



To: Staff Senate  
From: Cindy Tokash  
Date: February 21, 2018  
Subject: Minutes from the February 21, 2018 Staff Senate Meeting

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**In Attendance:** Erica Armstrong, Lori Flynn, Kristi Klien, Jenn Kretsch, Janice Mecadon, Bryn Schofield, Cynthia Tokash, Ryan Puksta, Kevin Rude, Pete Sakowski, Kyle Thomas, Rebekah Bernard, Julie Brackeva-Phillips, Gina Butler, Amy Driscoll McNulty, Lucia Grissinger, Meg Hambrose, Marg Hynosky, Bernie Krzan, Mark Murphy, Mary Ellen Pichiarello, and Richard Walsh

Patricia Tetreault (liaison)

**Not In Attendance:** Lisa Bealla, Stephen Hallock, Chris Harris, Dale Martin, William Pilger, Kevin Roginski, Justin Tambeau, PJ Worsnick, Stephanie Adamec, Renee Giovagnoli, and Gerry Loveless

**Guests:** Maria Marinucci

**Welcome:** Mr. Murphy called the meeting to order at 10:05 AM, in the PNC Bank Board Room, Brennan Hall 500. Rebekah Bernard offered the opening prayer. Margaret Hynosky will offer the opening prayer at the March meeting. Attendance was checked, quorum was met.

**Review of minutes:**

Minutes were approved with no changes.

**Review of agenda:**

Agenda was approved with no changes.

**Guest Speaker:** Maria Marinucci, Interim Director, Cross Cultural Centers

Ms. Marinucci spoke to the Senate about the Safe Zone workshops they have been offering on campus for the last year.

- A workshop was held yesterday with 9 faculty and staff members in attendance.
- Safe Zones are 2 hour workshops that are designed to help create an awareness of varying sexualities and gender identities and how we can better understand our own sexuality and gender as well as others and how they may identify and how we can be inclusive of them to go along with our mission.
- The two hour workshops involve personal reflection as well as some definitions and going over the meanings of all of the letters of the LGBTQ acronym, how to understand them and how to respond and also talking about varying privileges with those identities.
- The biggest piece of feedback they get is that people wish it was longer than 2 hours.
- There is a Safe Zone workshop during Wellness Day.
- There is another scheduled for April 16<sup>th</sup>, there is a registration form online.
- They try not to run the workshops with fewer than 8 people because it is interactive in nature.
- They also do the workshops for specific offices and departments.

- About 100 faculty and staff have taken the training, they have about 8 trainers on staff and are working to get about 5 more folks onboard.

#### **Liaison Report:**

Ms. Tetreault had 7 items on her agenda.

- The information security group has formalized their intent to do specific training for information security.
  - They're going to require training for people who have banner access, credit or debit card access, and IT staff.
  - The plan is to have them do the training on an annual basis.
  - Employees who are required to do the training will be notified.
  - Cabinet has approved the training.
- At the last Cabinet meeting, Fr. Rodgers gave an update on the disaster relief committee which has decided to give a donation of several thousand dollars to Puerto Rico for hurricane relief there.
  - It was coordinated through a Jesuit school in Puerto Rico.
  - They tried to find organizations that needed assistance that were associated with the Society of Jesus.
- There will be a team next week visiting over a three-day period for the Mission Priority Examen, which is benchmarking for us to know how we're doing in relation to the goals that were set forth for us.
  - Ms. Tetreault has read the draft and it contains all of the wonderful things we do at the university, the report will go up through the hierarchy of the Jesuits.
  - One of the things that the report also offers are opportunities. It talks about emerging opportunities where we can further engage or develop our initiatives a little bit more.
  - That will also be important to see what did the group identify as things that are priorities and how will we go forth in focusing on that?
  - This is not a once and done, we'll be revisiting this again in the future perhaps with a little more rigor. It will be more detailed next time.
- At Cabinet, we were informed about renovations Aramark is planning to do on the 1<sup>st</sup> floor of the DeNaples Center.
  - They will be renovating the food court and Starbucks, making it bigger so they can offer more and allow for a better flow of traffic.
  - Which Wich is replacing Quiznos.
  - That area will close down pretty quickly after the spring semester and open the week before classes start.
  - They are going to keep JavaCity open for the summer.
- Gerry Zaboloski had provided an update on international recruiting initiatives that are going on.
  - We're trying to make some presence in international markets for two purposes:
    - Diversity on our campus.
    - Enrollment
  - The primary countries of current focus are China, India, Saudi Arabia, and Vietnam
  - Secondary are Kuwait, Taiwan, and Canada.

