

To: Staff Senate
From: Zoë Rothrock
Date: November 14, 2018
Subject: Minutes from the October 17, 2018 Staff Senate Meeting

In Attendance: Peggy Doolittle, Jenn Kretsch, Bryn Schofield, Andrea Malia, Rose Striefsky, Barry Eiden, John Harris, Dale Martin, Ryan Puksta, Kevin Roginski, Kevin Rude, Barry San Martin, Lynn Andres, Rebekah Bernard, Gina Butler, Amy Driscoll McNulty, Elizabeth Geeza, Renee Giovagnoli, Margaret Hynosky, Rose Ann Jubinski, Jonathan Kirby, Bernie Krzan, Mark Murphy, Crystal Ondrick, Zoë Rothrock, Richard Walsh, Patricia Tetreault (liaison)

Not In Attendance: Erica Armstrong, Kristi Klien, Christopher Harris, William Pilger, Kyle Thomas, Michael Tuffy, Margaret Hambrose

Welcome: Amy Driscoll McNulty called the meeting to order at 10:01 AM, in the BRN PNC Board Room, Brennan Hall 500. Kevin Roginski offered the opening prayer. Bryn Schofield will offer the opening prayer at the November 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 Presentation:

Ms. Driscoll McNulty welcomed guest Rev. Scott R. Pilarz S.J.

Fr. Pilarz greeted all and outlined three priorities he has established for the coming year. The first is to continue to build a strong sense of community. We need to be welcoming, supporting and caring for each other and meet each other where we are in our uniqueness. The second is to renew our commitment to the humanities and liberal arts. He noted pressure from the world to back away from that, but emphasized that a Scranton education grounded in the humanities is what makes a Scranton educated nurse, accountant, etc., unique because they have a deep understanding of the human experience. The third priority is the university's commitments, especially related to service, to our local community and the wider world.

The floor was opened for questions. Fr. Pilarz responded to a question from Mr. SanMartin that this was his second term as president. Responding to Mr. Murphy, he said he was impressed with the growth and expansiveness of the university since his last tenure. He does not foresee any future capital projects, but stressed the focus of Advancement on endowment, financial aid and supporting staff and other constituencies. Ms. Rothrock posed a question regarding building a more inclusive and supportive campus for marginalized groups. Fr. Pilarz said that he was proud to have worked on the Scranton Inclusion Initiative during his first tenure, but we need to do everything we can to combat tribalism. As a community, we need to not be critical of one another, but to be accepting of differences. We are stronger because of our differences. Ms. Butler asked Fr. Pilarz to talk about the task force that was formed. Fr. Pilarz said that many were stunned and hurt when the report about clergy sexual abuse was released. He noted that we have to acknowledge that the church made some bad, sinful, evil mistakes.

The task force is focused on addressing the pain that was caused by conducting listening sessions, symposium and hosting experts in thoughtful ways. We cannot fix the problems of the church. We can help people process and find ways to share and discuss. If anyone has any ideas, please contact someone on the task force. Fr. Pilarz said that his intention is not for all the work to sit on a few people, but to work in tandem with the bishop and the diocese. The Staff Senate then presented Fr. Pilarz a welcome proclamation and a donation to a scholarship fund in his name.

Ms. Driscoll McNulty welcomed guests Julie Schumacher Cohen and Rebecca Beal

Ms. Schumacher Cohen reported that they are sending out the self-study report as a draft. All are welcome at a feedback session on October 31st. Comments will be welcomed until November 2nd. The preliminary visit of Dr. Brennan O'Donnell will be on 11/8 and 9th. The report will also be shared with the board of trustees in November. The full visiting team will be on campus in March.

Ms. Beal reported that Middle States sends out teams for peer review. We write the report based on our activities, and create recommendations based upon the report. We will also receive recommendations from the peer review team. All senators were given the summary of recommendations. For the purpose of time today, we will focus on the ones related to mission, strategic planning and governance. Our mission permeates our campus and guides our work including the current strategic plan and institutional learning outcomes (ILO). It has been recommended that the mission statement and ILOS undergo regular cycles of review either to reaffirm or revise as a way to strength university community and renew shared purpose. Related to Standard 6, institutional processes guide strategic and operation planning with continuous improvement activities. Recommendations aim at improving process and communication loops. Standard 7 focuses on governance; recommendations include of strengthening of self-assessment of senates, University Governance Council and the President's Cabinet.

