

TO: Staff Senate
FROM: Bryn Schofield
DATE: November 9, 2019
SUBJECT: October 16, 2019 Staff Senate Meeting Minutes

In Attendance: Bryn Schofield, Kristi Klien, Mark Murphy, Ryan Sheehan, Amy Driscoll McNulty, Sue Shimsky, Lynn Andres, Meg Hambrose, Geri Barber, Pauline Palko, Salisa Brown, Barbara Barletta, Michael Rorick, Patrick Mullarkey, Jennifer Kretsch, Kevin Rude, Bill Hurst, Michael Tuffy, Margaret Hynosky, Crystal Ondrick, Jonathan Kirby, Bernie Krzan, Jennifer Pennington, Gina Butler and John Harris

Not In Attendance: Carlene Coombes, Peggy Doolittle, Andrea Malia, Ryan Puksta, Rebekah Bernard, Elizabeth Geeza, Renee Giovagnoli and Rose Ann Jubinski

Welcome: Amy Driscoll McNulty called the meeting to order at 10:03 AM, in the PNC Board Room, Brennan Hall 500. Ms. Andres offered the opening prayer. Ms. Butler will offer the opening prayer at the November meeting. Attendance was checked, a quorum was met.

Review of Minutes: The minutes were approved, pending revision to the attendance record. Sue Shimsky and John Harris were present and marked as not in attendance.

Guest (s) – No guests attended.

Liaison Report: Ms. Tetreault

- Board of Trustees met in September.
 - They had a retreat prior to the meeting to go over their roles and the mission.
 - Bulk of the retreat was spent brainstorming ideas to move forward with the next Strategic Plan (2020)
 - Ideas that were a priority included: Jesuit mission and identity, the size of our school and size of programs, innovation of new academic programs, who our students are today and moving forward. Including attracting students and supporting them once they matriculate.
 - They also discussed university cost and pricing compared to our competitors.
- Cabinet met and Fr. Pilarz divided the cabinet into smaller groups to work on the priorities brought up at the retreat by the board.
 - Cabinet discussed the SEP and decided to do a market research study throughout the academic year. Doing surveys with prospective students and their parents. They also plan on doing a survey focused on graduate students, financial aid and current students.
 - The hope is this data will help inform the planning of the next Strategic Plan (2020)
- Staff salary increases will be in the next pay.
- Healthcare renewal will be sent to cabinet at the end of October and open enrollment will begin in November.
- The federal overtime threshold has increased and will go into effect 1/1/20.
 - U of S salary employees who make less than \$684 weekly will have to become hourly and para professional. This does not include many employees.

President's Report:

- Board of Trustees updates:
 - Announced Reconciliation & Healing events on campus
 - There is an upcoming branding and marketing campaign happening on campus.
 - There is a Capital Campaign underway, but not formally announced.
 - Pre-contract faculty negotiations have begun
 - Mr. Zaboski announced the final number for this year's freshmen class as 1005.
- Ms. Schofield gave update on the Education Committee's September meeting.

- CAS Dean's search underway. Hoping to have on campus interviews for early December.
- Discussion of new academic programs
- Ms. Doolittle was not present to give the update on the Enrollment Committee.
- UGC Updates:
 - Middle States recommendation for us, also noted by us, is focusing on Standard & Governance. They are missing representation from a graduate student on student government.
 - The Shared Governance definition is still on hold. Faculty Senate is working on revisions.
- UPC Updates:
 - Space utilization update was given
 - Ms. Hynosky asked about the purpose of the space study and what will be done with the information the consultants gathered.
 - Mr. Murphy responded as he is heavily involved in the space study process. The first phase was to assess classroom and lab space. This data will be used to make improvements.
 - They discovered our lab spaces are being over used. Now to determine what that means.
 - The group working on this project want to present their findings to staff senate in the near future.
 - The Carnegie class that the university falls in might change with our growing number of graduate students. This would go into effect 2022-2023. There will be a change in our rankings. Marketing is anticipating this drop in ranking and working on the positives of this class change.
- The University of San Francisco reached out to staff senate for a teleconference regarding fact finding and advice as they work toward creating a similar organization at their institution.
 - Both schools have unionized faculty and are Jesuit.
 - Mr. Murphy and the executive committee spoke with USF staff members.
- Aramark survey discussion.
 - Went over results, positive feedback as well as areas for improvement.
 - Ms. Driscoll McNulty told Dr. Davis Staff Senate was sending out a survey and allowed him to preview the survey. No changes were made to the survey before being sent out.
 - The Executive Committee will create report with survey results to give to Dr. Davis and invite him to a future senate meeting to discuss the survey results.
- Clerical Roundtable and MTTP Roundtable took place on 10/15/19.
 - Clerical had lower attendees than RSVP-ed, about 15 people.
 - MTTP only had 1 non senator attend. They continue to struggle with involvement from their constituency.
- Para/Professional roundtable was scheduled for immediately following the staff senate meeting today.

Standing Committee Reports

- Communications – Elizabeth Geeza and Marg Hynosky
 - The Communications Symposium scheduled for November 14. Ms. Garcia will be speaking.
 - Working on cleaning up website and including more links to draw people in.
- Elections and Membership – Kristi Klien and Bryn Schofield
 - No update
- Finance – Rebekah Bernard
 - Ms. Bernard not present
- Social Events & Community Building – Lynn Andres and Ryan Sheehan
 - The Christmas lunch is scheduled for December 17 from 11:30 AM to 1:00 PM.
 - Baskets are needed for the fundraising raffle. Email Ms. Andres with your basket theme ASAP
 - Planning on having a door prize for only those who RSVP-ed, to encourage people to RSVP. More staff attending that planned for is an issue every year and makes it very difficult for planning.
- Staff Development – Renee Giovagnoli and Meg Hambrose

- A December Lunch and Learn has been planned. The topic is winter safety.
- Staff Recognition & Excellence Awards –Patrick Mullarkey
 - The committee created a shared mailbox to use for the MAGIS award correspondences.

Ad Hoc Committees

- Time Donation
 - The committee has not met with HR yet. Information regarding a policy has been sent to general counsel for their review.
- Assessment
 - Committee met and is working on creating a standard survey to use for our events. Possible having events be swipe in required. And creating for a flowchart for when we have an event, a standard protocol.

Items from the Floor

- Ms. Pennington made an announcement about upcoming events and online training offered by the office of OED.
- A motion was made to adjourn and seconded at 11: 39 AM.