- They are building strategic partnerships with different groups and schools in those countries.
- One specifically mentioned is the Beijing International Education Institute and there will be a University of Scranton office in Shanghai.
  - There will be a person working as a recruiter for the university there.
    - That person will be coming here for orientation and to learn more about Scranton.
- They're also working with alumni heavily for networking.
- Cabinet has been working on a balanced 18-19 budget for approval at the Board meeting, March 2<sup>nd</sup>.
  - Ms. Tetreault is hopeful that if we have a strong class, we can reinstate some things that have been cut or minimized, including funding for the Staff Compensation Plan.
- Supervisor manager training was rolled out in January, through HR and the Office of Equity and Diversity, they trained close to 70 of our supervisors and managers, including the leadership team from Facilities.
  - There is a make-up session next week.
  - They are 2 ½ hour sessions covering:
    - Harassment and discrimination, what is the supervisor's role in identifying it and responding to it.
    - Leaves of absence, again what's the supervisor's role, what should they be talking about, what shouldn't they be talking about.
    - Timecards
    - Paid time off
    - Alternate work schedule
  - An email message was sent out asking those who didn't attend in January to attend in February and there will be another training in March.
  - Mr. Sakowski asked if there can be a session for those who aspire to a supervisor or manager position.
    - Whatever is presented to current supervisors along with the skills required for the position?
    - Mr. Murphy attended the meeting and stated that it was a great meeting for improving community communications.
    - Ms. Tetreault and Ms. McCartney are attending the Facilities meeting today to cover, in more depth, leaves of absence.
    - Ms. Driscoll McNulty stated it might be good for the Staff Development committee to do, possibly in the fall.
      - Ms. Tetreault suggested splitting it into two sessions, because the harassment and discrimination section is important for people who want to be supervisors to understand what you have to do in those situations and where there can be personal liability under the law. The leaves and other topics are more department of labor issues.
- Ms. Butler stated that a couple of people have asked about the new health savings plan, Ameriflex, when they utilized it, they got notices back saying they need verification that they went for this. Has this been corrected?

- Ms. Tetreault stated that Ms. McCartney spoke with them and they're no longer doing that.
- Ms. Tetreault has used hers twice in the last two weeks and they have not asked for verification, but did in January.

**President's Report:**

Mr. Murphy stated we should make an effort to improve communications with Cabinet and administrators in the spring semester with regard to committee events and sharing information with flyers etc.

- Within committees that are doing events this spring, remind people of the Staff Senate 10 year anniversary and use the logo.

UGC update;

- Dr. Dreisbach announced that the new Provost, Dr. Jeff Gingerich, will start June 11<sup>th</sup>.
- Dr. Dreisbach mentioned the email from Fr. Keller that gave a summary of the December Board of Trustee meeting, which was a result of Middle States Working Group 7, to inform the campus of the proceedings at board meetings.
- Kate Yerkes announced that the Governance Guide was updated on the University Governance Website and a significant piece of that update was regarding liaisons.
- The Middle states draft report was completed, the final report is due to be completed in the fall.
- The Title IX coordinator, Jennifer LaPorta, presented us with the draft report of the University of Scranton Sexual Harassment and Sexual Misconduct Policy, and asked to be invited to the April Staff Senate Meeting.
  - Ms. Butler pointed out what Ms. LaPorta said about the reporting mechanism, over the past 3 years our reports numbers have increased from 13 to around 36 and this year 67 and that she looks at that as a culture change and people are reporting things and that doesn't necessarily mean that the investigation is proven.
  - Mr. Murphy stated she also spoke about who to report to and who is responsible for reporting and how, which he will let Ms. LaPorta speak about at the April meeting.
- Student Senate gave feedback that they support the plan for a Sustainability Committee, they recommended that the Chair of the Campus Life and Dining Services Committee be a member of the committee, they were surprised that we didn't have a Sustainability Committee yet.
  - They are preparing for their elections.
  - A student reviewed their by-laws over the break, they instituted an attendance policy and they are considering requiring committee experience for an officer position.
- The faculty were asked to propose three questions for a dinner the evening prior to the Board of Trustees Meeting.
  - The topic they were given is Innovations in Education.
- The faculty were waiting until after department meetings to send out a survey regarding the Calendar Concept, which was sent and it sounds like they might send a second survey.