Ms. Beal noted that they developed a final chapter related to communication and collaboration. Some best practices at the University include: faculty senate website updates, Staff Senate Communication Symposium and the presidential communications following board of trustees meetings. Recommendations aim at identifying responsibilities for communication by faculty, staff and students who serve on university-wide committees and how they are reporting on key initiatives to their respective groups. Ms. Schumacher Cohen opened the floor for questions. A senator raised a question regarding shared governance as a point of pride. Ms. Schumacher Cohen said that Middle States does not review based upon shared governance as it is not a term they use. Ms. Schumacher Cohen remarked that this processes seeks to determine that we are doing what we say we are doing as a university. Ms. Driscoll McNulty asked all senators to review the report and send feedback to Ms. Beal and Ms. Schumacher Cohen via email or at the October 31st feedback session.

Liaison Report:

Ms. Tetreault reported that the Humanities initiative was discussed at Cabinet. Fr. Pilarz is very focused on that and the recently created task force. She noted that the task force will be a long-term project; we cannot do it justice in a semester or year. Please share ideas will her. The board did identify that we can use endowed funds to support this initiative. We can be creative on what might be beneficial to our community or broader community.

The search for the KSOM dean will be beginning soon, they are finalizing the search committee. Dr. Rajan is interim dean. They hope to have a permanent dean in place next academic year.

The staff salary increase has been processed, and will be included in the next pay period.

The health plan renewal process is being finalized and is looking very good. Open enrollment is right around the corner. When you get the information from Human Resources, please open it and look at it. A question came up concerning compensation and phase II of the plan. The implementation will be dependent on funding, and we should know more once the budget cycle process resumes. Liz Garcia, Executive Director of the Office of Equity and Diversity, just started. Liz will focus on Title IX, civil rights and work toward diversity and inclusion through a diverse workforce. Ms. Driscoll McNulty noted that she will be the guest at the November meeting.

President's Report:

- UGC Meeting – The first meeting was at end of September. The two major items discussed were the campus smoking policy and the student government's proposed classroom bill of rights.
- Board of Trustees – September Meeting Recap – Much of the meeting was a student presentation regarding the SPARK program. Ms. Schofield was present at the Education committee. Ms. Beal and Ms. Schumacher Cohen gave a Middle States presentation. In addition, Dr. Gingerich gave a presentation of the Strategic Enrollment Planning groups. Ms. Doolittle did not have anything to report from the Enrollment Management committee meeting.
- Upcoming Guest Attendance – Dina Angeloni, CHEW will be the December guest. Liz Garcia is available for the November meeting. She will stay for the whole Staff Senate November meeting.
- Roundtable Updates/Reminders – Ms. Schofield reported that the meeting went really well, there was a nice turnout and questions were addressed. One topic was about the Magis Award and how we choose from month to month. The winner has always been chosen at random. Ms. Butler said that reason for picking randomly keeps things fair and transparent. The other question was about exactly who can nominate. Faculty do not receive our email reminders. Ms. Driscoll McNulty will be working with the Executive Committee on a draft a reminder to faculty that will be sent each semester. A senator suggested that we send a reminder to administrators as well. Ms. Doolittle asked how we showcase the comments received for Magis Award nominees. It was suggested to put on the website or include in the announcement email. The Professional/paraprofessional roundtable will be held immediately following the meeting. The MTTP roundtable will be scheduled in December.
- State of Scranton series – Staff Senate is a non-monetary sponsor of this event. The topic is homelessness in our community. The event is on 11/12 from 11:30 – 1:00 p.m. Lunch will be provided. Please RSVP.

Previous Business:

- Title IX Policy – Open Forum Update –Christine Black put presented the policy and broke down the changes, in detail. The biggest concern was from faculty members that their rights were subject to not being upheld as a union member. The topic went back to Faculty Senate the

following Friday. We have not heard back from Dr. Farrell about further feedback. If you have any thoughts, please send them to Staff Senate officers.

