

To: Staff Senate  
From: Zoë Rothrock  
Date: August 31, 2018  
Subject: Minutes from the August 22, 2018 Staff Senate Meeting

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**In Attendance:** Erica Armstrong, Peggy Doolittle, Kristi Klien, Jennifer Kretsch, Andrea Malia, Rose Striefsky, Dale Martin, Ryan Puksta, Kevin Roginski, Kevin Rude, Lynn Andres, Gina Butler, Amy Driscoll McNulty, Elizabeth Geeza, Margaret Hambrose, Jonathan Kirby, Mark Murphy, Crystal Ondrick, Zoë Rothrock, Patricia Tetreault (liaison)

**Not In Attendance:** Bryn Schofield, Barry Eiden, Christopher Harris, John Harris, William Pilger, Kyle Thomas, Michael Tuffy, Rebekah Bernard, Renee Giovagnoli, Margaret Hynosky, Rose Ann Jubinski, Bernie Krzan, Richard Walsh

**Welcome:** Amy Driscoll McNulty called the meeting to order at 10:04 AM, in the PNC Bank Board Room, Brennan Hall 500. Andrea Malia offered the opening prayer. Meg Hambrose will offer the opening prayer at the September 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.

**Liaison Report:**

- Grand Jury Report – The University will be removing names from buildings as well as revoking honorary degrees for those indicated within the report. Fr. Pilarz met with constituents from the University community to commit to these changes. Ms. Malia reported that a large gift was made in response to the removal of these names. Ms. Andres stated that the activity on social media has been positive concerning the prompt response of University to the grand jury report. Ms. Tetreault concluded that she has been working with Fr. Pilarz over the summer and is impressed with his work ethic and overall approach.
- Cabinet Meeting – Ms. Tetreault reported that the recent cabinet meeting was the only meeting during the summer months. The University will undergo a strategic enrollment initiative utilizing the vendor Ruffalo Noel Levitz. The initiative will examine undergraduate programs and graduate programs with a focus on marketing of the University brand and supporting students. There will be opportunities for staff to get involved in working groups concerning the initiative.
- Human Resources Staffing Update – Next, Ms. Tetreault informed the Staff Senate that the position of Director for the Office of Equity and Diversity is still open. Human Resources has had one candidate on campus the previous week, while another candidate is scheduled to arrive on campus this week. The department is confident that the position will be filled not too far after the start of the semester.
- Human Resources Operational item – Ms. Tetreault concluded her report with the information that the department of Human Resources migrated their digital files from Royal Drive to the

network shares of G: and H: drives. Some links on the Human Resources website are currently broken, and Information Technology is working to fix them as soon as possible. Ms. Tetreault asks that if any broken links are detected to please report them to Human Resources.

### **Guest Presentation:**

Ms. Driscoll McNulty, welcomed guest Thomas McKinnon.

After fully introducing himself to the Staff Senate, Mr. McKinnon stated that the University would undertake a feasibility study concerning a new campaign.

- The campaign will focus primarily on scholarship, the humanities, and faculty research. Mr. McKinnon reported that he was excited to find ways to tie the campaign to the mission of the University.
- Ms. Hambrose asked if Mr. McKinnon had any questions for the Staff Senate. He responded by posing a question, asking how Advancement may help the Staff Senate. Ms. Butler stated that there needs to be further discussion and focus on graduate and non-traditional students as certain withdrawals from this segment of the community are due to financial concerns. Mr. McKinnon agreed.
- Mr. Kirby added that he would attempt to assist students in this situation but that this may be difficult in terms of endowment criteria. Ms. Ondrick stated that there was money available in the Cinram scholarship. Ms. Butler responded that when the Dexter Hanley College was dissolved, staff has since not guided students into scholarships in general. A concern of Ms. Butler was that this was not fair for graduate and non-traditional students, as they currently have no voice in student government. Mr. McKinnon added that higher education is changing, and that the University needs to be flexible. Ms. Driscoll McNulty responded that there is a graduate student association where it may assist students on these topics, but that it is new and still building its charter.
- Mr. McKinnon concluded that the Advancement team is eager to find opportunities for collaboration with other University staff and faculty members to speak with donors. During the fall 2018 semester, Mr. McKinnon stated that he would form a group to this effect. Mr. Murphy asked Mr. McKinnon if the Staff Senate could establish a partnership so more members of our community would be aware of their work and help where appropriate. Mr. McKinnon agreed.

### **President's Report:**

- Board of Trustee Orientation – Representatives of the Staff Senate met with Rob Farrell and Patti Tetreault to ascertain what the senate's role during these meetings were. Ms. Doolittle explained that she discovered from Mr. Farrell that the role of the Staff Senate representative was to be one of an observer and possible resource if needed. Additionally, Ms. Doolittle stated that topics of conversation within the meeting are not privileged information, and that the sharing of meeting events are allowed. Mr. McKinnon agreed with Ms. Doolittle's information. Ms. Driscoll McNulty reinforced the idea that the senate's role is that of an observer and resource, but added that if there are pressing concerns, to reach out to the chairperson after the meeting. Additionally, there will be further opportunities for Staff Senate to cycle back into the committee.