Planning Committee Update;

- Matrixes were presented to show how we are doing with respect to our strategic plan.

- They are gathering reports from the different groups that received Strategic Initiative Funding.
- There was a Middle States update.
- There was an update referring to the Annual Reporting Process.

The winners of the Sursum Corda Award were, Margaret Hynosky, Cathy Mascelli, Tim Barrett, and Jennifer Pennington.

Our guest for March is going to be Ed Steinmetz, in April Jennifer LaPorta, and in May or June Rebecca Beal and Julie Schumacher Cohen.

There is a draft of the Corrective Action and Grievance Policies that Brian Loughney and several staff members have been working on that will be emailed out ahead of next month's meeting.

- Mr. Murphy would like thorough discussion and feedback for Human Resources on the policies.

### **Committee Reports:**

Ms. Bernard on behalf of the Communications Committee stated the committee met regarding the Communications Symposium which is scheduled for March 20<sup>th</sup> from 11:30AM-1:00PM in the Rose Room in Brenan Hall.

- The topic is Faculty Student Research Projects in the Sciences.
- The idea grew out of Fr. Sivalon having one of the students come and talk about her Study Abroad experience at the fall symposium, which received good feedback.
- The presenters will be George Gomez with his students, Nick Truncale with his students, and Tim Foley can't attend, but one of his students will present.
- Mr. Murphy stated there has been a lot of talk about high impact practices in the Planning Committee meetings.
  - Faculty student research projects would be considered a high impact practice on campus.
    - A faculty member and a student, or group of students, will link together for a semester, or a whole year, and complete a minimum of 20 hours of work.
    - Students register for the project like a class but receive 0 credits.

Ms. Driscoll McNulty on behalf of the Election and Membership Committee stated the committee met last week.

- They had to move the date of the Meet and Greet to April 3<sup>rd</sup> from 11:30am-1:00pm.
- The call for nominations will go out next week.
- Ms. Driscoll McNulty and Ms. Schofield will be meeting tomorrow to break down the numbers of how many from each category we will need to nominate.
- Ms. Klien was invited to attend the meeting as Chair of the Social Events and Community Building Committee.
  - The RSVP is ready.
  - Ms. Klien was following up with Aramark on the catering order.
  - Donations of toiletries to the CIC will probably be asked for again, there is clearly a need for them.

- Mr. Sakowski stated there was a question raised asking if, within the supervisor training, there is a mention of staff members being allowed to be involved in Staff Senate.
  - Ms. Tetreault stated she has not had pushback from supervisors regarding staff members participating in Staff Senate.
  - It might not be a possibility for a staff member to participate in everything.
  - We had a really hard time getting representation from MTTP during the last election.
  - They are going to give hard copies for nominations to shift supervisors to put into mailboxes.
  - Ms. Tetreault thought it might be helpful to talk about what senators do, maybe five minutes at the divisional meeting to talk about the positives, responsibilities (coming to meetings, disseminating information back, bringing information up, serving on committees, etc.).
- They also discussed a way to rebalance the election cycles.
  - They found that due to people leaving the university or the senate, some constituencies are electing almost their full membership in one election.
  - Mr. Murphy suggested that the By-Laws Committee take a look at that.

Ms. Butler on behalf of the Finance Committee stated that we have money and the committee is meeting right after today's senate meeting.