New Business:

- Campus Smoking Policy – Review – To be clear, the committee led by BethAnn McCartney was to update and revise the existing policy. The updates were to deal with issues regarding distance from buildings and new technologies such as vaping, etc. They did not investigate the possibility of a smoke-free campus. Do we as a senate believe it properly addresses the university's needs? The floor was opened for comments and questions. Mr. Murphy suggested removing the map, saying that the policy and signage should give enough direction. Enforcement is still a concern for many. Ms. Driscoll McNulty reported that the policy is asking each of us to be responsible depending on individual comfort level. For example, concerns for staff, faculty and guests should be sent to Human Resources. Student issues should be sent to Student Conduct. Mr. Murphy thought the policy did a good job making a clear statement of no tobacco sales on campus and listing the smoking cessation options. Ms. Butler asked if there is the opportunity for the Senate to make recommendations for next steps. Ms. Driscoll McNulty said yes. We can approve current policy as is, but then say we feel strongly about a smoke-free campus. Perhaps draft a letter with other senates to send through our liaison. A senator asked if we would make a motion in this regard. Ms. Driscoll McNulty said that we need to talk about how best to do that and if it would involve the other senates. The current policy revision took nearly two years. It was suggested to distribute a survey to determine how the staff feels about this issue. It was noted that many university buildings are on public streets. This may make a smoke-free campus impractical. A senator suggested that we say "tobacco-free" to be sure other forms are included. A senator asked if we receive any insurance benefits by moving to a tobacco-free campus. Human Resources would have to answer that question. The Senators were asked to review the current policy for further discussion and possible vote in November.

Committee Reports:

- Communications – Richard Walsh – November 1st from 11:30 – 1:00 p.m., BRN Rose Room Symposium, featuring Dr. Robert Davis and Dr. Jeffrey Gingerich.
- Elections – Bryn Schofield – We successfully gathered nominations for a staff representative on the Dean of KSOM search committee. The name will be released once the committee is officially announced.
- Finance – Gina Butler – To date, the Senate has incurred \$382.77 in expenses for this budget year. As of this report, our budget remains in good standing. If committees have upcoming events and you know or can estimate costs, please send the details to me at your earliest convenience.
- Social Events & Community Building – John Harris and Marg Hynosky – This committee has a meeting scheduled for Tuesday 10/16/18.
- Staff Development – – Renee Giovagnoli – From our 8/24/18 meeting we discussed the following topics. 1. Fall topic for "Staff Development Workshop". Committee discussed "Emotional Intelligence" with guest speaker Dr. Giambatista, KSOM. Dina Angeloni and I spoke about this joint workshop "ENI Lunch & Learn". We discussed dates: Dec 11 or 13th. Topics CHEW is thinking: "Managing Stress: How to make Stress your Friend" or "Personal Resiliency during Times of Change". I will forward these ideas to committee for further discussion. 2. Christmas Basket Luncheon Donation (Dec 12) 3. Spring Workshop ideas: "Get the most of Your

Garden; Developing the whole Person” [work/balance] 4. Revive CONNEXIONS Program: Lynn Andres as point person. 5. Spring BBQ Facilities event.

- Staff Recognition & Excellence Awards – Gina Butler and Peggy Doolittle – Nothing to report at this time other than the monthly *Meg Cullen-Brown Magis Award* winner, Glen Pace, as well as a discussion from the Clerical Roundtable pertaining to the Award. The discussion primarily centered on establishing communication with faculty for them to have greater awareness of nominating professional staff for the *Meg Cullen-Brown Magis Award*. Nomination selection process was discussed as well. For November, we have 14 nominations, with the second email going out on the 15th and the final on the 29th.
- Ad Hoc Committee, Timeshare – This policy is still under review. More information to follow.
- By-Laws (ad hoc) – Rebekah Bernard - The By-Laws Ad Hoc Committee met on 10/1/18. We discussed a few potential edits to the Constitution and By-Laws. First, the requirement to run for Senate was changed to one year, and this needs to be updated in the Constitution. Second, we discussed adding language to the By-Laws to clarify that elected officers do not need to be reelected to their staff senator term for the period for which they have been elected an officer. These changes, as well as some edits for grammar, will be presented to the Executive Committee and then the Staff Senate for the November meeting for discussion and a vote.
- Assessment – No report at this time.

Items from the floor

- Andrea Malia – Aramark concerns. Agenda item for next month.
- Marge Hynosky – Christmas luncheon is December 12. It is finals week.
- Renee Giovagnoli– Annual campus safety walk will be held on November 14.

Motion was made to adjourn the meeting was approved.