

To: Staff Senate
From: Cindy Tokash
Date: August 24, 2017
Subject: Minutes from the August 16, 2017 Staff Senate Meeting

In Attendance: Lisa Bealla, Lori Flynn, Kristi Klien, Janice Mecadon, Bryn Schofield, Cynthia Tokash, Stephen Hallock, Dale Martin, Ryan Puksta, PJ Worsnick, Julie Brackeva-Phillips, Gina Butler, Amy Driscoll-McNulty, Meg Hambrose, Marg Hynosky, Bernie Krzan, and Richard Walsh

Not in Attendance: Erica Armstrong, Kelli Cali, Chris Harris, William Pilger, Kevin Roginski, Kevin Rude, Pete Sakowski, Kyle Thomas, Justin Tambeau, Stephanie Adamec, Rebekah Bernard, Renee Giovagnoli, Lucia Grissinger, Gerry Loveless, Mark Murphy, and Mary Ellen Pichiarello

Guests: None

Welcome: Ms. Butler called the meeting to order at 10:05AM, in the Casey Conference Room, Brennan 502. Cindy Tokash offered the opening prayer. Marg Hynosky will offer the opening prayer at the September meeting. Attendance was checked, quorum was met for voting purposes.

Review of July Minutes:

Minutes were approved with no changes.

Approval of Agenda:

Agenda was approved with no changes.

Nomination and Vote for Parliamentarian:

There was one volunteer for the position of Parliamentarian, Kristi Klien. No nominations were made from the floor. The Election and Membership Committee passed out and collected ballots. Ms. Klien was elected Parliamentarian.

Liaison Report: Patricia Tetreault was not present. Ms. Butler did not receive a report from Ms. Tetreault. In their conversation with regard to the Staff Senate meeting, Ms. Tetreault mentioned a few items.

- The Middle States working groups are coming together in preparation for that report.
- There was an email to announce the appointment of Sunil Ahuja, Ph.D., (pronounced su-Neal aa-Who-jah) as the new Associate Provost for Academic Affairs.
- Ms. Tetreault was extremely supportive of the good works that Senate has done, since its inception and continues to do. She strongly supports our committees coming together to compile documentation for the Middle States report.

President's Report:

Ms. Butler presented the President's Report for Mr. Murphy. Father Keller will be the Guest Speaker at our September Staff Senate Meeting. We have talked about what we as a Senate would like to give to Fr. Keller to welcome him to the University. We have decided to do what we have done in the past and present him with a

framed illustration, done by Kym Fetsko, and a proclamation welcoming him to the campus. There is also a letter that will go with them from Mr. Murphy.

- Mr. Murphy is hoping to present the items to Fr. Keller at the September Staff Senate Meeting so that the Senate will be present.
 - Mr. Murphy is waiting to hear if there will be a separate gathering on the day of his installation, in which he would be presented different accolades and welcoming notices from various presidents and different people from the state.
 - If that's the case, it will be presented there and not at the September Staff Senate Meeting.
 - The installation of Fr. Keller as the interim president will take place at the Mass of the Holy Spirit on August 31st.

The Executive Committee has been discussing different things to do to celebrate the 10-Year Anniversary of the Staff Senate.

- One of the things Mr. Murphy wants to put out to the Staff Senate is to ask if anyone has any particular "catch-phrase" that we could utilize during our 10-Year Anniversary Celebration.
 - The "catch-phrase" will be incorporated on whatever we utilize this year.
- We would also like to come up with a shirt design, a t-shirt and possibly a collared shirt to be available for purchase campus-wide.
 - We would like to have them available as soon as possible, but definitely by April, because that is when the first Staff Senate Meeting took place.
 - The Senate was approved and initiated in October of 2007.
 - It was mentioned that Bob Sanchuk, graphic designer with Printing Services, designed the t-shirts for the Employee Barbecue.

Mr. Murphy has requested to change the date of the October Staff Senate Meeting from October 18th to October 25th.

- There were no objections to the date change, so the October meeting will take place on October 25th.
- The PNC Board Room has already been reserved by Ms. Tokash, a special notice will go out to notify every one of the change and the website will be updated.

HR had requested staff volunteers for input on the employee handbook grievance and corrective action sections.