Ms. Klien on behalf of the Social Events and Community Building Committee stated the committee will need to meet regarding the Meet and Greet, but echoed what Ms. Driscoll McNulty stated, the GoogleDoc is ready for RSVPs, they are duplicating the menu from last year, and they will decide if they will ask for donations of toiletries.

Ms. Hambrose on behalf of the Staff Development Committee stated they met on January 26<sup>th</sup> regarding two main items.

- The Barbecue, which is in the planning stages.
  - Jesuit center will help with the catering costs.
  - Meg is going to ask Fr. Rodgers to offer the prayer.
  - Jen Pennington is working on a t-shirt design.
  - Pete is working on the rentals.
  - Stephanie is working on the flyer.
  - They will be getting the date out to everyone soon.
  - There was a glitch with catering last year, so they will touch base with Aramark to make sure we don't have those issues again.
  - University Police is already working on giveaways.
- The Connexions program.
  - Quite a bit of work went into it, no one from Staff Senate has been going to the orientations on Mondays, Melissa from HR, however, has been giving the information to new hires.
    - HR is happy to have someone from Staff Senate attend the meetings, for around 10 minutes, to give out the information or Melissa can continue to do that.

- Ms. Hambrose suggested that we get a group of volunteers to go on Mondays to meet with new hires, since it's a big commitment.
  - Ms. Klien stated that, when we started the program, the entire committee was trained be part of the program.
  - At that time Ms. Bevacqua was doing it, when she left Ms. Schofield was going over on Mondays.
- We do have a PowerPoint training available.
- The program was designed to be a buddy system for new hires, to have someone, within their job classification, outside of their own department, to reach out to with any questions, to make them feel welcome and a part of the community.
- Ms. Hambrose suggested opening it to the Senators to get volunteers.
- Ms. Tetreault stated she feels it's more meaningful if the information is coming from someone from Staff Senate, it's puts a face with the program and makes it more personal.
  - She stated we should convene, decide how we want to approach it, and then we can talk about how to achieve it.

Ms. Bernard on behalf of the By-Laws committee stated she received the note about looking at rebalancing elections.

- She stated the committee will meet within the next two weeks.
- She has the approved changes to the Constitution and By-Laws that need to get posted to website.
- She wants to look at some other wording that needs to be changed to make the Constitution and By-Laws consistent.
- Mr. Murphy stated there was talk about how do we deal with elected Officers who's Senator terms are ending.
  - If an elected officer's term hasn't ended, but their Senator term is ending, do they have to run for a Senator's position?
  - Ms. Driscoll McNulty stated it might be helpful to have it stated in the By-Laws that the elected officer finish their term as an officer.

Ms. Pichiarello on behalf of the Staff Recognition and Excellence Awards Committee stated that Erin Maguire from the Athletics Department was the Staff Spirit winner for February.

- Ms. Butler stated that the committee is meeting on Friday to begin preparation for the End-of-the-Year-Awards-Luncheon.
- The committee has outlined four options to honor Meg Cullen-Brown.
  - We believe it is warranted in naming something in her honor.
  - The creation of an award, in addition to the President's Award, which would be named the Meg Cullen-Brown Magis Award. This award would be selected by Senators and open to all members of our community, not just Senators. We could consider an award for each constituency or just one overall award.
  - OR name the End of the Year Ceremony in her honor.
  - OR/AND name the Monthly Spirit Award in her honor.

- Mr. Sakowski liked the idea of naming the End-of-the-Year-Awards-Luncheon after Meg but has concerns about future funding.
- Ms. Bernard felt one thing being named for Meg would be more meaningful.
- Ms. Driscoll McNulty liked naming the Staff Spirit Award for Meg for longevity.
  - It's something that happens monthly, it's well-received, it wouldn't have any additional cost associated with it, and it would add recognition to it.
  - We could put a Bio about Meg on the website with the list of Spirit Award winners and add it to the End-of-the-Year-Awards-Luncheon program.
  - We can give an update after a motion and approval from senate on naming the Spirit Award for Meg.
  - We will make the transition in June.
  - We can add it to the Newsletter after the election.

Motion was made to adjourn the meeting and seconded at 11:49AM.