

To: Staff Senate
From: Zoë Rothrock
Date: February 5, 2019
Subject: Minutes from the January 23, 2019 Staff Senate Meeting

In Attendance: Peggy Doolittle, Kristi Klien, Bryn Schofield, Andrea Malia, Rose Striefsky, Barry Eiden, Michael Tuffy, Lynn Andres, Rebekah Bernard, Gina Butler, Amy Driscoll McNulty, Elizabeth Geeza, Renee Giovagnoli, Margaret Hambrose, Margaret Hynosky, Rose Ann Jubinski, Jonathan Kirby, Bernie Krzan, Mark Murphy, Crystal Ondrick, Zoë Rothrock, Richard Walsh, Patricia Tetreault

Not In Attendance: Erica Armstrong, Jennifer Kretsch, Christopher Harris, John Harris, Dale Martin, William Pilger, Ryan Puksta, Kevin Roginski, Kevin Rude, Kyle Thomas

Welcome: Amy Driscoll McNulty called the meeting to order at 10:03 AM, in the PNC Board Room, Brennan Hall 500. Peggy Doolittle offered the opening prayer. Kristi Klien will offer the opening prayer at the February meeting. Attendance was checked, quorum was not met due to MTTP attendance.

Review of minutes:

Minutes were approved with no changes.

Review of Agenda:

Agenda was approved with no changes.

Guest Presentation:

Ms. Driscoll McNulty welcomed guest Dina Angeloni and Stephanie Adamec.

Ms. Angeloni introduced herself to the senate and gave a brief synopsis of fall and spring semester activities that the Center for Health Education and Wellness organized. Speaking to the need for finding easy, cost effective programs, Ms. Angeloni went into further detail concerning the “Year of Walking” initiative. This proposal included activities such as “Walk to the Moon Challenge” and “Walk for Wellness/Holy Walkamole”. Additionally, the most recent “Weight Watchers” group began approximately two weeks ago with 18 people.

Next, Ms. Angeloni reported that CHEW recently had an open house event that received over 70 people. Likewise, the recent CHEW event, “Lunch and Learn” was received very positively with 116 individuals registering overall. Pivoting next to Wellness Day, Ms. Angeloni asked the Staff Senate to spread the word that CHEW is seeking feedback concerning Wellness Day activities and programming. Ms. Angeloni then invited Ms. Adamec to speak about the upcoming Fitness Challenge.

The CHEW Fitness Challenge program, Ms. Adamec reported, is open to students, staff, and faculty. The Fitness Challenge runs from 2/10 until 3/10, with an exciting kickoff taking place on 2/5. Registration can be done individually, or in teams of five. Ms Adamec moved onto the topics of changes being made concerning the health risk assessment and wellness incentives concerning how they are recorded. Highmark is discontinuing the health risk assessment on their website. Fortunately, an alternative assessment is available on the CHEW website for employee use. Finally, the reporting of wellness incentives will change to a different cycle that will align with the fiscal year. Previously, the incentives were tallied on a 1/1 to 12/31 basis. For the 2019 year, incentives will be processed after May 1.

Liaison Report:

Ms. Tetreault began her report to the Staff Senate with the information that the planning on the FY 19'-20' budget is underway with a balanced budget endeavored for submission to the board by 3/1. The next topic discussed was that of an internal audit. Ms. Tetreault explained to the Staff Senate that this will be a proactive self-examination of our internal functions to identify any possible gaps before they become a problem. The University hired the firm of Schneider-Downs to conduct this audit. A three-year plan for this audit is currently being discussed with the board. The vendor is currently working with the Division of Information Technology. An example of a past audit was the employee separation process considering the HR and IT timelines.

Concerning the Strategic Enrollment and Planning Initiative, a consultant will be in town the week of 1/28. The cabinet will receive an update mid-week.

Ms. Tetreault transitioned to the topic of updates from Human Resources, with the first being that language within the staff handbook is being revised and will be published within a week or two. Policies are not changing, but the non-discrimination language will be amended. An update to the specifics to these changes will be explained further in the February Staff Senate meeting. Ms. Driscoll McNulty inquired about updated language to the Grievance and Corrective Action policies in the handbook. Ms. Tetreault stated that the language is the same as it was before and that those policies still need to be revisited. Spring convocation will take place on 1/31, and the winners for the Sursum Corda aware will be announced.

