

To: Staff Senate
From: Zoë Rothrock
Date: March 13, 2019
Subject: Minutes from the February 13, 2019 Staff Senate Meeting

In Attendance: Erica Armstrong, Peggy Doolittle, Kristi Klien, Jennifer Kretsch, Bryn Schofield, Andrea Malia, Rose Striefsky, Joseph Beadle, Salisa Brown, John Harris, Ryan Puksta, 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 Muphy, Crystal Ondrick, Zoë Rothrock, Patricia Tetreault

Not In Attendance: Barry Eiden, Christopher Harris, Dale Martin, William Pilger, Kevin Roginski, Kyle Thomas, Richard Walsh

Welcome: Amy Driscoll McNulty called the meeting to order at 10:02 AM, in the PNC Board Room, Brennan Hall 500. Kristi Klien offered the opening prayer. Mark Murphy will offer the opening prayer at the March 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 Dr. Doug Boyle.

Dr. Boyle introduced himself to the senate and reminded everyone that back in 2016-2017 the climate between the faculty and administration was in a more contentious state than it is today. At that time, Faculty Senate held meetings with the administration and decided to conduct a survey of the faculty climate. Dr. Boyle reported that there were seven themes that came out of this survey. Faculty reported that they felt that they were not involved in the decision making process, and that shared governance needs to be examined. Faculty Senate then passed a draft definition concerning shared governance and met with Fr. Quinn and Dr. Boomgaarden. The Faculty Senate then distributed a follow up survey to faculty. Incorporating the feedback from nearly 500-600 comments, the Faculty Senate crafted the new shared governance definition that was submitted to Staff Senate recently.

Dr. Boyle then brought the discussion back to today, stating that the Faculty Senate would like a shared governance definition moving forward that makes sense, regardless of who the current president or provost is. Dr. Boyle admitted that he believes that the current definition of shared governance is weighted heavily toward a faculty perspective, but that the faculty community should be involved in discussions ahead of time. He deferred that ultimately, it is the administration's decision, but that involvement and impacts should be shared with the Faculty Senate. Dr. Boyle then pivoted to a focus on process. Faculty Senate proposes that they receive further feedback from Staff Senate on shared governance and then pass that along to cabinet for evaluation. Dr. Boyle closed his presentation with affirming that the original definition was not approved by administration.

Dr. Boyle then fielded questions from the Staff Senate. Ms. Hambrose asked Dr. Boyle what the next steps in the process were and where to provide feedback. Dr. Boyle stated that he wanted all senates to have input on the current shared governance definition and that feedback should be directed to him so that he could present it to the Faculty Senate. Ms. Schofield queried Dr. Boyle on why did Staff Senate receive the shared governance definition later in the process. Dr. Boyle replied that the Faculty Senate did not hear back from administration for a good deal of time until Dr. Gingerich replied recently to Faculty Senate. Elaborating further, Dr. Boyle stated that the Faculty Senate became frustrated at the lack of feedback from the Provost's Office. Mr. Murphy suggested that all three senates should be identified in the shared governance definition. Dr. Boyle agreed, and stated that the language of the shared governance definition needs further updating to be more accurate. Addressing the tone of the previous definition, Dr. Boyle stated that the language at the time was a function of where the faculty community were at that time.

Ms. Butler then asked Dr. Boyle about the specifications of the shared governance survey that Faculty Senate dispensed to their constituency. Dr. Boyle responded that questions were formatted along the lines of "how satisfied are you in general" with an open-ended representation question at the end of the survey. The Faculty Senate wanted to do a follow up survey to make certain that they got accurate feedback from the faculty community's perspective. Ms. Driscoll McNulty requested that Dr. Boyle provide further details about the feedback process moving forward and how to close the loop. Dr. Boyle replied that he does not yet have any details on that, as he believes that this is something that we have to work on with the administration. Ms. Driscoll McNulty continued, stating that at the recent UGC meeting, student government did not provide any additional feedback on the shared governance definition, and that they deferred to both the Faculty and Staff Senates to move the process forward. Ms. Driscoll McNulty concluded the discussion with the offer of the creation of an ad-hoc group to gather feedback.

Liaison Report:

Ms. Tetreault began her report referring to Dr. Boyle's presentation on shared governance. She urged that the Staff Senate take a moment to contemplate Dr. Boyle's message on shared governance. The Faculty Senate created the recent shared governance definition at a time of angst with faculty and administration. The existing language on shared governance is available and was revised on August 2012. Ms. Tetreault recommended to not look at recent events within a vacuum, but to examine the current language and think on how it could be improved and better articulated. Furthermore, Ms. Tetreault added, we all make decisions that affect the University community and that we should be mindful of different stakeholder perspectives as well as our own.

Mrs. Driscoll McNulty added that the current shared governance document is not very different from what was recently supplied by the Faculty Senate other than tone. Furthermore, she adds, that she believes that the current definition is not likely to go away, and that it is important that the Staff Senate weigh in on it. Ms. Driscoll McNulty completed her thoughts by stating that Dr. Gingerich is involved in the process now, and it will most likely be acted upon.

