

To: Staff Senate
From: Zoë Rothrock
Date: April 17, 2019
Subject: Minutes from the April 17, 2019 Staff Senate Meeting

In Attendance: Erica Armstrong, Peggy Doolittle, Kristi Klien, Jennifer Kretsch, Bryn Schofield, Rose Striefsky, Joseph Beadle, Salisa Brown, John Harris, Ryan Puksta, Kevin Rude, Rebekah Bernard, Gina Butler, Amy Driscoll McNulty, Elizabeth Geeza, Margaret Hambrose, Margaret Hynosky, Rose Ann Jubinski, Jonathan Kirby, Bernard Krzan, Mark Murphy, Zoë Rothrock, Richard Walsh, Patricia Tetreault (liaison), Colleen Heckman (Guest), Deborah Zielinski (Guest)

Not In Attendance: Andrea Malia, Barry Eiden, Christopher Harris, Dale Martin, William Pilger, Kevin Roginski, Kyle Thomas, Michael Tuffy, Lynn Andres, Crystal Ondrick

Welcome: Amy Driscoll McNulty called the meeting to order at 10:09 AM, in the PNC Board Room, Brennan Hall 500. Peggy Doolittle offered the opening prayer. Rebekah Bernard will offer the opening prayer at the May meeting. Attendance was checked. Quorum was not met at the beginning of the meeting, but was achieved as senators arrived later in the meeting.

Review of minutes:

Minutes were approved with no changes.

Review of Agenda:

Agenda was approved with no changes.

Guest Presentation:

There was no guest presentation for this meeting.

Liaison Report:

The Cabinet meeting was postponed due to travel and scheduling conflicts with members. Senators were encourage to attend the Managing Escalating Behavior Training tomorrow. Two sessions will be offered, one in the morning at 10:30am ELH 235 for supervisors and managers and a general session at 2:00pm in ELH 235.

President's Report:

- Ms. Driscoll McNulty distributed a thank you from the Leahy Clinic for funds and goods donated at the Meet and Greet. An announcement was made regarding Zoe Rothrock's departure from the University. Everyone was visibly moved and wished her well.

Comprehensive Resource Review meeting - Mr. Steinmetz went over the 2019-2020 budget and the different areas that the University has been working to increase revenue and decrease cost. Representatives from PCPS presented on costs of instruction in their college and related challenges/accomplishments. Mr. Steinmetz was invited to attend our June meeting to give us an update on the budget. His attendance has yet to be confirmed.

University Planning Committee – The Strategic Enrollment Process was discussed. The fourth visit from the consulting agency will be held in May. Working groups have compiled a number of strategic possibilities, which they will have an opportunity to present to the SEP Council. The goal will be to select 5-15 for a fall 2019 launch. Regarding strategic initiatives funding, 17 proposals were submitted and funds requested exceed amount allotted. The UPC will review and select initiatives to support later in May. The annual report system will open on May 1st. At the University Governance Council meeting, Dr. Gingerich talked about the SEP process and space utilization study. The academic calendar proposal and shared governance conversations will be reviewed under previous business.

- Survey Response Update – We had over 200 responses. Thank you all for helping at the table during Wellness Day. The initial results were shared during the meeting. We have not had the chance to review the qualitative comments yet. Presenting staff concerns to the administration was the most responded choice of how Staff Senate should spend its time. Most respondents heard about Staff Senate events through email announcements followed by word of mouth and Royal News. Ms. Geeza reported that PR is very interested in working with Staff Senate about events/articles/etc. A senator asked how the comments will be disseminated among the Staff Senate. Ms. Driscoll McNulty stated that senators will receive all information after it has been organized. Another senator expressed surprise at the ranking of how Staff Senate spends their time. It was suggested that we examine how resources are allocated on events and planning. Another senator recommended the inclusion of updates, or educational elements, into all social events and that we need to make certain that we are reporting out what changes have been made in response to the feedback gathered from the survey. Final comments included: using our connection to the administration effectively, the monies spent on luncheons are worth it because of the community building that occurs and that many departments offer professional development and perhaps those are opportunities for collaboration.

