

To: Staff Senate
From: Jenn Kretsch
Date: June 20, 2018
Subject: Minutes from the June 20, 2018 Staff Senate Meeting

In Attendance: Erica Armstrong, Peggy Doolittle, Jenn Kretsch, Bryn Schofield, Barry Eiden, Ryan Puksta, Lynn Andres, Gina Butler, Amy Driscoll McNulty, Elizabeth Geeza, Renee Giovagnoli, Meg Hambrose, Marg Hynosky, Rose Ann-Jubinski, Johnathan Kirby, Bernie Krzan, Mark Murphy, Crystal Ondrick, Rose Striefsky, Zoe Rothrock, John Harris and Michael Tuffy

Patricia Tetreault (liaison)

Not In Attendance: Andrea Malia, Christopher Harris, Kristi Klien, Dale Martin, William Pilger, Kevin Roginski, Kevin Rude, Kyle Thomas, Rebekah Bernard, Richard Walsh

Guests: Don Bergmann and Mike Baltrusaitis – Enhancing Safety Culture on Campus

Welcome: Ms. Driscoll-McNulty called the meeting to order at 10:07AM, in the PNC Bank Board Room, Brennan Hall 500. Ms. Doolittle offered the opening prayer. Ms. Andres will offer the opening prayer at the July meeting. Attendance was checked, quorum was met.

Review of minutes:

Minutes were approved with no changes.

Review of Agenda:

Agenda was approved with the addition of guests Don Bergmann and Mike Baltrusaitis.

Guest Presentation

Ms. Driscoll McNulty, welcomed guests Don Bergmann and Mike Baltrusaitis Enhancing Safety Culture on Campus

- Brief presentation on workplace safety presented by Don Bergmann & Mike Baltrusaitis. Mr. Bergmann & Mr. Baltrusaitis presented a review of programs that are offered through their offices and coordinated through Ms. Armstrong. Examples of training offered: Emergency Response Training, Active Shooter Training, Personal Safety and Crime Prevention, S.A.F.E., Campus Safety Awareness Day, Refuse to Be a Victim, Coffee/Cones with Cops, Safety Escorts are available 24/7, Non-violent Mental Health Crisis Intervention, Clery Training, Drug/Contraband Identification, CPR/First Aid, Pedestrian Safety Initiative, Crime Prevention Poster Series.

Suggestions/Concerns/Questions

- Ideas on how to promote/generate ideas: Ms. Giovagnoli- can we include health and safety office? Bring the two groups together and share the campus safety culture. I.e. brown bags information session, Ms. Driscoll-McNulty noted that this something we can collaborate on and create specific events. Ms Hambrose suggested having a session about what is available. Many others may not be aware of the programming offered and once aware can then seek out specific training.
- ✓ Ms. Hynosky noted that this could be topic for fall staff development.
- ✓ Ms. Striefsky-If programming is promoted through VP, it may help to encourage turnout.
- ✓ Ms. Butler-Staff Senate possibly can do a series such as the HR benefits series
- Ms. Doolittle posed the question: As a University are we thinking of an active shooter simulation? Mr. Bergmann's response: No, at this time, direction as of now are to do trainings on a smaller scale with the individual departments, such as full campus lockdown on Columbus Day. Possibly full-campus drill, (not active shooter), departments would be notified in advance, and faculty would be provided with talking points. At this time the University is not ready for a full drill.

Ms. Driscoll-McNulty - thanked both Don Bergmann and Mike Baltrusaitis for coming

Liaison Report:

Updates from Cabinet: Ms. Tetreault noted that in the summer months there not too much Cabinet activity.

Initiatives/Discussion:

- Ms. Tetreault discussed The General Data Protection Regulation which is a new law that protects privacy of personal data for individuals within European Union. The University is receiving guidance from Baker Tilly, and will start working with student accounts first (Registrar's Office).
- Presentation on the new mobile app that was recently launched.
- Ms. Tetreault-Staff performance appraisals- Info session will be offered to new managers on how to assist in delivery of constructive feedback. Noted: the performance appraisal form needs some work and revamping.
 - ✓ Question posed by Ms. Schofield -Performance appraisals – can staff have some input on revamping the appraisal? The form currently does not lend itself to critiques, (meeting expectations can be viewed by staff as disappointing) encourage engagement and ease of form completion. Ms. Tetreault-there is still numerous areas to the form, and the form still needs improvements. Ms. Driscoll McNulty noted that we can use a few staff senators when needed for suggestions/revamping of the performance appraisal form.
- Ms. Tetreault noted there are many moving parts at this time. Transitions of the President, & Fr. Keller, and our Provost Jeff Gingerich, Ph.D. Sadly, Jennifer LaPorta has left her position which means a vacancy in the office of Equity and Diversity. Christine Black will be the interim Title IX coordinator. A search for a new Title IV coordinator will take place soon.

