

To: Staff Senate
From: Cindy Tokash
Date: November 15, 2017
Subject: Minutes from the November 15, 2017 Staff Senate Meeting

In Attendance: Lisa Bealla, Lori Flynn, Kristi Klien, Janice Mecadon, Cynthia Tokash, Stephen Hallock, Ryan Puksta, Pete Sakowski, Kyle Thomas, PJ Worsnick, Rebekah Bernard, Julie Brackeva-Phillips, Gina Butler, Amy Driscoll McNulty, Renee Giovagnoli, Lucia Grissinger, Meg Hambrose, Marg Hynosky, Bernie Krzan, Mark Murphy, Mary Ellen Pichiarello, and Richard Walsh

Patricia Tetreault (liaison)

Not In Attendance: Erica Armstrong, Kelli Cali, Bryn Schofield, Chris Harris, Dale Martin, William Pilger, Kevin Roginski, Kevin Rude, Justin Tambeau, Stephanie Adamec, and Gerry Loveless

Welcome: Mr. Murphy called the meeting to order at 10:05AM, in the PNC Bank Board Room, Brennan Hall 500. Janice Mecadon offered the opening prayer. Rebekah Bernard will offer the opening prayer at the December meeting. Attendance was checked, quorum was met for voting purposes.

Review of October Minutes:

Minutes were approved with no changes.

Approval of Agenda:

Agenda was approved with no changes.

Liaison Report:

Updates from Cabinet

- Cabinet did finalize the health insurance plan renewal for 2018.
 - Open enrollment materials are out.
 - Anyone who wants to make changes to their health insurance plan or flexible spending account, the forms are due to HR by December 1st.
 - Ms. Butler stated that the cost comparison sheet from last year to this year for the health benefits wasn't online.
 - Ms. Tetreault said she would take care of that immediately.
 - There are no vendor changes.
 - Highmark
 - United Concordia
 - We are changing the vendor for the Flexible Spending accounts to Ameriflex.
 - We used to be with MVP.
 - There are certain IRS compliance things that go along with a flexible spending account that we need to worry about and we feel that Ameriflex will give us better tools for that compliance plus they were a little cheaper than MVP.

- Cabinet did go through the Safe Zone Training Program.
 - Jennifer LaPorta and Maria Marinucci did training for the Cabinet.
 - Safe Zone Training is a training program that underscores our commitment to treating all members of our community with respect and dignity.
 - It focuses on vocabulary and understanding the LGBTQ community.
- Work on the Quinn Athletic Campus is moving along.
 - They discussed a shuttle for that campus.
 - They looked at a proposal for a shuttle that would accommodate 26 passengers.
 - It would be used for spectator transport, team transport, and that would help to ease the parking situation down there.
 - It would also provide safety for those not comfortable walking or biking down to the campus.
- Gerry Zaboski gave an update on visits and applications which are up this fall compared to last fall.
 - Turn-out for Open House was wonderful and he thanked everyone for their support.
- Ed Steinmetz and Patrick Donohue have officially started the 2018-19 budget process.
 - Cabinet will be getting together within the next couple of weeks to do the first pass-through of that budget.
 - They plan to get a budget to the Board for March for their approval.
- Melissa Starace did note that there are Christmas receptions scheduled for alumni and donors.
 - One is scheduled on campus for November 30th.
 - In the month of December, there are receptions scheduled in Philadelphia, D.C., New Jersey, and New York City.
 - They are planning some special programming this year related to the mission at those events to connect those alums and get them interested in being in contact with the university.
- Ms. Hambrose is on the Provost Search Committee and gave an update.
 - Interviews were conducted on Monday and Tuesday in Philadelphia.
 - We should be getting a notification of community forums on campus where we can meet and ask the three candidates questions.
- They also spent some time prepping for the Board of Trustees Meeting which is scheduled for December 1st.

Updates from HR

- Vacation carry-over forms are out and are due December 1st.
- The Wyoming Seminary Tuition Reciprocity agreement is not resolved as of yet.
 - However, we did get some positive feedback from them related to our suggestions.
- There was another article on TIAA Cref.
 - The NY Attorney General is interested in TIAA Cref and some of the allegations that the former employees have made.
- TIAA Cref is on the defensive, they sent another letter to all of the plan sponsors saying that the way they are being portrayed in the media is not what they do. They stand by their business practices and pricing.
 - HR continues to monitor it very closely.