Ms. Tetreault continued her report by adding to Ms. Driscoll McNulty's statement and saying that the UGC is the perfect home for this discussion. Stating that she was impressed with Staff Senate's evaluation process and self-advocacy, Ms. Tetreault added that the current governance definition could be found on the Institutional Effectiveness website and that everyone should expect Middle States to focus on this topic.

Concerning Middle States, Ms. Tetreault reported that the cabinet is focusing on preparation for the team's arrival as well as the upcoming fiscal year budget. The schedule of the Middle States team visit is Sunday, 3/3 until Wednesday, 3/6 with seven different team members going in seven different directions. The team will meet with all constituencies, and that the conversation may go in any direction, with a focus on assessing standards for accreditation. Communication concerning Middle States will be forthcoming by Kate Yerkes. The cabinet has been briefed with key points from the self-study report.

Ms. Tetreault continued her report, turning next to the topic of the University budget. She details the process by stating that there is heavy conversation taking place. Topics of discussion include, what the next class size might look like as we are currently budgeting for 890 with a hopeful surplus to keep us financially strong for our bond rating and possible capital initiatives. The next board meeting is on Friday, 3/1 with the goal of approving the budget.

The 2019/2020 Holiday Calendar was approved and sent out to staff from Elisa Gibson. There are 17 scheduled holidays on the next academic calendar.

Elizabeth Garcia is bringing up the non-discrimination and anti-harassment policy to the UGC. Ms. Tetreault added that she believes this will have a smoother pathway through the UGC.

Royal Days is currently taking place, while Preview Day is coming up in March. The attendance for this year's Royal Days is very positive, and the administration is feeling confident. The current high school junior class is higher than the previous year. More specifics to come.

The Information Technology part of the internal-audit is now complete. Susan Bowen reported to the cabinet yesterday, 2/19. The board audit committee will discuss the report further next week.

The Jane Kopas Women's Center is 25 years old! There will be a celebration non 3/2. This is an invitation only lunchtime event.

The next topic of the report concerned the Staff Handbook. Ms. Tetreault stated that the Office of Human Resources is almost complete with the recent version. Language was updated as well as new documentation established for what was previously not in print. An example of this is administrative leave and investigations. Additionally, accommodation under the Americans with Disabilities Act was codified. Further updates will be shared with Ms. Driscoll McNulty.

The final topic of the liaison report was in relation to international exchange. An agreement with a couple of universities in south east Asia was brokered. Tuition remission is planned to be able to be utilized with this. This will also include tuition exchange.

Ms. Butler asked a question concerning the status of the staff compensation plan to which Ms. Tetreault stated that more information will be forthcoming soon.

President's Report:

- UGC and UPC Meetings – The University Governance Council met the week of 2/11 and discussed the most recent shared governance definition provided by the Faculty Senate. Conversation will continue this topic. As expected, the Middle States visit was a topic of

discussion, specifically the staff forum held on 3/5 in BRN 228 as it is a great opportunity to hear other members of our community interact with the Middle States team. Furthermore, the Staff Senate Executive Council will meet with a Middle States team chair on Monday, 3/4.

- Campus Title IX and Campus Smoking Policy. These two policies were approved by the Staff Senate, but it is still not official University policy just yet.
- 20'/21' Academic Calendar – Ms. Driscoll McNulty invited Julie Ferguson to a guest of the Staff Senate for the meeting to be held on 3/20. Discussion surrounding the academic calendar was lengthy and addressed problems such as overlapping courses. Feedback concerning the calendar should be addressed to Ms. Ferguson through April, as the calendar will next move to the University Governance Council for approval with implementation soon to follow. Ms. Driscoll McNulty will send out information concerning the calendar as soon as it is received from Ms. Ferguson, so the Senate may review it, hopefully before the Staff Senate meeting on 3/20. It is important that the University is in compliance with this calendar. There are concerns from faculty about the proposed calendar, especially summer sessions and the act of condensing courses from eight to six weeks. Shared governance may be a timely topic of opportunity concerning this as faculty presented alternatives to miss overlap and overload, but they were not implemented. It is estimated that less than 100 students were impacted. Ms. Ferguson will speak to those specifics.
- The University Planning Committee discussed Middle States, the new annual reporting system being rolled out, and strategic initiatives funding. Submissions are due to Kathryn Yerkes by 3/15. The process is still ongoing, and proposals are encouraged that tie back to the current strategic plan of the University.
- There are two new Strategic Enrollment Plan committees that are being established to address transfer and international students. More information to follow on this topic.
- University Strategic Plan – The current plan will end in 2020. There is discussion taking place on what to do next. Current possibilities include that the current plan may be continued, or a new plan is crafted all together. A great deal of work goes into both options, and the University needs to be thoughtful.
- Miso Survey Results – Susan Bowen provided an update on the Miso Survey that attempted to gauge community satisfaction with services provided by the Weinberg Memorial Library and the Division of Information Technology. Currently, the staff focus is on Document Storage and Information Security. Students are looking at the physical footprint of the library to suggest possibly constructing areas of quiet space.
- Board of Trustees – It is the last day to RSVP for the Mass and Community Dinner. If interested, please RSVP to Tara Seely.

