

To: Staff Senate
From: Cindy Tokash
Date: January 23, 2018
Subject: Minutes from the January 17, 2018 Staff Senate Meeting

In Attendance: Lori Flynn, Kristi Klien, Janice Mecadon, Cynthia Tokash, Julie Brackeva-Phillips, Gina Butler, Amy Driscoll McNulty, Renee Giovagnoli, Meg Hambrose, Marg Hynosky, Bernie Krzan & Mark Murphy

Patricia Tetreault (liaison)

Not In Attendance: Erica Armstrong, Lisa Bealla, Kelli Cali, Bryn Schofield, Stephen Hallock, Chris Harris, Dale Martin, William Pilger, Ryan Puksta, Kevin Roginski, Kevin Rude, Pete Sakowski, Kyle Thomas, Justin Tambeau, PJ Worsnick, Stephanie Adamec, Rebekah Bernard, Lucia Grissinger, Gerry Loveless, Mary Ellen Pichiarello & Richard Walsh

Welcome: Mr. Murphy called the meeting to order at 10:16AM, in the PNC Bank Board Room, Brennan Hall 500. Mr. Murphy offered the opening prayer. Rebekah Bernard will offer the opening prayer at the February meeting. Attendance was checked, quorum was not met for voting purposes.

Review of December Minutes:

Minutes were approved with no changes.

Approval of Agenda:

Agenda was approved with no changes.

Liaison Report:

Ms. Tetreault stated that the Cabinet has not met since the last Staff Senate meeting.

- Cabinet is meeting next week for the first pass of the budget.
 - They are anticipating some challenges with that.
 - Ms. Tetreault suggested having Mr. Steinmetz come in to give an update in March.
- Royal Days will be held on the four Mondays in February.
 - The Admissions Office is going to have accepted students and their families here on campus.
 - The students will not only be in the DeNaples Center, but also attending presentations around campus, sitting-in on classes, eating lunch with host students, and they will be here until the early afternoon on those days.
 - Ms. Tetreault stated the importance of making these accepted students and their families feel welcome while on campus.
- Spring Convocation is coming up on Thursday, February 1, 2018, at 11:30am in DeNaples Center Room 407 A/B. A lunch will follow the event in the DeNaples Center Room 407C. The program will feature introduction of new staff; presentation of the Sursum Corda Awards; and the President's address to the University Community.

- The Sursum Corda committee is hard at work looking at the nominees.
- There was an overwhelming amount of nominees this year. Some years have been a little bit light, as far as the pool of nominees, this year the pool is so great that it is making the job of selecting very difficult.
- HR and the Office of Equity and Diversity are running a Supervisor/Manager Training that has begun today.
 - They sent a note out to all of the supervisors and managers and had about half reply to attend sessions this week.
 - They plan to have make-up sessions, hopefully as early as February.
 - They will be holding a Facilities group training separately, so that the zone supervisors and the Facilities Directors can dig more into issues that may come up in their particular scheduling environment.
 - The topics they're covering are:
 - Harassment and Discrimination & The Americans with Disabilities Act, which will be covered by Jennifer LaPorta along with Christine Black, our new Assistant Director for the Office of Equity and Diversity.
 - Family Medical Leave and other leaves of absence, which will be covered by BethAnn McCartney.
 - Timecards and recording time, which will be covered by Brian Loughney.
 - Alternate Work Schedule, The Dress Code Policy and participation in university activities will be covered by Patricia Tetreault.
 - Ms. Hynosky asked if Ms. Tetreault could make sure the make-ups aren't on Royal Days.
 - Ms. Tetreault stated that she would.
 - Ms. Driscoll McNulty asked if there was any consideration into making the trainings mandatory.
 - Ms. Tetreault stated that she will give a report at the January 30th Cabinet Meeting, what the training was, who attended and a proposal that they make the follow-up sessions mandatory.
- Ms. Giovagnoli stated that she, along with Ms. Hambrose and Ms. Mascelli met with Ms. Tetreault to discuss the results from the Staff Development Workshop.
 - They discussed how to move forward with additional workshops.
 - They talked about funding for a lunch and learn.
 - They discussed times of the year that workshops would be most receptive.
 - Ms. Tetreault stated they talked about identifying resources on campus, people on campus who would be willing to engage and present a topic.
 - Ms. Tetreault stated that this is really important and by HR partnering with Staff Senate and Wellness, when it's appropriate, it makes these things more possible to happen. When it sits in one place, it's harder to get the resources behind it.
 - Mr. Murphy suggested marketing these type of collaborative programs the same way by adding a tagline or similar branding.

President's Report

There were no UGC or UPC meetings held, Mr. Murphy is excited for the UGC meeting because they are supposed to review the proposal for the Sustainability Committee that was sent to the group back in November.

Mr. Murphy stated he suspects that the large number of nominations for the Sursum Corda Award were due to the work of the Staff Recognition & Excellence Awards Committee, the Executive Committee, an email Ms. Tokash sent out to all staff members, and also Mr. Caffrey sent out a notice to his supervisors and directors of facilities.