- They feel confident that our pricing with TIAA Cref is very market competitive.
 - The things that are being alleged are allegedly happening in some of their other business investing things, life insurance and that type of thing.
- Brian, Beth, Jennifer and Ms. Tetreault are planning to do supervisor/manager training earlier in the new year, maybe as soon as January.
 - They would like to revisit some of the compliance areas such as discrimination, harassment, our policies related to that and what supervisors and managers should do and what they are obligated to do should events arise.
 - Leaves of absence, the protocols for leaves of absence, how do they work, how should that be done.
 - Timecards, different things like that.

President's Report:

Mr. Murphy wanted to give some positive feedback regarding Swift MD.

- He has used it before and it was rather convenient.
- It's a program that if we don't use it, we will lose it.
- It's a program that you can call and talk to a doctor on the phone with your symptoms and, if it's not life threatening, get a prescription called in so you don't have to go in to the doctor's office.

Mr. Murphy asked if there were topics we would like discussed with the supervisor/manger training that HR will be holding.

- Wellness time attendance
- Clarity on the Work-From-Home Policy, the Alternate Work Schedule Policy
 - What are the parameters of why certain people work from home?
- Conversations around employee's illnesses, procedures, surgeries, things you can and cannot say to employees in these situations.
- Confirmation with regard to the Dress Code Policy and that it's a policy that's university-wide not reviewed and implemented by office or division.
- The Corrective Action Policy and Complaint Resolution Policy

The 10-Year Celebration

- Mr. Murphy presented a design for t-shirts for the 10-Year Celebration, designed by Bob Sanchuk.
 - Ms. Driscoll McNulty stated that the Executive Committee discussed promotional giveaways to highlight the 10-Year Anniversary of the Staff Senate.
 - The t-shirts will be given away at the Christmas Luncheon.
 - We will reserve t-shirts for Staff Senators and Senate friends.
 - Ms. Driscoll McNulty will be looking into a vendor to print the t-shirts.
- Mr. Murphy suggested to have the seal from the t-shirt printed on card stock to hand out to Senators, volunteers or friends of the Senate to display them in their offices.
 - The next step would be to send them out to Past-Senators and ask them to do the same thing.

- Ms. Hambrose suggested to have them printed the same size as the frames that were given out by Campus Ministries, so people can put them in the frames, if they still have them.
- Ms. Driscoll McNulty stated the Office of Equity & Diversity gave out clings to responsible employees.
- Mr. Murphy suggested a cake for the Christmas Luncheon with 10-Year Anniversary on it.

Mr. Murphy congratulated Mr. Walsh, Ms. Brackeva-Phillips and everyone else who worked on a successful Fall Communications Symposium.

The Disaster Relief Committee held an event last week, a light lunch, and there were volunteers from the Staff Senate there, Ms. Butler, Ms. Hambrose, Ms. Schofield, and Ms. Bernard.

- Mr. Murphy believes there is over \$3,000 in the Disaster Relief Fund now.

Ms. Tetreault stated the United Way Campaign just concluded.

- We had around \$13,000 in contributions.

UPC

- They seem pretty happy with the response they've had so far to the Strategic Planning Survey.
 - Mr. Murphy doesn't believe it is closed yet, if you want to complete it.
 - They did say there was an even response from faculty and staff.
 - They will be holding sessions with student focus groups in the Spring.
- Annual reports are due to the trustees for the December meeting.
- There's a website for the Strategic Planning Report.
 - There is a lot of data and graphs on this website that may be useful. There is a concern that the graphs are public and may be missing some information. The problem is, most likely, how do we get people to self-report their activities or projects regularly and consistently, and to who, so that accurate data collection can be done.
 - There may be a need to gather more information in some areas. The concern was how.
 - They are looking at every course description to see how many are fitting into the Global pillar of the Strategic Plan. This detailed look is impressive.