Previous Business:

- Survey and Newsletter Distribution – Rebekah Bernard – Update not provided.

- Aramark Service and Cost Concerns – Furthering the Aramark discussion, the Staff Senate previously spoke at length about how we move forward with the topic and present it to Dr. Davis. Ms. Driscoll McNulty met with Dr. Davis, who took initial feedback and spoke with Aramark leadership concerning this topic. Talk evolved to that of implementing a survey as previously discussed in Staff Senate, but Dr. Davis said they could not do it without talking to Joseph Boyd about it first. Dr. Davis believed that the proposed survey should come from Staff Senate. Ms. Driscoll McNulty assured the Staff Senate that that this is now in progress and it will commence accordingly. She continued that she does not want the topic at large to just go away, and that the Staff Senate present a survey to Dr. Davis with the goal of further addressing perceived poor service and lack of improvement by Aramark. Ms. Hambrose added that currently Aramark is leveraging their monopoly and that the University cannot vote with their dollar. Ms. Schofield offered that we should also consider asking for discounts or tangible accountability. Ms. Butler stated that with Dr. Davis’ backing, the survey and its outcomes should have teeth reinforcing both the good and the bad.

Ms. Hynosky stated that Dr. Davis should oversee the survey rather than Staff Senate, and that we should not be expecting a discount for the failures in service when we are dissatisfied with the overall operation. Ms. Schofield offered that it should come from the Staff Senate as from an optics perspective it appears that Staff Senate is hearing and addressing the concerns of our community. Ms. Driscoll McNulty added that Student Government has been addressing concerns in relation to dining, while Staff Senate is more focused on catering. Ms. Klien noted a main goal of the Staff Senate should also be to establish equity among whomever communicates with Aramark and to hopefully remove future instances of “strong-arming”. Other senators

Aramark is providing a little leeway concerning mini-meetings, but in major events, we must still use their services. Moving forward, Ms. Driscoll McNulty suggested that we should honor the concerns of staff while attempting to make certain to let Aramark know they are not “under attack”. Discussions concerning making invitations to the Aramark leadership to attend an upcoming Staff Senate meeting were outlined. Dr. Davis may also attend to provide further substance to the discussion. Any actionable items or concerns in relation to this should be forwarded to Ms. Driscoll McNulty.

- Graduate Tuition – Communication to President – Mr. Murphy and Ms. Schofield met with the Staff Senate Executive Council and are making additional changes. Ms. Driscoll McNulty spoke with Ms. Tetreault concerning this communication, and conversation will most likely continue within the cabinet.
- Student Bill of Rights and Responsibilities – The language of the bill is currently being tweaked. More information to come.
- Staff Senate – Summer Orientation – Ms. Driscoll McNulty reported that we are attempting to book the Chapman Lake Retreat Center in June so that we do not interfere with orientation or conferences and events. Staff are encouraged to reach out

to their supervisor to discuss attending the orientation. The current intention is to have a full-day event, but please provide feedback if a half-day works better.

New Business:

- Staff Senate Information Table – On Wellness Day, 3/12/19 the Staff Senate will have an information table setup at the health fair to generate awareness as well as recruitment. Ms. Schofield is looking for volunteers to staff the table. As an incentive, Ms. Driscoll McNulty reports that Brenda Clarke is making a gift basket for our use at the table. Ms. Striefsky is additionally gathering further giveaways for the Staff Senate to use.
- MTTP Alternate – Ms. Driscoll McNulty welcomed Joseph Beadle to the Staff Senate as an MTTP alternate.

Committee Reports:

- Communications – Rebekah Bernard – The Communications committee completed a draft of the Staff Senate spring newsletter. If anyone has any additional information for submission, please provide inform Ms. Bernard by Friday, 2/22/19.
- Election & Membership – Bryn Schofield – Nothing to report.
- Finance – Gina Butler – The Staff Senate was inadvertently double charged a total of \$8,300 for the Christmas Luncheon. We are awaiting follow up from Aramark to correct this.
- Social Events & Community Building – John Harris and Marg Hynosky – Nothing to report.
- Staff Development-Co-Chairs – Renee Giovagnoli – Beth Ann McCartney of the Office of Human Resources announced that a program focusing on crises management would soon be available. One facet of the program would be geared toward supervisors, while the other would be for employees in non-supervisory roles. Additional details as well as location and time will follow.
- Staff Recognition & Excellence Awards – Gina Butler and Peggy Doolittle – Nothing to report.
- By-Laws (ad hoc) – Rebekah Bernard – Nothing to report.
- Ad Hoc Committee, Timeshare – Nothing to report.
- Ad Hoc Committee, Assessment – Nothing to report.

Roundtable Break-outs – Did not occur due to time constraints.

Items from the floor

Ms. Schofield brought forth the notion that a member of the Staff Senate could be sent to Faculty Senate meetings and act as a liaison. Ms. Driscoll McNulty acknowledged that this could be a possibility and that further discussion will take place if possible at the March Staff Senate meeting.

Motion was made to adjourn the meeting was approved.