
- **Weiss Hall & Green Space:**
 - Land swap with Elm Park enabled proper circulation space, sidewalk easement, and improved aesthetics.
 - Green space supports LEED certification and pedestrian safety.
 - New fencing enhances visual appeal for visitors approaching campus.

Health Plan & Open Enrollment

- 7.5% increase in health plan costs for 2025 (medical + prescription).
- National trend for 2026 forecasted in double digits due to:
 - Rising cost of care and provider fees.
 - Expensive new prescription drugs (especially for autoimmune conditions).
- Less than 10% of spend goes to plan administration; most costs are driven by claims.
- Efficiency maintained, but cost pressures remain industry wide.

Staff Handbook

- Updated handbook released; main policy change: extended bereavement leave.
- Other updates include clarifications and language improvements.
- Questions encouraged if anything seems unclear.

Presidents Report – Kristi Klien

UPC (University Planning Committee)

- Continue to meet and focus on the Strategic Plan.
- Draft plan is expected to go to the Board of Trustees in December for approval after nearly two years of development.

UGC (University Governance Council)

- Two meetings since last update; notes provided from October 16 meeting:

Academic Calendar:

- Registrar presented start/stop dates for upcoming years; no flexibility on official dates.
- Discussion on add/drop period length and allowing students to manage changes themselves.
- Easter and Spring Break combined, reducing break days; intersession restored to four weeks.
- Faculty approval pending; minimal faculty presence at meeting.
- Student feedback raised concerns about extended add/drop period and compliance issues.

Policy on Policies:

- Goal: Create a centralized repository for all university policies for easier access and consistency.

AI Policy:

- Approved and posted; updates expected as technology evolves.

Calendar Cycle:

- Registrar aims to return to presenting two calendars at a time and may revive a calendar committee.
- Delay caused by leadership gaps in Registrar's Office over past years.
- Provost's Office seeking support for calendar and policy initiatives.

Key Themes

- Strategic Plan nearing Board approval.
- Calendar changes and policy centralization in progress.
- AI policy launched; future updates anticipated.
- Registrar working to catch up on calendar planning and improve governance processes.

Previous Business

- Graduate-level tuition benefits for staff dependents: Still an open item.
- Constitution and bylaws amendments: Draft sent to leadership for review; work ongoing.

New Business

- Staff Handbook: Updated; bereavement policy highlighted.

- Mission Priority Examine Process: Dan Kasaki requested to attend **Feb 18 meeting** for discussion and feedback.

Upcoming Events

- **Staff Senate Roundtable:**
 - Date: Thursday, Dec 4 at 11:30 AM
 - Location: Ballroom, Section A
 - Format: Same as previous roundtable; includes all constituencies.
 - RSVP and questions collected by Melinda; Patty will join to answer submitted questions.

Standing Committee Reports

Communications

- Symposium: Successful event; positive feedback on format. Considering making it annual.
- Newsletter: Upcoming edition in progress; Jill and Mike coordinating content.

Finance

- Agency Account Balance (as of 10/31/25): \$102.62
 - Starting: \$10,102.62
 - Expenditures: \$1,082.22
 - Remaining: \$9,838.63
- Expect significant changes with Christmas Luncheon expenses in coming weeks.

Social Events & Community Building

Christmas Luncheon

- Invitations:
 - First email goes out tomorrow; second after Thanksgiving.
 - Send to: Staff Senate constituencies (clerical, MTTP, professional) + administrators (via CC).
- Fewer baskets expected this year due to restrictions on using department funds.
- Current count: ~12 baskets (down from 25 last year).
- Committees are encouraged to contribute if possible, outside donations welcome.
- Collecting donations for Royal Restore Food Pantry at the door.
- RSVP numbers are typically strong; event expected to be successful.

Staff Development

- Committee compiled resources for:
 - Catering, room booking, and new work order system.
 - Existing materials (links, PowerPoints) will be consolidated and posted on the Staff Senate website and shared with HR for onboarding support.

- Room booking system is likely changing in January; formal training will follow once new system is confirmed.
- Future plans:
 - Training on Microsoft applications in collaboration with Cindy Green's division.
 - Exploring opportunities for staff development sessions next semester.

Staff Recognition & Excellence

- Sursum Corda Policy updated with HR:
 - Clarified language and process.
 - Adjusted categories (clerical moved under MTTP; technical/trades clarified).
- **Nominations:**
 - Online form launched; email sent to supervisors and administrators.
 - Deadline: December 12.
 - Ceremony: Spring Convocation (February).
- Meg Cullin-Brown Magis Award process running smoothly with Rose Ann.