

To: Staff Senate
From: Zoë Rothrock
Date: October 2, 2018
Subject: Minutes from the September 18, 2018 Staff Senate Meeting

In Attendance: Erica Armstrong, Peggy Doolittle, Bryn Schofield, Andrea Malia, Rose Striefsky, John Harris, Kevin Roginski, Kevin Rude, Lynn Andres, Rebekah Bernard, Amy Driscoll McNulty, Renee Giovagnoli, Margaret Hambrose, Margaret Hynosky, Rose Ann Jubinski, Jonathan Kirby, Bernie Krzan, Mark Murphy, Crystal Ondrick, Zoë Rothrock, Richard Walsh, Patricia Tetreault (liaison)

Not In Attendance: Kristi Klien, Jenn Kretsch, Barry Eiden, Christopher Harris, Dale Martin, William Pilger, Ryan Puksta, Kyle Thomas, Michael Tuffy, Gina Butler, Elizabeth Geeza

Welcome: Amy Driscoll McNulty called the meeting to order at 10:05 AM, in the Pearn Auditorium, Brennan Hall 228. Meg Hambrose offered the opening prayer. Kevin Roginski will offer the opening prayer at the October. 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. Driscoll McNulty welcomed guest Dr. Jeffrey Gingerich.

After fully introducing himself to the Staff Senate, Dr. Gingerich was excited to announce his role in spearheading the Strategic Enrollment Planning initiative. The process is expected to take about five years. Additionally, Dr. Gingerich reported that he will be an advocate for faculty as well as other constituencies. He concluded by reinforcing the importance of the University Planning Committee and how further topics should be brought to the attention of Staff Senate.

Liaison Report:

- Board of Trustees Meeting – Due to the inauguration of Fr. Pilarz, the Board of Trustees Meeting will take place on Thursday, September 20, 2018. The president's cabinet have been planning for the board meeting, as well as including an update from Middle States. The draft for the Middle States report is targeted for availability in mid-October. The chair of the visiting team that will be on campus in March 2019 will also visit in November to provide preliminary feedback. The president's cabinet received a sneak peak of the standards, and Ms. Tetreault is excited in the consideration of further opportunities.
- Strategic Enrollment Planning – University staff are now in place and have finalized the working teams for the Strategic Enrollment Planning initiative. There will be more information to follow on this topic.

- The Annual Report System – There are updates being applied as the previous system is considered antiquated. Kathryn Yerkes and members of the Division of Information Technology are working together for further refinement of the system and to implement a new dynamic style. Additionally, the new system will feed both budget and assessment data. Ms. Yerkes will form a pilot group from within a couple of departments. The annual budget cycle will start in late October, or early November.
- Staff Salary Increase – Ms. Tetreault reports that more information is forthcoming within the next couple of weeks.
- The New Division of Student Life – Fr. Pilarz announced that Robert Davis will head the newly created Division of Student Life. The newly formed division encompasses student formation, campus life, athletics, dining, and the bookstore. Anitra McShea and Lauren Rivera will still hold integral roles within the division. Additionally, Toby Lovecchio will replace Dr. Davis as the president's chief of staff.
- Director for the Office of Equity and Diversity – Elizabeth Garcia has accepted the position as Director for the Office of Equity and Diversity and will start on October 1, 2018. Ms. Garcia is an attorney from New Jersey with over seventeen years of experience in topics such as harassment and discrimination. Ms. Garcia displays a passion for diversity and will be a welcome addition to Christine Black and Jennifer Pennington.

President's Report:

- University Planning Council Update – The UPC spoke at length about the Strategic Enrollment Planning process. Working groups are now finalized thanks to the considerable response from University staff. Ms. Driscoll McNulty encouraged that University staff continue to remain engaged in the process, as the initiative will last over five years and that opportunities will arise in the future. Any feedback concerning the SEP process may be brought to Staff Senate. The senate will then pass along the information to the UPC. Dr. Gingerich will release an announcement concerning the SEP process to the University community shortly. The SEP membership will meet with the vendor, Ruffalo Noel Levitz, during the week of 9/24/18.
- Welcome proclamation – Bryn Schofield and Gina Butler, with assistance from Brian Conniff, crafted a beautiful welcome proclamation for Fr. Pilarz' inauguration. The proclamation is unique and draws inspiration from quotes that currently adorn campus. Mr. Murphy suggested that the proclamation should be featured within Royal News.
- Fr. Pilarz Scholarship Donation – Ms. Driscoll McNulty continued the President's Report with further discussion of the scholarship donation, asking the senate what budget will be utilized for this purpose. Ms. Hambrose confirmed the budgetary information. Staff Senate will present the donation to Fr. Pilarz during the October Staff Senate meeting.
- Presidential Inauguration – Due to Fr. Pilarz' inauguration, classes and offices will close on Friday 9/21/18 from 10:00 AM until 2:00 PM. A Community Celebration Picnic will follow the inauguration on the Dionne Green. Senators are encouraged to attend.
- Middle States Update – The Staff Senate meeting for October will be quite robust with Fr. Pilarz as the senate's guest. During the meeting, the senate will provide time for a brief Middle States update from Rebecca Beal and Julie Schumacher Cohen. Ms. Driscoll McNulty encouraged the senate to provide feedback concerning the update.

