

To: Staff Senate  
From: Zoë Rothrock  
Date: March 20, 2019  
Subject: Minutes from the March 20, 2019 Staff Senate Meeting

---

**In Attendance:** Erica Armstrong, Peggy Doolittle, Kristi Klien, Jennifer Kretsch, Bryn Schofield, Andrea Malia, Rose Striefsky, Joseph Beadle, Salisa Brown, Barry Eiden, John Harris, Ryan Puksta, Rebekah Bernard, Gina Butler, Elizabeth Geeza, Renee Giovagnoli, Margaret Hambrose, Margaret Hynosky, Rose Ann Jubinski, Bernard Krzan, Mark Murphy, Crystal Ondrick, Zoë Rothrock, Richard Walsh, Patricia Tetreault

**Not In Attendance:** Christopher Harris, Dale Martin, William Pilger, Kevin Roginski, Kevin Rude, Kyle Thomas, Michael Tuffy, Lynn Andres, Amy Driscoll McNulty, Jonathan Kirby

**Welcome:** Gina Butler called the meeting to order at 10:02 AM, in the PNC Board Room, Brennan Hall 500. Mark Murphy offered the opening prayer. Andrea Malia will offer the opening prayer at the April 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. Gina Butler welcomed guest Julie Ferguson.

Ms. Ferguson greeted the Staff Senate and began to discuss that the draft academic calendar for the 2020/2021 year. This calendar is available for review and feedback by Staff Senate.

Ms. Ferguson went on to explain the process on how the 20/21 calendar was derived. Notably there is a change concerning our graduate online student coursework from an eight-week-six-term model that aligns more closely with our traditional on campus calendars.

Ms. Ferguson continued that feedback was gathered from the University community concerning the 20/21 calendar from an open forum, surveys, meetings with constituent groups, all concluding in May of 2018. It was soon thereafter adopted by the Provost in July. Ms. Ferguson stated that Ms. Jubinski led a work group to allow for a single term model, term by term. The work group has done extremely well and should be commended for their efforts. In September of 2018 the Provost appointed Ms. Ferguson as chair of an ad-hoc committee that included members of the administration and the dean's office.

Ms. Ferguson continued that discussion of the calendar with the Provost has been viewed as almost a two-year process that attempts to increase efficiency and reduce redundancy across University course offerings. The committee proposed the 20/21 calendar that modeled the 19/20 calendar. There are concerns from the program directors of minor overlap and gaps within the calendar that are still being discussed. This calendar model allows our students to "cross-pollenate", enrolling across traditional on-campus as well as online courses. The calendar proposal went to UGC in February of 2019, has appeared before both Faculty and Student Senates, to where it now arrives at the Staff Senate. The Provost has

asked for UGC and multiple senate feedback by April so that they may make final implantation decisions by the end of May.

Ms. Butler inquired as to why the start of intersession in 20/21 has the University open for 12/24 as a “work day” Historically, this has always been a day the University was closed. The change does affect staff, in general or in a limited way. Ms. Butler urged that clarification is needed pertaining to this change affecting only online students and specifically what levels are involved. Consideration must also be accounted for students that stay in residence halls on campus that take online courses to balance work, internships, athletic schedules, etc. As such, there could be an impact on professional staff.

Christmas week. Ms. Ferguson explained that the academic calendar is not an employee holiday calendar, and that the 20/21 academic calendar should not be used for that purpose. She added that the intersession timeframe in question should only affect online students. Furthermore, Ms. Ferguson confirmed that commencement is still on 5/29 while the next segment of classes would begin on 6/1.

### **Liaison Report:**

Ms. Tetreault began the liaison report regarding the most recent board meeting. There was a student presentation about the leadership capstone experience, that was sponsored out of the Division of Student Life. Fr. Pilarz reported on the Middle States visit, while the board acted on budget resolutions as well as approving a new bachelors degree in business analytics. The Operations Management department out of the Kaina School of Management will oversee this new degree. Ms. Tetreault added that including such a degree makes the University more marketable.

Next, Ms. Doolittle spoke to the recent Enrollment Management board meeting led by Mr. Zabolski. Strategies were discussed, as well as ideas to add new programs where possible. The consideration of fast-tracking department programs and the highlighting of graduate students were also reviewed. An example of fast-tracking is the masters of accountancy degree in a five-year timeframe. Furthermore, Ms. Doolittle reported that the meeting addressed a possible restructure concerning online programs, non-credit opportunities and adult degree completions. Ms. Tetreault cautioned to keep in mind that if an idea is brainstormed, it is not necessarily going to proceed further from that point. Furthermore, she added, that the University is no turning away from our core and undergrad, which is what we are all about. Ms. Doolittle concluded her observations that the group is looking for new yield tools and different financial aid packages as well. Ms. Schofield brought forth that she attended the education committee meeting that contained reports from the Provost and an update from the Strategic Enrollment Planning Group. Two additional groups were added to the SEP team, up from the original five. Dean Conniff additionally provided an update on current events in the College of Arts and Sciences, primarily that the humanities initiative and center is getting underway.