- Ms. Driscoll-McNulty sent out an email request for volunteers and received a good response.
 - There will be a representative from each constituent group.
 - Derek Fozard from University Police
 - David Schweitzer from University Conduct
 - Pauline Palko from the Dean of Students office
 - Brian Loughney and Melissa Quinlan from HR are also working with them.
- They met for the first time yesterday and they will be meeting bi-weekly through December to review the section of the policy. They hope to move pretty quickly, not only re-wording it, but actually doing a lot of revision on it.

Ms. Tokash started putting together information with regard to a list of yearly Staff Senate activities and the list was emailed to Senate for this month's meeting.

- Mr. Murphy had asked if committees could do the same thing and submit that information to us.
- If anyone notices anything missing from the list, please let us know.
- Information, as such, is going to be included for the Middle States working group 7.

Mr. Murphy is still working on the missing clock issue in the PNC Board Room.

Committee Reports:

Ms. Klien brought in a card for everyone to sign for Mr. Harris.

- Ms. Klien states that the Social Events & Community Building Committee met yesterday and had a very lengthy discussion.
 - The committee felt that it wasn't appropriate to do something for Mr. Harris unless the committee would then do something for everyone who is injured or ill, etc.
 - They questioned whether it would be a HIPAA violation to go public to the university community for donations or if it would offend anyone because there may be other people on campus who are experiencing hardships.
 - They were concerned that people would think it was a senator privilege.
 - They also thought it might be difficult to have a fundraiser that isn't associated with an event.
 - They suggested that they would be willing to support a fundraiser, if it were organized by the Facilities Department.
 - It was also suggested to do a yearly fundraiser and have that money placed into a separate fund, like the club funds that don't zero out each year, and distribute grants to those in need, but we would probably require another committee to put guidelines together.
- It was suggested that Senate use its funds to purchase a small gift card to send with the card.
 - Similarly to a department sending a get well gift to someone from their department, the Senate could purchase a \$25 gift card to send Mr. Harris because he is an elected Senator.
- The Christmas Luncheon is set for December 13th with a snow date of December 14th.
 - Ms. Klien asked for all of the committees to begin to think about the basket they will put together and donate for the Christmas Luncheon.

The Communications Committee had nothing to report.

- Ms. Butler mentioned that the committee should begin to plan and decide on dates for their Fall Communications Symposium and Spring Communications Symposium.

Ms. Driscoll-McNulty on behalf of the Election & Membership Committee reports that they were recently asked to send out a request for volunteers for the Commencement Speaker Committee.

- That request recently went out, the committee did select two individuals and the names were forwarded along.
 - Once Ms. Driscoll-McNulty confirms the volunteers with the President's Office, she will confirm it with the rest of the Senate.
- This fall, the committee hopes to begin looking at some of the search committee policies that are across campus and the representation of staff on those search committees.

- Recent search committees have had a number of faculty representatives, a number of administrators and only one staff member.
- Ms. Schofield also mentioned that clerical and maintenance don't qualify for some of the search committees, only professional staff.

Ms. Butler reported that the Finance Committee hasn't met, but that the Senate is fine as far as money.

The Staff Development Committee had nothing to report.

Ms. Butler reported on behalf of the Staff Recognition & Excellence Awards Committee that Ms. Pichiarello has taken on the task of the Spirit Award.

- The nomination card should be updated with all of Ms. Pichiarello's information and the link.
 - If it is not working, please let them know.
- The August Staff Spirit Award winner was Cindy Hricko, IT Enterprise Application Services.
- The committee will work on ideas for the Anniversary Celebration.

The By-laws Committee had nothing to report.

Ms. Butler reported that Mr. Wetherell's Timeshare Committee is working on answers to the questions that were raised at last month's Staff Senate Meeting.

- He will be bringing answers back to the Senate so we know where everything stands.
- Mr. Wetherell stated he had a very positive meeting with HR in support of the policy, but there are still details that need to be worked out.

Ms. Butler mentioned that the constituencies need to start planning their Fall Roundtables.

Previous Business:

There was nothing to report on the Dress Code Policy.

There was nothing to report on the Smoking Policy.

Bylaws/Constitution Amendments:

As it stands right now, the Constitution and By-Laws are out of accord with each other. Our Constitution did not have the change in it that we made with regard to the By-Laws regarding the length of service before you can be put on the ballot to be a Senator.