Continuing on, Ms. Tetreault reported that there is currently an issue with our flexible spending account provider, Ameriflex. If anyone experiences any problems with their FSAs, please contact BethAnn McCartney or Eileen Notarianni in HR to inform them of any troubles.

Next, Ms. Tetreault introduced to the Staff Senate that the Office of Equity and Diversity, specifically Liz Garcia, is working on bias training. This training will be introduced later in the spring semester. OED is in conversations with the Provost concerning this topic. On a related note, Ms. Tetreault reported that Human Resources and OED are in consultation to update the anti-harassment and anti-discrimination policy as the language could be modernized and explained in a clearer fashion.

The final topic addressed by Ms. Tetreault was an update concerning the Taskforce on Reconciliation and Healing. An in-person feedback session was held recently in December, while a smaller subgroup met in January. Feedback concerning calls to further action are heard, yet the Taskforce wants to make certain that a thoughtful and informed response is issued at the appropriate time. There are slated to be three further feedback sessions in the spring.

President's Report:

- Shared Governance Discussion – Our invited guests, Mr. Boyle and Ms. Farrell, were unable to attend our Staff Senate meeting. The main dialogue will be tabled until our guests may rejoin the Staff Senate. Continuing on, Ms. Driscoll McNulty led the senate in a conversation concerning shared governance and solicited questions from the room. Mr. Murphy inquired about the timeline of changes made to the Faculty Senate's supplied documentation, while suggesting the tone could be altered to be more collaborative. Ms. Schofield followed up with a question asking for the reason why it took so long for Faculty Senate to share this with other governing bodies. Ms. Driscoll McNulty added that the first time Staff Senate representatives saw the supplied shared governance document was during a fall UGC meeting. Ms. Butler

queried about the results of a supposed survey conducted by Faculty Senate in relation to this topic. Mr. Murphy concluded with the reminder that Faculty Senate should come prepared to speak to the timeline of events that led to the document that was provided to the Staff Senate today.

- Comprehensive Resource Review Meeting – Ms. Driscoll McNulty reported that she did get materials related to the meeting, but was not able to attend the December meeting in person. More information to follow next Staff Senate meeting.
- Roundtable Updates/Reminders – Ms. Driscoll McNulty reminded the senate that Spring semester is starting the week of 1/28 and that each constituency has \$200 allotted to them for setting up roundtable events. If necessary, time can be allocated at the end of Staff Senate meetings to make certain that roundtable events are scheduled properly.
- Staff Senate Events Reminder – Finally, Ms. Driscoll McNulty prompted the senate that spring semester activities need to be organized and planned out. The Employee BBQ, Awards Luncheon, and constituency round tables are just such important examples.

Previous Business:

- Staff Senate Survey Information and Distribution – The first topic under the banner of previous business was concerning the construction and dissemination of a Staff Senate survey to the staff constituency. Ms. Jubinski and Ms. Hambrose engaged in discussion with Ms. Driscoll McNulty concerning the roles and responsibilities of the ad-hoc assessment committee and their involvement with the proposed survey. Ms. Driscoll McNulty explained her understanding that the ad hoc assessment committee should gather all the information in one location and break it down for possible insights. Mr. Murphy offered that the purpose of the committee is to provide guidelines to the senate at large as well as executive council. As a bonus, this survey information would be beneficial to our Middle States review. Discussion continued on this topic with Ms. Driscoll McNulty offering her belief that the survey should be sent out by the end of intersession or early spring semester. The timing of this survey could coincide with the Staff Senate spring newsletter with further visibility being offered by an article within Royal News. Incentives were also discussed with \$25 gift cards available per constituency being floated. Mr. Murphy and Ms. Hambrose concluded the discussion signaling the importance of providing anonymity for survey respondents.
- Aramark Service and Cost Concerns – The next topic brought forth under previous business by Ms. Driscoll McNulty was in relation to Aramark service and cost structure. Ms. Tetreault and Ms. Driscoll McNulty met with Dr. Davis in early January to open this conversation with a brainstorming of ideas. It was agreed that this concern is one that is shared University wide. Dr. Davis seemed well aware of these concerns. Dr. Davis is expected to speak with Mr. Boyd and elicit direct feedback from stakeholders within the University community. There is an additional possibility that an Aramark representative will be attending a future Staff Senate meeting as a guest to address this topic. Multiple senators put forth agreement for an anonymous survey stewarded by Student Life. Dr. Davis believes that with the results of this survey, they could bring something concrete to Aramark leadership that would not be shrugged off. Ms. Driscoll McNulty added

that she believes that Student Government provided feedback recently to Aramark focused on dining. Ms. Driscoll McNulty put forth the question of whether or not this topic should be brought to the University Governance Council.