- Roundtable Review and Reminder – Ms. Driscoll McNulty stated that there would be opportunities for all of our constituencies to hold meetings about topics that affect their specific group each semester. The budget for these Roundtable discussions are \$200.00 dollars. Ms. Driscoll McNulty emphasized that the Staff Senate should start thinking about these events, and that the senate should establish a date for both the fall semester and possibly the spring as well. There was a note of concern expressed, as two constituencies did not hold Roundtables in the spring 2018 semester. Furthermore, having Roundtable meetings helps keep the Staff Senate informed of the needs of our constituencies. Ms. Driscoll McNulty continued that outlines are available for the Roundtable meetings and that Ms. Rothrock will send the format out to the senate. Parameters are in place to help guide meetings. Ms. Driscoll McNulty suggested that perhaps these Roundtable meetings could be held during the fall or spring breaks.
  - Ms. Malia stated that the Staff Senate website is in need of an update, particularly concerning the minutes section. Ms. Driscoll McNulty agreed with the assessment and stated that the Staff Senate will remedy this, as the senate believes in transparency. Ms. Klien is working to make these updates. Ms. Malia also asked if the Roundtable meetings were open to anyone. Ms. Driscoll McNulty clarified that the meetings are only open the members of that constituency, and not specifically administrators, although they could be invited as speakers or resource persons.
- Guest Attendance – Dr. Jeffery Gingerich is confirmed for September Staff Senate meeting, while Fr. Scott Pilarz is scheduled to attend for the October Staff Senate meeting. Ms. Driscoll McNulty met with Dina Angeloni, the new employee wellness coordinator for the University, and asked the Staff Senate if Dina should be a guest of the November senate meeting. Multiple senators voiced their agreement. Ms. Driscoll McNulty will reach out to Dina and extend an invitation to be a guest of the Staff Senate.

#### **Previous Business:**

- MTTP Senator/Alternate – Barry San Martin is considered for the position. Ms. Driscoll McNulty will reach out to Mr. San Martin to ascertain if he will join the Staff Senate.
- Corrective Action and Grievance Policies – Mr. Murphy reported that an initial meeting took place, but no further updates are available. Ms. Driscoll McNulty advised that the Staff Senate would reach out to Brian Loughney for further information.

#### **New Business:**

- Volunteer for November Meeting Minutes – Ms. Driscoll McNulty requested from the senate that a volunteer email her to take the November Staff Senate meeting minutes.
- Welcome Proclamation for Fr. Pilarz – In the previous year Kym Fetsko created a picture and welcome proclamation for Fr. Keller. Ms. Driscoll McNulty asked the senate if something similar might be created for Fr. Pilarz. Mr. Murphy stated that the Staff Senate created a proclamation for Fr. Quinn and presented it to him at the inauguration. Ms. Hambrose added that the senate should check with Frani Mancuso to make certain these proclamations are being accepted and if they will be ready by September 21. Ms. Driscoll McNulty asked the senate to consider whether the creation of a proclamation is fiscally responsible for the Staff Senate. Suggestions were made by various senators ranging from artwork being commissioned, a gift for Fr. Pilarz' dog, to

a donation for the creation of the Fr. Pilarz Scholarship Fund. Ms. Hambrose made a motion for the Staff Senate to donate to the Fr. Pilarz Scholarship Fund.

On the matter of the donation to create the Fr. Pilarz Scholarship Fund, Margaret Hambrose offered the following:

**Motion was made by Ms. Hambrose and seconded by Ms. Butler to have the Staff Senate donate to the Fr. Pilarz Scholarship Fund.**

**The motion passed.**

- Questions From the Floor – Mr. Roginski asked for clarification on the smoking policy. Current guidelines appear loose and questions of who will enforce the policy are present. Ms. Driscoll McNulty added that the smoking policy is very difficult to enforce in terms of logistics. She continued that further information will be sought from Kate Yerkes and the UGC.

#### **Committee Reports:**

- Communications – The chair of the committee was absent, but Ms. Malia reported that a representative from the committee needed to acquire CMS access in order to update the Staff Senate webpage as well as fix broken links. The Communications Committee is currently looking for candidates to invite to the fall and spring Communications Symposium.
- Election & Membership – Ms. Klien reported that Jean Harris is seeking a paraprofessional/professional and MTTP candidate for the Committee on the Status of Women. Responses were received from the paraprofessional/professional constituency, but applications are sought from the MTTP constituency as well. Ms. Butler added that the Committee on the Status of Women are looking to fill the student positions as well, specifically graduate or non-traditional students.
- Finance – Ms. Butler reported that there was one expenditure for the creation of a parking sign. A negative balance was reported. Ms. Driscoll McNulty added that Accounts Payable denied the senate's check voucher request. It would appear that departmental cards might have to be utilized with charges reversed to the Staff Senate. Janine Freeman or Elisa Gibson may assist on this.
- Social Events & Community Building – Nothing to report.
- Staff Development-Co-Chairs – Nothing to report.
- Staff Recognition & Excellence Awards – Ms. Doolittle reported that the winners for the Meg Cullen Brown Magis Award for July and August were not published in Royal News. This has been remedied and is posted in the latest Royal News.
- By-Laws (ad hoc) – Nothing to report.
- Ad Hoc Committee, Timeshare – Ms. Driscoll McNulty reported that she met with Ms. Tetreault and that questions will be sent to Ed Steinmetz. There will be further updates after further conversation with Human Resources and Finance.
- Ad Hoc Committee, Assessment – Nothing to report.

#### **Items from the floor**

- Ms. Malia brought up the topic of changing paper timecards to that of a system entry. Ms. Tetreault answered that currently the University is in an RFP process to find a solution for this. Two vendors are currently being considered. Primary concerns for this time entry system are

that it needs to tie into Banner and that it needs to be user friendly enough for everyone to use. Funding is not available for this endeavor during this fiscal year, and would have to be requested during 19'-20'.

**Motion was made to adjourn the meeting was approved.**