

TO: Staff Senate
FROM: Rose Ann Jubinski
DATE: July 23, 2019
SUBJECT: July 17, 2019 Staff Senate Meeting Minutes

In Attendance: Erica Armstrong, Peggy Doolittle, Kristi Klien, Jennifer Pennington, Bryn Schofield, Salisa Brown, Carlene Coombes, John Harris, Bill Hurst, Michael Rorick, Kevin Rude, Sue Shimsky, Michael Tuffy, Lynn Andres, Gerianne Barber, Rebekah Bernard, Gina Butler, Amy Driscoll McNulty, Elizabeth Geeza, Renee Giovagnoli, Meg Hambrose, Margaret Hynosky, Rose Ann Jubinski, Jonathan Kirby, Bernie Krzan, Patrick Mullarkey, Mark Murphy, Crystal Ondrick and Pauline Palko

Not In Attendance: Jennifer Kretsch, , Barbara Barletta, Ryan Puksta, Ryan Sheehan

Welcome: Amy Driscoll McNulty called the meeting to order at 10:02 AM, in the PNC Board Room, Brennan Hall 500. Ms. Schofield offered the opening prayer. Ms. Klien will offer the opening prayer at the August meeting. Attendance was checked, a quorum was met.

Review of Minutes: The minutes were approved with one change regarding attendance.

Guest (s) – None

Liaison Report: Ms. Tetreault was absent

President's Report:

- UGC and UPC Committees are on Hiatus for Summer
- Orientation and Planning Day – Survey Results
 - Senator feedback from the June Orientation and Planning Day was overwhelmingly positive. Good suggestions were submitted for future orientations. One senator's answer to the question "Did it impact your work?" was "Definitely did, but I thought it was worth it."
- Staff Handbook - Human resources has been working on revisions. Ms. Tetreault shared the handbook with executive committee. Ms Driscoll McNulty sent some comments to Ms. Tetreault. Nothing has been removed, only clarifications and additions such as administrative leave policy. Ms Tetreault will go over changes at next meeting.
 - Ms. Hynosky asked if Ms. Driscoll McNulty could send it to the senators. Ms. Driscoll McNulty will check with Ms. Tetreault before sending the document.
 - Ms. Klien made a motion to request review of the handbook as a group prior to our August meeting and provide feedback and/or questions to be discussed at the August meeting. This would allow senate to vote on the handbook before it is presented to the cabinet. The motion was seconded and approved. Ms. Driscoll McNulty will follow up with Ms. Tetreault.
- Robert's Rules of Order – Ms. Klien reminded to group to wait until they are called on to speak. Also, to gather their thoughts before speaking and only speak once on the topic at hand.

Previous Business:

- Shared Governance Definition - UGC has not met
- Aramark Catering Survey – The survey consists of 10 – 12 questions regarding cost, service, and follow-up. Each question includes an area for comments. Staff Senate has discussed concerns brought to them regarding Aramark catering. This is an opportunity to gather quality information from staff before addressing issues with ARA. We plan to open it up prior to start of fall term and send results to Bobby Davis and Joe Boyd.
 - Ms. Bernard suggested sending the survey to Staff Senate for feedback by July 31. Ms. Driscoll McNulty will do that.
 - Ms. Butler asked if there a need for a paper survey for those without a computer. The survey does display on a phone, no paper survey will be made available.
 - Mr. Rorick suggested the survey include setup and cleanup questions.

- Mr. Murphy asked if it was it shared with Joe Boyd and Bobby Davis. No, the idea is to create space, providing an independent survey focused on catering.
- Ms. Hambrose asked if meal plans were a topic in the survey. No, meal plans are managed by Aramark mktg.
- We hope to invite Bobby Davis and Joe Boyd to meeting once feedback is gathered.
- Graduate Tuition for Staff Dependents – Ms. Driscoll McNulty sent a letter to Fr. Pilarz in April. A follow-up letter was sent in July asking for a meeting to discuss the topic. Ms. Driscoll McNulty will continue to follow-up with his staff.
- ADA and Religious Accommodations Policies - Ms. Driscoll McNulty believes Ms Garcia, executive director of the Office of Equity and Diversity, is planning to bring to President’s Cabinet for review. Staff Senate reviewed it in the spring.

