

To: Staff Senate  
From: Zoë Rothrock  
Date: January 4, 2019  
Subject: Minutes from the November 28, 2018 Staff Senate Meeting

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**In Attendance:** Erica Armstrong, Peggy Doolittle, Kristi Klien, Jenn Kretsch, Bryn Schofield, Andrea Malia, Barry Eiden, Kevin Roginski, Kevin Rude, 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, Zoë Rothrock, Patricia Tetreault (liaison)

**Not In Attendance:** Rose Striefsky, Christopher Harris, John Harris, Dale Martin, William Pilger, Ryan Puksta, Barry San Martin, Kyle Thomas, Jonathan Kirby, Crystal Ondrick, Richard Walsh

**Welcome:** Amy Driscoll McNulty called the meeting to order at 10:04 AM, in the PNC Board Room, Brennan Hall 500. Bryn Schofield offered the opening prayer. Peggy Doolittle will offer the opening prayer at the January 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 BethAnn McCartney.

Ms. McCartney greeted the Staff Senate and walked through the University's health care plan open enrollment options. The period for open enrollment began on November 6 and kits were sent out in email on that day. Links and further resources concerning the open enrollment are located within My.Scranton under the Human Resources website. Any inquiries concerning open enrollment should be directed to the Office of Human Resources. The deadline for changes is December 3, 2018.

Ms. McCartney elaborated further on the open enrollment explaining that this year was favorable for the University's plan renewal at a slightly reduced cost. Additionally, these savings will be passed onto employees in their December paychecks. Ms. Tetreault spoke to how uncommon this occurrence is, and that the Office of Human Resources is proud to help make this happen.

Continuing her address to the Staff Senate, Ms. McCartney introduced information concerning critical illness coverage from Cigna. There is even a hotline staffed by Cigna specifically for University of Scranton employees. This is a voluntary program to buffer traditional benefit packages. Additionally, Cigna opened voluntary life insurance for open enrollment. This is an opportunity to cushion life insurance currently offered through the University.

Ms. McCartney then outlined the final changes regarding health coverage. These alterations included the preventative shingles vaccine, additional coverage for diabetes screen, and the increase in the age limit for adolescent hearing screens. Ms. McCartney concluded with a reminder about flexible spending

accounts offered through University health plans. If employees have any questions, they are encouraged to reach out to the Office of Human Resources.

Ms. Driscoll McNulty welcomed guest Elizabeth Garcia, Executive Director for the Office of Equity and Diversity.

Ms. Garcia greeted the Staff Senate and spoke to major changes proposed to Title IX. The Office of Equity and Diversity will be updating the policy and hold educational sessions in the summer of 2019. Ms. Garcia spoke to the goal of changing the University perspective on Title IX and Title VII with a focus on staff concerning the protected classes of race, gender, age, etc. Next, Ms. Garcia elaborated on the focus for recruiting with a greater focus on diversity initiatives. Additionally, she expressed that there has been a call for supervisor training in regards to Title VII. Online training is available for this purpose. In the next couple of months, the Office of Equity and Diversity will roll out this training.

Ms. Garcia then transitioned to the topic of the Office of Equity and Diversity working with Ms. Tetreault on updating the non-discrimination and harassment policy. So far, there are reported to be a good deal of changes. An additional policy under review is the reasonable accommodation policy, but no further information by Ms. Garcia was provided at this time. Any further questions or feedback is to be addressed to the Office of Equity and Diversity.

#### **Liaison Report:**

Ms. Tetreault updated the Staff Senate on multiple cabinet activities. The first topic addressed was the Strategic Enrollment Planning Initiative. Two themes outlined by Ms. Tetreault was to increase enrollment of international students and for the University to become a more transfer friendly institution.

The next matter for discussion was that the Middle States Commission team chair visited campus and provided feedback in order to better prepare for the full team visit in March. Overall, the feedback was positive.

Ms. Tetreault continued and reported that Mr. Steinmetz and Mr. Donahue are beginning their work on the FY 19'/20' budget.

The next board of Trustees meeting is on Friday 11/30.

The subject transitioned to the Task Force on Healing, Reconciliation and Hope. Ms. Tetreault emphasized that this endeavor has been and will continue to be a tremendous amount of effort for all involved. A recent email was sent out to University Staff and Faculty seeking feedback. An in-person feedback session is scheduled on 12/5 in the BRN 509 Rose Room.

Ms. Tetreault continued and informed the Staff Senate that nominations are being considered for the Sursum Corda Award. The committee also considers repeated nominees. Staff Senate is encouraged to bring forth nominations as well as refer employees to the current divisional nomination process. Final nominations are to be submitted by 12/10.

The Office of Human Resources will have a holiday open house on 12/8 from 2:00 pm until 4:00 pm. Giveaways are slated to occur with ornaments being amongst the prizes.

Ms. Tetreault concluded the report with the focus on diversity initiatives. She stated that Ms. Garcia would work to strengthen the University's equal employment program. This is commonly misconstrued as the federal designation of Affirmative Action. The University of Scranton is not an Affirmative Action

threshold employer meeting the federal requirement. However, this does not mean the University is uninterested in diversity. As an equal opportunity employer, the University strives to broaden our workforce with further diversity. Ms. Garcia and Ms. Tetreault will have further discussions concerning this topic.