Addressing the cabinet Strategic Enrollment and Planning process, Ms. Tetreault reported that meetings are taking place this week with Friday at lunch being scheduled for an update.

Ms. Tetreault pivoted to the topic of Middle States. She believes that the visit went well, and that staff did a good job attending forums and participating in the process. During the closing remarks, Ms. Tetreault reported that she was happy to hear that concerning each standard that only recommendations were made with no requirements given. The Middle States process is not fully over yet, as the University will meet with the team in June for further questions and discussion. Afterwards, most likely in July, the report will be received by our Middle States representatives. Ms. Tetreault lauded the extraordinary efforts of Ms. Cohen and Ms. Beal.

Concerning the Office of Global Education, Ms. Tetreault reports that the Provost shared that Fr. Sivalon is retiring. Afterwards, the OGE will be incorporated into the Office of International Student and Scholar Services. This is expected to begin in June, led by Ms. Chew.

Ms. Tetreault shifted the report to address the upcoming Preview Day event on 3/23. She encouraged those in attendance to seize the opportunity to put our proverbial best foot forward as for many students, this is the first day of the Scranton experience. Special visit days for more personal outreach will soon take place for accepted students. Ms. Tetreault announced that Admissions is now utilizing personalized videos to each accepted student, tailored to their intended studies. Ms. Bernard added that metrics will be forthcoming and eventually shared regarding the videos.

The Division of Information Technology just conducted a forum on contracts and purposing.

The liaison report continued with the news that the Jesuit Center will be releasing info coming up in April concerning the Arupe program.

Next, Ms. Tetreault was happy to report that Fr. Redington is back in much better health and is recovering well.

Ms. Tetreault announced that the University of Scranton Police Department received their accreditation.

Pivoting toward the Division of Student Life, Ms. Tetreault reported that Mr. Troy received an award on behalf of the division from the Jesuit Association of Personnel Administrators, specifically for the “Global Exchange Living Learning Program”

The offices of Human Resources and Equity and Diversity are continuing their “Lunch and Learn” series, spearheaded by Ms. Garcia. One session was held just before the spring semester, while another event is scheduled for later in the spring semester as well as an additional two in the fall. The topics of “Lunch and Learn” touch on diversity and inclusion. Ms. Tetreault noted that how the University does business needs to be welcoming to everyone and that we should explore possible bias that may be unknown to us. Supervisor training is currently underway concerning bias training with signups reaching 49% of employees in supervisory roles. This is an exciting statistic as currently the training is not compulsory.

Ms. Malia asked if Admissions is considering sending out a communication regarding the recent higher education bribery scandal. Ms. Tetreault said that no current comment may be given and that further discussion with Mr. Zaboloski is required.

#### **President’s Report:**

- Middle states – Ms. Butler reported that Ms. Driscoll McNulty is grateful for the service of Staff Senate in assisting in committees and overall help in the process. Ms. Driscoll McNulty felt that the staff constituency was represented well throughout the process and that commentary from Middle States team members was positive regarding staff.
- Shared governance – Ms. Butler confirmed via Ms. Driscoll McNulty that feedback was received and will be incorporated in communication to Dr. Boyle. At the upcoming UGC meeting on 3/29, the topic of shared governance will be discussed. More follow-up will take place after that

meeting. Ms. Driscoll McNulty further relayed that Ms. Tetreault and Ms. Yerkes added their perspective on the topic to ascertain a better understanding of where this recent push for revising shared governance is originating. Currently, the University does have a governance process and policy. The recent discussion of shared governance would not replace the already established policy. More updates to come as currently it is understood that this discussion is in a holding pattern, and that eventually it will return to Staff Senate when it is appropriate.

- Campus Title IX and Campus Smoking Policy – There is no update currently.

#### **Previous Business:**

- Aramark Service and Cost Concerns – Ms. Butler reported that more information was disseminated to Dr. Davis. From the Staff Senate perspective, this topic is on hold until Ms. Driscoll McNulty hears back from Dr. Davis with a response from Aramark. After these events, a survey crafted, or cosponsored, by Staff Senate will incorporate recent discussion topics. Ms. Butler stressed that a conversation between Aramark leadership and the Staff Senate could additionally be beneficial. After the survey is conducted and results gathered, Ms. Butler urges that we establish a window of time to chart effects and outcomes.
- Graduate Dependent Tuition – Communication to President – Ms. Butler confirmed that the University budget recently passed. A communication will now be forthcoming from Staff Senate to Fr. Pilarz concerning this subject.
- Student Bill of Rights and Responsibilities – Ms. Butler stated that Matthew Caughlin sent a recent update from Student Senate and that overall the topic is in a holding pattern until the meeting with faculty leadership is addressed.
- Staff Senate – Summer Orientation – Ms. Butler confirmed that Ms. Driscoll McNulty secured the Chapman Lake Retreat Center for June 6, 2019 from 8:30 am until 4:30 pm. Ms. Butler explained that this location should be perfect for a planning and development session that builds comradery among senators. If necessary, please contact your supervisors to secure attendance at the event. Ms. Schofield inquired that if anyone is interested in planning for the day, to please let Ms. Driscoll McNulty know.
- Staff Senate Table at Wellness Day – Ms. Butler reported that our presence at Wellness Day was fruitful with 95 surveys completed. As of the Staff Senate meeting, the number of surveys completed was 148. The QR code worked as intended. Ms. Butler stressed to please complete the survey and encourage others to participate. Results are expected to be available for the April Staff Senate meeting.