- The Constitution still reads two years, the By-Laws read one year.

Both the Constitution and the By-Laws stipulate one of the employee groups still as Public Safety, they are University Police.

- In a discussion with University Counsel, Rob Farrell, he suggested not changing Public Safety because of the realm beyond police.
 - The fact of the matter is, although they are Public Safety personnel, they all fall into different job categories, clerical, professional and police.
 - They are no longer considered Public Safety, they are University Police.

The Constitution stipulates to ratify the Constitution, it has to be approved by 2/3 of the Senate, The President, The Board, and University Council.

- University Council no longer exists; it has been replaced by University Governance Council (UGC).

Motions:

1) As it pertains to the University of Scranton Staff Senate Constitution, specifically

Article III – Qualification for Membership:

a) Replace the term “Public Safety” with “University Police.”

Reason: it is the proper title of this employee group.

b) Change “...at least two (2) continuous years of employment.” To “...one (1) full year of employment.”

Reason: to be consistent with the amendment made to the Staff Senate By-Laws (11/18/15) regarding time of service eligibility.

The motion passed.

2) As it pertains to the University of Scranton Staff Senate Constitution, specifically

Article VIII – Amendment Procedure:

b) Replace “University Council” with “University Governance Council”.

Reason: the University Council is no longer in existence and was replaced by the University Governance Council (UGC).

The motion passed.

New Business:

The Executive Committee met with Middle States Working Group 7, Governance, Leadership, and Administration. The members of the group are: Jean Harris (co-chair), Muli Rajan (co-chair), Harry Dammer, Juliana Melara, Lori Nidoh, Ryan Sheehan, Kim Subasic, and Patti Tetreault. We met with Jean and Lori because they wanted to ask Staff Senate for input and information with regard to preparing their document for Middle States.

- Ms. Schofield stated that during the meeting they went over some of the areas for improvement from the last time we did Middle States.
- Communication was a big thing, so we were looking for examples of how we communicate with staff and with the university.
 - The Executive Committee mentioned the Communications Symposium and the newsletter.
 - The Working Group is working on a document roadmap to give to Middle States, they don't get a lot of pages for their report, but they can include as many attachments as needed.
- Ms. Butler mentioned that they did indicate that they were on our website and they loved how our minutes and agendas were posted, etc.

- The things they were looking for, Staff Senate does very well, for example; our Constituency Roundtables. There are a lot of different ways we accomplish this; we just need to give examples to the Middle States Working Group so they can put it in their report.
- In addition to how Staff Senate communicates and how we communicate with the staff, they're also looking for examples of how the staff, in general, communicates with other levels of administration at the university.
 - How is the staff communicating with the president?
 - How is the staff communicating with the board?
- At the meeting we talked about how we don't see faculty members at Staff Senate meetings.
 - Are staff members at the Faculty Senate meetings?
 - Are staff members at the Student Senate meetings?
 - We are looking at governance as a whole, not just Staff Senate, but how all of these bodies work together to ensure transparency, inclusion, and responsive governance.
 - We discussed setting up a liaison situation with the different Senate bodies, a dedicated Senate member that maybe could rotate that goes to at least one Faculty Senate meeting per semester, so that we're having a connection with these groups.
- Ms. Butler mentioned that at the Dean's level, there are monthly Dean's Conferences for each of the colleges and each college has a representative on the other colleges committees.
 - So as the CAS Dean's Conference meets, it's their 16 departments as well as someone from KSOM and someone from CPS and the same thing exists for the other two colleges.
- We discussed creating a survey to go out to all staff to see how well people think the governance structure is working.
 - Should the survey go out on a yearly basis?
 - Should it go out between Middle States reviews?
- It will be critical to keep the Staff Senate website up to date.
- It will be critical to take minutes at Roundtable meetings and share them with individuals responsible for posting them to the website.
- They can use survey results from the Communications Symposium.
- Linking to the Strategic Plan and looking into how any of our efforts are feeding into the Strategic Plan.
- If the committees can decide on what they would like to present, flyers, any kind of documentation, emails that you send out to invite staff to events, etc.

Motion was made to adjourn the meeting by Ms. Schofield and seconded by Ms. Klien at 10:57AM.