

To: Staff Senate
From: Cindy Tokash
Date: April 25, 2018
Subject: Minutes from the April 18, 2018 Staff Senate Meeting



In Attendance: Lisa Bealla, Jenn, Kretsch, Lori Flynn, Kristi Klien, Janice Mecadon, Cynthia Tokash, Stephen Hallock, Ryan Puksta, Kevin Roginski, Pete Sakowski, Stephanie Adamec, Amy Driscoll McNulty, Renee Giovagnoli, Marg Hynosky, Bernie Krzan, and Mark Murphy

Patricia Tetreault (liaison)

Not In Attendance: Erica Armstrong, Bryn Schofield, Chris Harris, Dale Martin, William Pilger, Kevin Rude, Kyle Thomas, Justin Tambeau, PJ Worsnick, Rebekah Bernard, Julie Brackeva-Phillips, Gina Butler, Lucia Grissinger, Meg Hambrose, Gerry Loveless, Mary Ellen Pichiarello, and Richard Walsh

Guests: Christine Black, Jen LaPorta, and Mike Tuffy

Welcome: Mark Murphy called the meeting to order at 10:06AM, in the PNC Bank Board Room, Brennan Hall 500. Mark Murphy offered the opening prayer. Cindy Tokash will offer the opening prayer at the May 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.

Mr. Murphy read the motion presented by the Staff Recognition & Excellence Awards Committee to change the name of the monthly Staff Spirit Award to the Meg Cullen Brown Magis Award.

On the matter of naming an award in memory of Meg Cullen-Brown, the Staff Recognition and Excellence Committee brings forth the following motion to the Staff Senate for consideration and vote:

- It has been deemed most worthy for the Staff Senate to honor the legacy of our friend, colleague and past President Meg Cullen-Brown. After discussions in the committee and with the Senate, we ask the Staff Senate to vote to change the name of the monthly Staff Senate "Spirit Award" to the "Meg Cullen-Brown Magis Award." Nothing else would change with regard to this award's purpose, process, winning or recognition at the end of the year.

Motion was made by Ms. Mecadon and seconded by Ms. Giovagnoli to change the name of the monthly Staff Spirit Award to the Meg Cullen-Brown Magis Award.

The motion passed.

Guest: Jennifer LaPorta, Executive Director of Equity and Diversity

The Sexual Harassment and Sexual Misconduct Policy is now going through the UGC for feedback and comments on the language of the policy, and much of the procedure that is involved.

- Ms. LaPorta stated that she is open to and encouraging feedback as everyone goes through the policy that was presented.
- The policy presented for review has been updated to reflect new regulations from September and response to feedback from our Title IX Workgroup.
 - One of the areas we received a lot of feedback on was restructuring the policy so it would be easier to read.
 - The procedure is more fully explained, what happens behind the scenes when it comes to receiving a complaint.
 - The whole process from when a complaint is received all the way through the formal investigation process is explained in more detail than in earlier policies.
- There haven't been many changes to the substance of the policy that was first drafted in 2014, most changes have been to procedure.
- We are currently operating under interim regulations that were sent out in September 2017 by the new administration.
- We should receive final regulations within the next 6 months.
- This is a legally required policy, so much of the policy is prescribed by law and we are not allowed to change it.
- The first part of the policy that describes the policy violations, the definitions for sexual harassment and the various forms of sexual misconduct are legally required definitions.
 - Ms. LaPorta would still like us to weigh in on the clarity of all that.
- It would also be helpful to get feedback on the clarity of the investigation process.

Liaison Report:

Updates from Cabinet:

At the last cabinet meeting, Dr. Rebecca Beal and Julie Schumacher Cohen presented a status update on Middle States and the Middle States process to date.

- They did a brief presentation on the preliminary reports of each of the 7 Working Groups.
- They are having their Spring Conversations, April 24th is the first one in the Kane Forum, Leahy Hall from 8:30am-10am , on Standards 1, 3, 4 & 5
 - The second is May 2nd in Room 405, DeNaples on Standards 2, 6 & 7.
- One of the prime examples of Middle States feedback, from Standard 7, is The Board Report the President sends out after the Board Meeting which allows the campus community to have a sense of what occurs at the Board Meetings.
 - The suggestion was that the President send out a summary after the Board meetings.

They also discussed the summer construction schedule.

