

To: Staff Senate  
From: Bryn Schofield  
Date: January 12, 2018  
Subject: Minutes from the December 20, 2017 Staff Senate Meeting

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**In Attendance: Unknown, Mark did not have sign in sheet**

Patricia Tetreault (liaison)

**Not In Attendance:**

**Welcome:** Mr. Murphy called the meeting to order at 10:04AM, in the PNC Bank Board Room, Brennan Hall 500. Meg Hambrose offered the opening prayer. Rebekah Bernard will offer the opening prayer at the February meeting. Attendance was checked, quorum was met for voting purposes.

**Review of October Minutes:**

Minutes were approved with no changes.

**Approval of Agenda:**

Agenda was approved with no changes.

**Guest Speaker:** Associate Dean, Harry Dammer, Ph.D.

- Dr. Dammer is the chair of the ACCOEC (Academic Calendar Concept – Opportunities Exploratory Group) The other 3 Associate Deans are co-chairs.
  - V. Castellanos - PCPS
  - M. Rajan - KSOM
  - J. Lenville -Library
- The ACCOEC is collecting data from all departments on campus regarding an academic calendar change, affecting the start/end of the year and intersession.
  - The need for this was brought forward by the Provost, due to the University of Scranton being out of Federal compliance with the beginning/ending of semesters.
  - ACCOEC is distributing information and collecting feedback. People are coming forward with potential alternative calendars.
  - Nothing has been decided, the ACCOEC wants to hear from each constituency and how changes will affect each department.
  - Dr. Dammer requested a Staff Senator be on the ACCOEC. He would like that person to report back the findings of Staff Senate and how the proposed changes would affect different offices.
    - Mark Murphy later called for a volunteer and Lori Flynn volunteered. The Staff Senate all agreed she would sit on the ACCOEC representing Staff Senate.
  - Mark Murphy mentioned the concern about a potential 2.5 million dollar loss if intersession is discontinued.

- Dr. Dammer made it clear they were aware of the financial concerns and had begun discussing possible solutions to recover money lost.
  - Mark Murphy went on to discuss how money lost could (possibly) affect raises and positions.
    - Dr. Dammer asked that Staff Senate gather information and feedback by the end of February, the next time the ACCOEC meets.
      - Dr. Dammer then exited the meeting.
- After Dr. Dammer left the meeting, discussions continued regarding the new calendar.
  - Pete Sakowski brought up the possibility of the calendar change affecting 2<sup>nd</sup> and 3<sup>rd</sup> shift employees, as well.
  - Mark Murphy asked if the heads of Facilities were consulted on how the changes would affect them.
  - Patti Tetreault mentioned that the potential calendar dates given are just to get people thinking about how it will impact different individuals and departments. Not that the dates are set in stone.

### **Liaison Report:**

#### Updates from Cabinet

- Update on Provost Search
  - 4 candidates were brought to campus
  - The decision is now to Presidents Keller and Pilarz
- Middle States
  - Working groups are working on their first drafts which are due in January.
- New Tax Reform could affect taxed tuition remission, specifically the University of Scranton tuition benefit. Patti is watching very closely. As of that day, the House and Senate had passed a version of the bill that would not affect our tuition benefit. But she said we would have to watch and wait for the final version.
  - She thanked everyone for their support
- They have begun looking at the budget for next year.
  - Lower enrollment has really made it difficult.
  - Patti suggested we invite Ed Steinmetz to present earlier than usual in the spring.
- The HR holiday party had a great turn out, she thanked everyone who stopped by.
- Open enrollment is finished and new cards for flex spending are in the mail.
- HR will have supervisor/manager training in January. They are working with Jenn LaPorta to create a presentation.
  - Amy Driscoll McNulty mentioned that at a Wellness Day committee meeting people suggested sexual harassment training be offered and perhaps Jenn LaPorta would be willing to do a presentation
    - Patti thought it might be better if the Staff Development Committee offer a workshop, rather than a Wellness Day activity.

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

- Mark Murphy noted the ADHOC of Assessment was created last month.
  - The committee has already sent out a survey for the Staff Development workshop evaluation.
    - Renee G. passed out a handout with the results of the survey
      - The survey included a list of suggestions for future events
      - The survey should help demonstrate the learned knowledge gained at the workshops. Another form of assessing.
  - Mark Murphy discussed compiling a list of the top 10 impacts of Staff Senate.
    - Mark is keeping a list
  - Thanked everyone for their help with the Christmas Luncheon.
  - The Newsletter is out now.
  - Amy Driscoll McNulty attended the Trustees meeting in Mark's absence.
    - Most items were discussed previously by Patti Tetreault.
    - The Jesuit Center's Mission Priority Examen is working on their first draft.
    - Quinn Campus is set to open for sports in the spring with a dedication in late spring.
    - Discussed the model of shared governance
      - Faculty has brought up some concerns
      - They are going to do a pilot with a new means of communications at the Board meetings
  - Employee Celebration will have an Olympics theme this year
  - If anyone has a Sursum Corda award nomination, they should send the name to Mark Murphy
    - The Executive Committee will be using previous year's nominees along with new nominations this year.

### **Committee Updates:**

- Communications – No update
- Elections & Membership – No update
- Finance – No update
- Social Events & Community Building – Christmas Luncheon raised \$1,830. 13 raffle baskets were donated, very well attended.
- Staff Development – No update
- Staff Recognition & Excellence Awards – No update
- By-Laws – No update
- Ad Hoc – No updates

**Items from the Floor:**

- Pete Sakowski brought up a question from the Safety Committee
  - Requested Staff Senate look into bringing back CPR classes on campus.
  - Mark Murphy is going to discuss with Patti Tetreault

**Motion was made to adjourn the meeting by Kelli Cali and seconded by Mary Ellen Pichiarello at 11:31am.**