- Graduate Tuition – Ms. Driscoll McNulty concluded previous business providing an update on the communication to Fr. Pilarz concerning Staff Senate’s previous motion on expansion of graduate tuition benefits for the staff constituency with varying levels of service. Ms. Schofield and Mr. Murphy are crafting this message. Ms. Rothrock pulled multiple examples from previous Staff Senate minutes to support the motion. More to come on this topic.

New Business:

- Classroom Bill of Rights and Responsibilities – The first order of new business put forth by Ms. Driscoll McNulty was concerning the submitted Classroom Bill of Rights and Responsibilities provided by the University Governance Council, originally authored by Student Government. Discussion opened with Ms. Giovagnoli who emphasized the importance of lab safety standards and their adherence, which is not determined by faculty. Ms. Schofield added concern that the Dean’s Office should not be involved in determining whether absences are excused, leaving the discretion with the faculty. Multiple senators emphasized that the onus of responsibility for student absences should be on the student adhering to faculty guidelines. The counterpoint was brought forth by Ms. Driscoll McNulty and Ms. Bernard that certain scenarios and actions are considered basic human rights such as being able to freely go to the restroom. If students are willing to submit this within Student Government, then there could very well be discontent arising within the student population that needs to be addressed and supported. Ms. Bernard elaborated further that she believed that students feel that they are being penalized for unspoken rules, and that hearing their voice on this topic is important. Ms. Butler offered that perhaps we are not hearing the entire story from all stakeholders and that further investigation is required. Mr. Murphy suggested that a motion be made to support the Classroom Bill of Rights and Responsibilities as written. The Staff Senate does not have quorum for this meeting and cannot hold a vote on the motion.
- Staff Senate Election Information Session – Ms. Driscoll McNulty brought forth the topic of having a Staff Senate Information Session for interested parties. One suggestion offered was to have this info session take place before a Staff Senate meet and greet. This would create a friendly environment where people can inquire about Staff Senate, our responsibilities, and more. Ms. Malia suggested that the Staff Senate set up a table for Wellness Day. Multiple senators agreed with this idea. Ms. Driscoll McNulty asked that this topic be brought to the Elections and Membership committee for further review.
- Staff Senate Summer Orientation – Ms. Driscoll McNulty opened up for discussion the possibility of Staff Senate having a summer orientation up at the retreat center with the

senate body focused on helping newly elected senators learn the ropes. The orientation would most likely replace the June summer meeting, and be a half or full day to foster group dynamics. Multiple senators voiced their support for this endeavor.

- Motion on Support for the Classroom Bill of Rights – Mr. Murphy put forth a motion to vote on support for the Classroom Bill of Rights. We did not have quorum this meeting. The motion is officially tabled until the next meeting.

Committee Reports:

- Communications – Richard Walsh – Nothing to report.
- Election & Membership – Bryn Schofield – Nothing to report.
- Finance – Gina Butler – Our finances are currently in order.
- Social Events & Community Building – John Harris and Marg Hynosky – The total cost of the Staff Senate Christmas Luncheon was \$4,154. Approximately 380 people were in attendance, for an estimated cost of \$10.49 per person. A total amount of money raised for the luncheon was \$1,700, with \$1,300 allotted for the Leahy Clinic and the remainder for the 50/50 drawing. A grand total of 640 lbs. of food were collected.
- Staff Development-Co-Chairs – Renee Giovagnoli – Nothing to report.
- Staff Recognition & Excellence Awards – Gina Butler and Peggy Doolittle – The December Meg Cullen Brown Magis Award winner was Jessica Durkin. The January Magis Award winner is Cynthia Kretsch. Nomination submission activity was down due to fewer people being on campus.
- By-Laws (ad hoc) – Rebekah Bernard – Nothing to report.
- Ad Hoc Committee, Timeshare – Nothing to report.
- Ad Hoc Committee, Assessment – Nothing to report. See above.

Items from the floor

Ms. Geeza reminded the Staff Senate to attend the scheduled Employee Celebration this weekend.

Motion was made to adjourn the meeting was approved.