President's Report:

- Welcome and Introduction of Senators-Ms. Driscoll McNulty welcomed all new members, each staff senator gave a brief introduction.

Senate Policies, Procedures and Goals

- Ms. Driscoll-McNulty noted that Senate is guided by By-Laws and the Constitution. As Senators, please take time to review these documents and feel free to ask questions.
- Meeting attendance is important, if absent try to find an alternate which will help to reach a quorum for voting purposes from each constituency.
- Ms. Driscoll McNulty hopes there will be a smooth transition for committee work. This transition can be challenging for a new group. The committees should try to meet once this summer or early fall to review upcoming work/initiatives. This year we are asking that two individuals sign up to Chair/Co-chair for each committee. A list of initiatives was distributed to clarify basic responsibilities/events from each group. Binders have been created for each committee to assist in planning/programming efforts.
- Goal-assessment ad hoc committee, a new committee that will assist in showing what Staff Senate is doing and how well it is working as well as supporting new initiatives and programming.

Staff Senate Meeting Dates

- List of meeting dates should be found in your folder. Ms. Driscoll McNulty will email the list again. Please note that Co-chairs/Chairs of the standing committees are a part of the Executive Committee, and are invited and encouraged to attend those meetings.

Meeting with Facilities Staff

- Ms. Driscoll McNulty & Tim Barrett spoke to MITTP staff to help encourage membership/engagement with the Senate. (i.e. how different shifts can get involved) Facilities Mgmt. supports and encourages this line of engagement/communication with the MITTP group.

Previous Business

- Academic Calendar Proposal: Academic Year 2019-2020 –Ms. Butler noted that a decision was made and will be announced.
- Sign-up sheet for the Ad Hoc committee for Assessment – Sign-ups are still available if anyone is interested.
- Sign-up sheet for the Performance Improvement Corrective Action Misconduct Policy committee – Ms. Driscoll McNulty was recently contacted by Human Resources about reconvening this committee and the Complaint Resolution Procedure committees. More information will follow.
- Sign-up sheet for the Staff Complaint Resolution Procedure committee

New Business:

Nominations, for VP and Secretary- were distributed

- ✓ Currently in need of a Secretary-please nominate
- ✓ Ms. Butler-has been nominated for Vice President (Ms. Schofield tallied the votes, all were in favor of Ms. Butler for Vice President)

- ✓ Motion was made to vote Barry Eiden and John Harris as MTTP senators. All were in favor.

Committees: Education Committee and Enrollment Management Committees. Need to address what a Staff Senators role in on each of these committees. Mr. Kirby asked if it would be a conflict of interest working in the department and be on committee. Ms. Tetreault noted that roles/responsibilities of Staff Senators need to be nailed down for both the Education Committee and Enrollment Management Committee. Bryn Schofield volunteered to sit on the Education Committee and Peggy Doolittle volunteered to sit on the Enrollment Management Committee. A formal orientation process will be done this summer with Bryn, Peggy and Amy.

Committee Reports: (Committee Explanations & Sign Up)

Questions:

Ms. Rothrock inquired about more info on Election and Membership and Finance committee. Ms. Driscoll McNulty gave a short description on the needs of the Election and Membership committee. Ms. Butler-gave a short synopsis on what the Finance committee entails.

Please sign up for two committees. Sign-up sheets were distributed.

- Communications
- Election & Membership
- Finance
- Social Events & Community Building
- Staff Development-Co-Chairs
- Staff Recognition & Excellence Awards
- By-Laws (ad hoc)
- Ad Hoc Committee, Timeshare
- Ad Hoc Committee, Assessment

Items from the floor:

Ms. Butler asked if all three nominees decline secretary nomination can Ms. Driscoll McNulty please send out an email to let us know that we need someone to fill the position (voting for Secretary will be held at July meeting).

Ms. Doolittle posed a question regarding the light-weights and abs class no longer exists in the summer. Will this opportunity happen in the summer? Ms. Driscoll McNulty noted that this needs to be addressed in CHEW office. Ms. Ondrick noted that it was mentioned in a class that in the summer it was stopped for budgetary reasons.

Motion was made to adjourn the meeting @11:32am.