- Mr. Murphy is delighted to hear Ms. Tetreault say they have a difficult job in front of them because they have a large number of nominees to look at. It's nice to make it as fair as possible so people have the opportunity to be considered for the award.

The Calendar Concept was discussed at the Executive Committee Meeting and it was suggested to send a survey out.

- Over a hundred staff members gave responses to the survey.
- Ms. Flynn stated there is still a lot of confusion about the Calendar Concept.
 - People took it as they were losing their Christmas Break, which she has been assured that we are not.
 - Anything that would happen with Intersession would be web based, so there would not be any reason for us to lose our Christmas Break.
 - OT has a lot of concerns because a lot of their students do their clinical fieldwork over Intersession.
 - There are currently 131 enrolled, so that would be a large part of the student body affected.
 - IT is affected with web based courses and they feel they would have to give up their Christmas Break.
 - Some other concerns were:
 - Time to evaluate grades
 - Time to get grades in
 - Evaluations for the faculty
 - No student workers available
 - A lot of labs are during Intersession, they can't be web based, when are they going to fit into the schedule?
 - The Athletic Department has concerns as far as how their schedule is going to line up
 - Campus Ministries and Domestic Outreach, how their service trips are going to be affected
 - Length of Intersession being too short, are the students going to have enough time to get in all the work they need to get in?
 - Huge concern is giving up Martin Luther King Day.
 - Is maintenance going to have enough time to get done all of the things they need to get done?
- Ms. Driscoll McNulty stated that some of the opportunities of the Calendar Concept were:
 - Having a longer summer break

- Students being able to do summer internships that they might not be able to do now
- It would be great for people to have Memorial Day weekend back as a holiday
- We would line up with other schools
- Students would be more competitive with other schools, as far as time of graduation, for jobs.
- The students had a lot of the same concerns as staff.
 - Turnaround time, not much of a break between sessions
- Ms. Driscoll McNulty mentioned that Student Government came back to the UGC with a list of pros and cons for the Calendar Concept.
- Faculty did discuss the Calendar Concept at the Faculty Senate.
 - Ms. Hambrose stated that she was speaking with a faculty member who heard there was a staff survey and they stated there was no request for faculty input on the Calendar Concept.
 - Mr. Murphy stated he would reach out to Dr. Spalletta.
- Ms. Driscoll McNulty stated the reason for the Calendar Concept is compliance with federal guidelines.
 - Right now we have online programs running at the same time as on campus programs, they overlap, and we can't do that for financial aid reasons and federal regulation reasons.
 - If we were to continue with the calendar as it is, we would be out of compliance with those regulations and we would be fined a lot of money.
- There were concerns that the email with the survey wasn't clear enough.
- Ms. Hynosky stated that students are being allowed to register in the overlapping terms.
 - If they weren't allowed to register, nothing would have to change.
 - Some of the courses are only offered in the 5 term, so that's why they were registering in the 0 term and the 5 term.
- Mr. Murphy stated that we came up with three options of how to handle the survey data.
 - One was for Ms. Flynn to prepare a summary.
 - Send the raw data to the Academic Calendar Concept Opportunities Exploratory Group prior to their meeting in February.
 - Create a report from the data pinpointing themes.
 - Mr. Murphy suggested a summary of the data sorting similar answers and share it with the Executive Committee to review.
- The Calendar Committee will present the proposed calendar to UGC for feedback.

Middle States summary reports were due to be completed in January/February.

The Mission Priority Examen is being completed through the Jesuit Center.

- This is a Self Examen to see if we are still pursuing the Jesuit mission.
- All Jesuit schools in the United States were asked to participate.
- An initial draft is complete with a few areas remaining to be completed.

Committee Reports:

Communications Committee had nothing to report.

Ms. Driscoll McNulty on behalf of the Election & Membership Committee reported that the call for nominations will go out the first week in March.

Finance committee had nothing to report.

Ms. Klien had nothing to report, but stated the committee will meet soon to go over plans for the Meet & Greet.

- Ms. Mecadon thanked Ms. Klien for the great job she did on the Christmas Luncheon.
- Ms. Klien stated that Paul Yanko pulled her aside at the Luncheon and said that if we keep getting the numbers that we get, we should consider The Fresh Food Company for the Luncheon.

Ms. Hambrose on behalf of the Staff Development Committee stated they gave their report earlier and that they plan to meet with the committee to go over a few items.

Ms. Butler on behalf of the Staff Recognition & Excellence Awards committee stated that she has information to report on the Meg Cullen-Brown award that may warrant a vote and suggested that she present the information at the next Senate meeting.

- Ms. Butler will send out a synopsis prior to the next Senate meeting so everyone will have it in preparation for a vote.
- The Staff Spirit Award winner for January was Sherry Dougherty from the Counseling Center.

There was nothing to report from the By-Laws Committee.

Mr. Murphy stated that there was a financial question regarding the Timeshare Policy that Ms. Tetreault had for Mr. Steinmetz and he will ask her about the status of that.

Mr. Murphy plans to have Roundtable breakout sessions at the end of next month's meeting.

Previous Business:

The Calendar Concept was already discussed.

Motion was made to adjourn the meeting by Ms. Hynosky and seconded by Ms. Brackeva-Phillips at 11:12am.