- Ms. Tetreault mentioned at a previous meeting that there will be renovations to the first floor of DeNaples, it is an Aramark initiative.
- The parking garage will be closed for maintenance for a couple of weeks after commencement and will reopen for orientation.

- They will do part of the maintenance this year, some next year and the rest the following year, so it will be spread over 3 years.
- There will be flooring work done in Brennan Hall.
- There will be window replacements in Nevils Hall.
- The roof will be replaced on the Wellness Center.
- Floor replacement work will be done in Condron Hall.
- The steps to/from the Ridge Row Parking Lot will be replaced.
- Renovations are in progress in the Long Center to the bleachers and also some painting work is being done.
- The water company has to fix a tank under the lower tennis court.
 - They will take up the court, fix their tank, and put the court back on.
 - The water company is financially responsible for the project and we will get a nice new court.
 - Mr. Murphy stated the water/sewer company has an initiative put down on them by the federal government about doing things so that when we have heavy rains, the sewage system doesn't dump into the Roaring Brook, Lackawanna River and some other smaller creeks in the area.

Upcoming events:

- Administrative Professional's Day Breakfast is April 25th.
- The Pro Deo Luncheon is May 1st, this is the 10-year luncheon, and we have 50 people celebrating their 10-year anniversary this year.
- The 20 year dinner/induction ceremony is on a Friday in May, there are 17 people celebrating their 20-year anniversary this year.
- The Quinn Athletic Campus will be dedicated at some point in the next few weeks.
- Early next fall we will be inaugurating our next president.

Last time we met, there was a suggestion that HR or Payroll put out a notification about the tax law changes.

- Mike Kaub, our payroll manager, sent out the information we have available to us.
- There is a calculator that the IRS has developed that you can use.

President's Report:

The UGC meeting is tomorrow.

The Roundtable Events have given Staff Senate an opportunity to tell people what we are doing in the Senate.

- They are a forum for people to ask questions, discuss issues on campus, etc.
- Each constituency group needs to get together and schedule a Roundtable sometime in May, before our next meeting.

Committee Reports:

The Communications Committee had nothing to report.

Ms. Driscoll McNulty on behalf of the Election & Membership committee stated that the results of the election were sent out on Monday.

- We were able to fill all of our seats for both the Clerical and Professional/Paraprofessional constituent groups.
- We still need to fill 2 seats in the MTTP constituency.
 - There is an upcoming Facilities divisional meeting, Staff Senate is on the agenda along with Ms. Tetreault to talk about what the Senate does and hopefully encourage them to volunteer to serve on the Senate.
- All of our newly elected senators and alternates will be invited to our May 16th meeting and Awards Luncheon.

Ms. Klien on behalf of the Social Events & Community Building Committee stated \$148 was raised from the Meet & Greet 50/50, and many, many toiletry items were collected.

Ms. Giovagnoli on behalf of the Staff Development Committee stated the Home Improvement Barbecue is May 3rd, the invitation has been sent out and if you haven't done so, please RSVP.

- There is a Professional Development Workshop tomorrow at 11:30 in the Rose Room which is partnered with Human Resources and IT, Susan Bowen is speaking on the 7 Habits of Highly Effective People.

Ms. Mecadon stated the Staff Recognition & Excellence Awards Committee had a meeting on Friday and they are moving along with preparations for the End of the Year Award Ceremony & Luncheon.

Ms. Driscoll McNulty stated the By-laws committee met and went over the Constitution and By Laws.

- There are some changes to the language to include some things we have talked about for example, if you are an elected officer, continuing your term of service even if even if it extends beyond your elected term date.

Mr. Murphy stated that Ms. Tokash sent out the Proposed Academic Calendar for 2019-20.

- We will probably get an update tomorrow at the UGC Meeting.
- At our May 16th Meeting, there will be something on our Agenda, they will look for our support on that Academic Calendar.

Items from the floor.

Ms. Giovagnoli asked if we could have the flag lowered to half-staff when there has been a death in our community.

- Mr. Murphy asked Mr. Puksta if he knew of any rules pertaining to the flags.
 - He believes it's up to University, he will ask the chief.
 - Ms. Giovagnoli volunteered to write up a draft proposal.

Motion was made to adjourn the meeting by Ms. Bealla and seconded by Ms. Mecadon @10:45am.