New Business:

- Time Donation - A motion was made to put time donation back on agenda. Ms. Tetreault and Mr. Steinmetz have met on it. It is on the radar of Finance. A significant amount of discussion occurred on this topic.
 - Is gathering a pool from vacation time enough, the current proposal includes sick time.
 - Should it include caring for parent-in-law, etc. what is covered by FMLA?
 - Is there carry over at the end of year?
 - Mr. Mullarkey - Who would get what time back? H/R will need to administer it.
 - H/R will need to review circumstances and determine eligibility.
 - A lot of research went into it.
 - Mr Murphy – Initially there may be a large demand, then it levels off.
 - Ms Schofield - Possibly look for a call for donation. This allows the university to see plan in action.
 - Mr. Rorick – We are paid for 52 weeks. If you donate a week, are you dipping into your actual pay, since vacation time is already budgeted?
 - Ms. Bernard – We need to clean up grammatical errors and possibly go forward as is due to amount of research that has already gone into this proposal. A call for donation may be a privacy issue. A cap could be established for the pool and for individual donations.
 - Ms. Hynosky – We need to define eligible employee in more detail (full/part time, etc.).
 - Ms. Butler – This is a mission based endeavor. We also need to promote employee wellness. How do we make it inclusive, given the diverse family dynamics of the current day?
 - Ms. Barber – Can we check with other institutions who have implemented for feedback?
 - Ms. Driscoll McNulty – We may need to convene an adhoc committee.
 - Ms. Giovagnoli – Possibly use unused time towards a scholarship or underfunded area.
 - Ms. Doolittle – How would donation influence the person’s use of personal and sick?
- Goal Setting – We discussed goals at our June orientation. Goals being discussed for 2019-2020 include:
 - Time donation
 - Aramark catering survey
 - Mr. Murphy – follow-up to survey, Assessment
 - Ms. Butler – Communication and revamping our website. Possibly include photos, where people work, contact info. Amy did update information to current.
 - Present survey information and post on website.
 - Ms. Hambrose – Make more use of Royal News. We recently added the magis update.
 - Ms. Giza met with Lori Nido. She is interested in working with us to disseminate info
 - Ms. Schofield – Graduate tuition remission
- Staff Senate Picture
 - September – Plan to meet someplace prior to meeting for a group photo.
- Mr. Tuffy provided an update on prior discussions regarding shift differential. There will be no shift differential for 2nd or 3rd shift employees. Ms Driscoll McNulty asked Ms. Tetreault to discuss topic at August meeting. Ms. Tetreault indicated shift differential is not our practice, but she is willing to talk about it.

Standing Committee Reports – No committees have met yet to plan for 2019 – 2020. A list of committees and members will be distributed soon.

- Communications – Elizabeth Geeza and Marg Hynosky
- Elections and Membership – Kristi Klien and Bryn Schofield
 - a. Clerical senator Erica Armstrong is leaving the university, a resounding boo went through the room. Erica will be missed. Kristi will invite the alternate who had the most votes to join as a senator.
- Finance – Rebekah Bernard
- Social Events & Community Building – Lynn Andres and Ryan Sheehan
- Staff Development-Co-Chairs – Renee Giovagnoli and Meg Hambrose
- Staff Recognition & Excellence Awards –Peggy Doolittle and Patrick Mullarkey

Ad Hoc Committees – We need new membership for these committees. Ms. Bernard made a motion to finalize membership of the committees in August. The motion was seconded and approved.

- By-Laws
- Time Donation
- Assessment

Items from the Floor

Ms. Giovagnoli – The climate is worse than it was before the last climate study. A number of people have asked for a new climate study. The last climate study was in 2004. Ms. Klien participated in a focus group. Mr. Murphy noted the ombudsman report on our site gives information on the last study.

Ms. Butler – The employee resource document needs to be reviewed and updated. The Staff Development Committee will look at it in the coming year.

Ms. Pennington – The Office of Equity and Diversity is looking for volunteers (Additional details were provided by email following the meeting).

- The Diversity Initiatives Review Board seeks two enthusiastic staff members dedicated to enhancing the university experience through highlighting and promoting unique cultural activities and programs. The DIRB oversees a grant fund that sponsors diversity awareness education programs for the campus community. The time commitment is minimal. There will be one or two meetings per semester, review of proposals in advance of each meeting, and some research of each application, if the person feels it is necessary. It is important that the staff member have the ability to commit to up to two - 1½ hour meetings per semester. Please submit a short letter of interest including your interest and/or diversity project experience
- The Global Insights Planning Committee is interested in featuring University staff who have come from abroad and are willing to share their native country and culture, and/or have lived in or had an immersion experience in another country. They will present on the life, culture and experience at a luncheon for the campus community during the late fall or anytime in spring semester. Global Insights has been run and sponsored by the Office of International Student and Scholar Services, Huey Shi Chew, Director. For the past three years, the presentations have been given by mainly international students. However, some faculty, domestic students and staff have also presented. Please contact Jennifer Pennington at 570-941-6645 jennifer.pennington@scranton.edu or Huey Shi Chew, hueyshi.chew@scranton.edu 570-941-7575.

Motion was made to adjourn and seconded at 11:30 am.