- Staff Senate October Meeting – Due to the proposed agenda of the October Staff Senate meeting, Ms. Driscoll McNulty requests that committees and their respective chairs send their updates to Ms. Driscoll McNulty and Ms. Rothrock a week prior to the meeting. The information received from the committees will be incorporated into the meeting’s agenda.

Previous Business:

- MTTP Senator/Alternate – Barry San Martin has joined the Staff Senate as a new senator.
- Corrective Action and Grievance Policies – This policy is now on hold. More information will follow.
- University Smoking Policy – In lieu of inaction, a pilot program for the smoking policy is now in place. Signage as well as receptacles are installed near buildings. Ms. Driscoll McNulty requested feedback from the Staff Senate in terms of the pilot’s effectiveness. Ms. Hynosky offered that receptacles are currently not adhering to the posted signage. Ms. Tetreault explained that the goal of the pilot is to over time move the receptacles away to slowly train smokers into compliance. Ms. Tetreault clarified further that the group charged in creating the smoking policy pilot were focused on existing language and the modernization of policy. Further discussion is needed to determine who will enforce the policy. Ms. Tetreault continued that coming out of the UGC process, the body will bring this topic to the University community for further examination and discussion. Ms. Driscoll McNulty added that Student Government is considering a no-smoking initiative. She further impressed that the University needs to make certain that the smoking policy in place works before the possible implementation of a no-smoking proposal. New technologies such as vaping will be included as well. Ms. Driscoll McNulty and Ms. Tetreault concluded that more information concerning the University smoking policy is forthcoming from the UGC.

New Business:

- November Volunteer for Meeting Minutes – This is no longer need. Ms. Rothrock is scheduled to be in attendance.

Committee Reports:

- Communications – Mr. Walsh reported that the committee met the previous day, and that information in relation to the Fall Communication Symposium is being decided. The committee intends to determine a speaker for the event during their next meeting.
- Elections – Ms. Schofield reported that the committee gathered candidates for serving on the working group tasked to finding a new Dean for the Kania School of Management. There have been a handful of volunteers.
- Finance – Ms. Butler was not in attendance. Ms. Driscoll McNulty noted that for upcoming roundtables to please utilize a purchasing card and not a check voucher. If one does not have a purchasing card, please see Elisa Gibson in Human Resources.
- Social Events & Community Building – Ms. Hynosky reports that no meeting has yet taken place.
- Staff Development – Ms. Giovagnoli reported that their committee met just before the start of the fall semester. The meeting was productive, with the committee planning out the complete academic year. Ms. Giovagnoli continued that Staff Development is in talks with Employee Wellness and Human Resources for workshop and roundtable ideas. Additionally, the

committee announced the revival of the Connections program. Ms. Andres reported that she met with Human Resources to discuss details of the program. Ms. Schofield offered that the revival of Connections may prove difficult if the previous format is adopted. Ms. Driscoll McNulty suggested implementing a “buddy” type system where a new employee is matched with a veteran within their department. Further updates will follow. Ms. Driscoll McNulty concluded that on October 9, 2018 from 9:00 AM to 4:30 PM there will be a free First Aid/CPR/AED training class. If you would like to participate, please contact healthandsafety@scranton.edu.

- Staff Recognition & Excellence Awards – Ms. Doolittle reported that the committee is receiving a great response to this month’s Meg Cullen Brown Magis award. Nominations are due on September 26, 2018.
- Ad Hoc Committee, Timeshare – Nothing to report.
- By-Laws (ad hoc) – Ms. Bernard reported that the website has been updated. She continued that there were some consistency issues between documents. The committee will meet on that topic in short order.
- Assessment – Nothing to report. Ms. Driscoll McNulty reported that further programs are forthcoming. She suggested that possibly a survey be created for feedback purposes.
- October Committee Reports – Please send Committee Reports for the October Staff Senate to Ms. Driscoll and Ms. Rothrock by October 9, 2018.

Items from the floor

- Ms. Hambrose brought up the topic of gauging interest on campus for a young professionals committee. She reported that the local Scranton Chamber of Commerce is launching a young professionals group on October 11, 2018. University employees are welcome to join the group, and it is a proposed way to network with people within the local community. Jessica Durkin will provide a future post on Bboard about the topic. Ms. Hambrose concluded that instead of competing with the local Chamber of Commerce for candidates, that the University partner with them instead.
- Mr. Rude brought to the floor that senator Ryan Puksta was promoted to Sergeant of the third shift. This would most likely prevent Mr. Puksta from further participation in Staff Senate. The MTTP constituency will consider a replacement.

Motion was made to adjourn the meeting was approved.