Previous Business:

- Academic Calendar – At the UGC meeting, concerns were presented to Dr. Gingerich about Christmas Eve coding and the staff holiday. Dr. Gingerich will investigate further. This is a committee only or mostly served by staff members, but they are looking to add faculty and student reps as well. Dr. Gingerich hopes that he can approve 20/21 and 21/22 calendars at the same time. There is potential to change the 19/20 calendar as well. More to come.
- Shared Governance Definition – Discussed at UGC. They presented the current statement of governance policy, took the proposed policy, and added it to the already approved policy. A significant change to the policy is the inclusion of a response from administration to be provided to a constituency if a proposal/suggestion is not included in formal policy. It could be as simple as “We are not going forward on that.” Dr. Gingerich wants to take this to Cabinet now. Nothing was finalized; we will still need to vote on approval. Dr. Gingerich wanted Cabinet’s opinion on it before moving forward.
- Aramark Service and Cost Concerns – Ms. Driscoll McNulty met with Matt Coughlin, President of Student Government. Student Government sent a communication to Aramark leadership about student concerns and asked for a response. They did receive

a response, but efforts from their side are on hold. At UGC, Matt brought up the Aramark contract and that students should also be involved in reviewing the contract. It was questioned by Dr. Gingerich whether UGC is the proper forum for these types of questions. Following additional discussion, it was decided that a motion would be made to create a survey to gather feedback from staff. Communication with Dr. Davis and Aramark leadership would follow with results of the survey and a request for action/communication.

MOTION TO DEVELOP SURVEY TO SUBMIT TO STAFF MEMBERS REGARDING DATA TO SEND IN A LETTER ABOUT ARAMARK CONCERNS, FROM – Ms. Butler, VOTE. Motion passed. Ms. Driscoll McNulty, Ms. Geeza and Ms. Bernard will begin working on the survey.

- Graduate Tuition – Communication to the President – The Executive Committee has been working on this. A discussion regarding using the quote from the Staff Senate constitution was held. Suggestions from senators and Ms. Tetreault resulted in paraphrasing this section. The spirit of the letter and tone remain respectful while communicating the purpose more effectively. Another suggestion was to replace the language of “it” in middle paragraph to “graduate tuition remission”.

MOTION TO EDIT RECOMMENDED CHANGES AND SEND IT ALONG TO FR. PILARAZ, FROM Mr. Murphy. VOTE. Motion passed.

- Classroom Bill of Rights and Responsibilities – No update. Still with Dr. Gingerich. More to come.
- Summer Orientation - Confirmed – June 6, 8:30-4:30 pm, Chapman Lake. Fr. Rogers is schedule for the morning to talk about mission. Ed or Pat will be invited to present information about the budget. Additional work will be on committee formation, goal establishment, etc.

New Business:

- Reasonable Accommodations and Religious Accommodations Policies – Feedback to OED by April 17 - The senators requested an audience with Ms. Garcia to discuss. Ms. Driscoll McNulty stated that she will invite her to the May meeting.

Committee Reports:

- Communications – Richard Walsh – Ms. Bernard reported that Ms. Geeza did research on social media and Royal News. We will move forward with ideas right away. The Communication Symposium is scheduled for May 7th at 11:30.
- Election & Membership – Bryn Schofield – The election was held and an email announcement went out this morning. New senators will be invited to the May meeting and luncheon. Thank you to Ms. Schofield for her hard work. The feedback on the Meet and Greet changes was positive.

- Finance – Gina Butler – Budget is in good shape.
- Social Events & Community Building – John Harris and Margaret Hynosky – The Meet and Greet was held. About 110 individuals RSVPd and about 60 people attended. We raised \$205. Pete Sakowski won, but donated \$80 back.
- Staff Development-Co-Chairs – Margaret Hambrose – Home improvement BBQ is scheduled for May 2 at 11:30 – 1:30 at the John Joyce building on Ridge Row. Jen Pennington is working on getting presentations together. TIAA has donated \$1000 to support the BBQ and Staff Senate activities. The tents were donated from Scranton Rent-All and the Jesuit Center is providing funds for catering expenses.
- Staff Recognition & Excellence Awards – Gina Butler and Peggy Doolittle – A record number of 37 nominations were made for the Magis award last month. The April award winner is Janice Mecadon. A reminder was made to email once a semester to faculty to participate in nominating staff for the Magis award. Ms. Butler reported that the committee is working on the Staff Recognition luncheon. Please send Ms. Butler updates from your committees for inclusion at the luncheon.
- 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

Ms. Butler asked Ms. Tetreault for clarification on the Board amended employee parking for tax purposes that was included in Fr. Pilarz's email to the university. Ms. Tetreault stated that she could not comment on that statement at this time. Email update from Ms. Tetreault - *There is no impact to the way parking is handled for employees. The change in the tax law referenced in Fr. Pilarz's Board update impacted how we as the University have to report pre-tax deductions for employee parking in the aggregate on our Form 990 and Form 990-T.*

The motion was made for adjournment