### **President's Report:**

- UGC and UPC Meetings – The University Planning Committee met this morning. Topics included the Middle States update and the strategic initiatives funding. The University strategic plan is in its last year of this current cycle. Dr. Gingerich is currently deciding whether we should create a new plan, or extend the current plan. Overall, this is not a static process with plenty of opportunities for staff to get involved. The University Governance Council met to discuss the benefit renewal, Middle States, proposed smoking policy, as well as engaging in a conversation on shared governance.
- Middle States Self Study Meeting – The chair of the eight-person review team came to campus to talk about first draft report. Critical feedback was outlined to bolster certain aspects of the report. Ms. Driscoll McNulty expressed that she felt that this was a positive meeting with a collegial atmosphere and enthusiastic discussion.
- Upcoming Guest Attendance – Dina Angeloni, CHEW – Because shifting of schedules, Dina will be joining the Staff Senate in the January or February meeting. Additionally, we reached out to Ryan Sheehan of the Jesuit Center as a guest, with attendance possible in the spring semester.
- Roundtable Updates/Reminders – The MTTP Staff Senate constituency is looking to schedule their roundtable for intersession. Ms. Andres then addressed the Staff Senate, providing feedback concerning the Professional/Paraprofessional constituency roundtable meeting. Topics from the meeting included incivility in the workplace, compensation review talk, paternity leave, and the upgrade of TDC furniture. The most discussed ideas were graduate tuition remission for staff dependents and options for Pro Deo members to maintain tuition remission benefits.

The Staff Senate discussed the graduate tuition remission topic at length and agreed that this was a repeated topic of interest over the years for the Professional/Paraprofessional constituency.

On the matter of the Staff Senate drafting a letter to Fr. Pilarz concerning the expansion of on-campus only graduate tuition remission for staff dependents, Bryn Schofield offered the following:

**Motion was made by Ms. Schofield and seconded by Ms. Giovagnoli to have Staff Senate compose a letter to Fr. Pilarz concerning the expansion of on-campus only graduate tuition remission for staff dependents.**

**The motion passed.**

- Ms. Doolittle will not be able to attend the Board of trustees meeting as our Staff Senate representative. Ms. Andres will attend the meeting and report to the Staff Senate.

### **Previous Business:**

- Campus Smoking Policy – The Staff Senate resumed discussion on the Campus Smoking Policy of 2018, sponsored by the Office of Human Resources. Additional concerns submitted included consideration for vaping as well as how enforcement would be enacted. Discussion soon concluded and a motion was put to the floor of the Staff Senate.

**Motion was made by Ms. Schofield and seconded by Mr. Murphy to have Staff Senate support the 2018 Campus Smoking Policy sponsored by the Office of Human Resources.**

**The motion passed with one abstention.**

### **New Business:**

- Committee Reports for Newsletter  
Committee chairs are encouraged to submit reports to Staff Senate officers concerning the fall and spring semester Staff Senate Newsletters. Ms. Bernard reminded the senate that we would like to release a newsletter sometime in January. The publication will be a recap of Staff Senate events as well as upcoming scheduled activities. Ms. Driscoll McNulty asked for a deadline concerning submissions for the newsletter by 12/19.
- Basket Donations for Christmas Luncheon - Each committee is donating a basket. Please bring them to Ms. Hynosky by the morning of the event at 10:00 AM. The items that make up the baskets must be non-perishable.
- Survey Information and Distribution – The Staff Senate is looking to construct a survey to distribute to University staff. We are looking to gauge staff opinion on how well the Staff Senate is doing. Questions such as, “Do you know what we do? Do you come to our events? How effective are the events?” will be shared. Ms. Driscoll McNulty created a draft of the survey already as an example. This is by no means a campus climate survey, as it primarily focuses on the work of the Staff Senate.
- Aramark Service and Cost Concerns – This was a topic of discussion brought forth from the Clerical roundtable. Ms. Malia reported that feedback included that food was not arriving on time, was cold, contained incorrect amounts, and that service across the board was inconsistent. The Clerical constituency engages with Aramark on a frequent basis, and that multiple senators have negative experiences to report. Ms. Driscoll McNulty agrees that this topic should be brought to the attention of Ms. Tetreault. More information will follow.
- Shared Governance Definition – This topic was tabled for later discussion in lieu of time constraints.

### **Committee Reports:**

- Communications – Richard Walsh – Ms. Bernard stated that the committee had nothing in general to report. However, a reminder was issued for newsletter submissions by 12/19.

- Election & Membership – Bryn Schofield – Nothing to report.
- Finance – Gina Butler – The Staff Senate maintains a positive balance of funds. Expenditures are listed at \$393.73.
- Social Events & Community Building – John Harris and Marg Hynosky – The Staff Senate Christmas Luncheon is on 12/18 in TDC 407. There will be no snow date. Items for gift baskets benefit the Leahy Center and should be non-perishable. The cost of the event is \$10.49 per person. The upcoming University of Scranton Employee Celebration is expected to be at the end of January.
- Staff Development-Co-Chairs – Renee Giovagnoli – An ENI event is expected to take place in December.
- Staff Recognition & Excellence Awards – Gina Butler and Peggy Doolittle – The Meg Cullen Brown Magis Award Winner for November was chosen. There was a terrific response from many new submitters. A final reminder to submit nominations for the Sursum Corda award was made.
- By-Laws (ad hoc) – Rebekah Bernard – Nothing to report.
- Ad Hoc Committee, Timeshare – Nothing to report.
- Ad Hoc Committee, Assessment – Nothing to report.

**Items from the floor**

None

**Motion was made to adjourn the meeting was approved.**