#### **New Business:**

- Ms. Schofield reports that she received the nominations for the upcoming Staff Senate election of 19'-20'. She received 12 nominations for paraprofessional/professional. For that constituency we need 3 senators and 2 alternates. Clerical has 6 nominations for 1

senator and 2 alternates. Ms. Schofield continued that we are a little shy in nominations for the MTTP constituency with 6 nominations for 6 senators and 2 alternates. Two more nominations are required from that constituency.

### **Committee Reports:**

- Communications – Richard Walsh – The committee is meeting shortly to discuss the Spring Symposium. Ms. Bernard announced that the Staff Senate Spring Newsletter was recently released. Additionally, the Staff Senate website should be fully up to date and streamlined for community utilization. Ms. Butler suggested that we provide photographs for our events to post online.
- Election & Membership – Bryn Schofield – The committee is currently collaborating with the Social Events and Community Building committee for the upcoming election and Staff Senate Meet and Greet. More detail is provided below under the aforementioned committee report.
- Finance – Gina Butler – The Staff Senate still has money. Ms. Driscoll McNulty and Ms. Butler are reviewing finances. Since the Staff Senate Meet and Greet event is different this year, we should incur less of an impact on our budget during the spring.
- Social Events & Community Building – John Harris and Marg Hynosky – This committee is working with the Elections and Membership committee to finalize details for the upcoming Staff Senate Meet and Greet on April 2 from 2:30 pm – 3:30 pm. There can be difficulty in attracting second shift employees, so an afternoon timeframe was established to be as accommodating as possible. The event will have a 50/50 raffle while the senate will be collecting non-perishable food for the Leahy Clinic. Appetizers and finger food will be served to help maintain an atmosphere of mingling.
- Staff Development-Co-Chairs – Renee Giovagnoli – Ms. Giovagnoli stepped down as the committee chair due to personal/family emergency. Ms. Hambrose is replacing Ms. Giovagnoli as chair. The committee will soon have a meeting in relation to the Employee BBQ to iron out event specifics.
- Staff Recognition & Excellence Awards – Gina Butler and Peggy Doolittle – The Magis award winner for the month of March is Karen Marx. There was a total of 19 nominations for the month, and the Magis award is very well received by the community. For further consideration and development, our newsletter will highlight the Meg Cullen-Brown Magis Award. Ms. Doolittle reported that to better manage community expectations concerning the award, it may be useful to provide further explanation on how winners are selected and even quotes about the nominee. Planning is underway for the end of the year awards recognition celebration in May.
- By-Laws (ad hoc) – Rebekah Bernard – Nothing to report.
- Ad Hoc Committee, Timeshare – Nothing to report
- Ad Hoc Committee, Assessment – The committee is still at work. Nothing to report.

**Roundtable Break-outs** – Ms. Butler reminded the Staff Senate that time is running out for the semester and that the roundtables should be scheduled as soon as possible.

**Items from the floor**

Ms. Klien brought forth that Barbara King notified the Staff Senate that ISP will be selling new t-shirts this year. Representatives will be coming around to offices for orders. Ms. Driscoll McNulty will provide further details in a forthcoming email. The cost of the t-shirts are \$10.

Ms. Hambrose informed the senate that Lori Nidoh requested to provide a link to the Staff Senate meeting minutes periodically. Furthermore, Ms. Nidoh offered to post senator headshots and interviews. Ms. Butler reminded the senate of the importance to keep the meeting minutes up to date on the Staff Senate website. Ms. Bernard confirmed that the stewardship of the website has improved.

Ms. Geeza asked the senate body if anyone had recommendations for candidates for conference assistants.

Ms. Butler reported that the Staff Senate received an email that spoke to the benefits of grief counseling and the inquiry if the University had any established support groups on campus for employees. Ms. Driscoll McNulty responded to the individual and is routing their request to a department better suited for the situation. Ms. Butler reminded the senate that staff have access to the beneficial Employee Assistance Program as a benefit.

**The motion was made for adjournment after each of the constituent groups had a breakout session regarding their roundtable meetings.**