UGC

- There was a Middle States update.
- Dr. Dreisbach asked us to share The Conceptual Calendar with our senates and prepare any feedback for discussion at the December 8th UGC meeting.
- There was discussion on the Academic Athletics Notification Policy, which the Faculty Senate is still reviewing.
- The Smoking Policy, which there is discussion on who will enforce it.
- The Student Faculty reported on their Street Sweep, which they had 300-400 students attend.
- The student government is taking proactive steps to try to be good neighbors and working the Hill Neighborhood Association.

Royal News Articles

- Ideas for upcoming editions of Royal News
 - Advertising the Christmas Luncheon
 - Advertising the upcoming Staff Development workshop
 - Submitting an article about the workshop after it takes place
 - The committee is also sending out a flyer, electronically, to advertise the event.
- Questions from Working Group 7: Governance, Leadership, and Administration
 - As a member of one of the university's representative governing bodies, can you provide examples of how that body fulfills the criteria for transparency and accountability to its constituents?
 - Posting of our minutes
 - The constituency Round Table events
 - Our meetings are open to the community
 - Ms. Hambrose suggested an email to remind all staff that the Staff Senate meetings are open.
 - Mr. Murphy suggested a Royal News article, listing the dates of all the meetings and stating the meetings are open to all staff.
 - Ms. Giovagnoli suggested to make an announcement at the Christmas Luncheon.
 - Mr. Murphy suggested that we state that if you are thinking of running for Staff Senate it might be nice to attend a Staff Senate meeting which are open to all staff.
 - Mr. Sakowski said that he has heard people say that they have a hard time justifying time away from work for attending Staff Senate meetings as guests to their supervisors.
 - Ms. Tetreault stated she would be happy to have that topic at the supervisor/manager training and she stated the employee should stop by to see her so she can facilitate a conversation with their supervisor.
 - Ms. Bernard suggested a conversation, during election time, to address upfront with people that time away from work for attending Staff Senate meetings, committee meetings and time to complete Staff Senate work is approved by HR.
 - Mr. Murphy mentioned that we video livestream the Communications Symposiums.
 - Mr. Murphy mentioned the newsletters we send out every semester.
 - In what ways is the University of Scranton facilitating intentional communications, broad collaboration, and or meaningful reflection with relation to programs, activities, or initiatives?
 - Ms. Butler stated the Christmas Luncheon and that is also outreach, volunteer and service.

- Ms. Butler stated the Employee Barbecue because we are bringing in our expertise across campus.
- Mr. Murphy stated the professional development events that are open to all staff and faculty.
- Ms. Driscoll McNulty stated that we are weak in communication and collaboration with the faculty and student senates.
- The Connexions program for new employees.
- The Staff Senate is asked to be on a large number of committees across campus.
- How can the university improve its efforts in ways that align with our Catholic and Jesuit Mission particularly for building or strengthening the campus community?
 - Mr. Murphy stated that we do initiate a large number of people to work with each other on different projects.
 - Ms. Butler stated that our major accomplishments involve social justice, equity on campus, and the volunteering aspect of things.
- Standard 7 also stipulates that institutions conduct periodic assessment of the effectiveness of governance, leadership, and administration. How does the Staff Senate conduct self-assessment? Is there a process or are there processes in place to receive feedback from the relevant constituencies?
 - Ms. Driscoll McNulty stated that the Communications Committee did send out a survey after one of the Communications Symposiums asking for feedback.
 - Ms. Driscoll McNulty stated that this was something that we talked about with Lori and Jean from Working Group 7, doing a broader survey for feedback from staff regarding what they think about the Staff Senate and the work they are doing.
 - Mr. Murphy stated that to improve on this, we probably need a systematic way to get feedback, whether it's a survey for all staff once a year or every other year. If you are on the Staff Senate, maybe complete an exit survey as you're finishing your term.
 - Ms. Giovagnoli asked if we should have an Ad-Hoc committee for assessment.
 - Mr. Murphy stated that because of how important assessment is, he thought it would be a good idea to put together an ad-hoc committee to work on assessment and how to do it better.

Motion was made to create an ad-hoc committee to look at assessment by Ms. Hambrose and seconded by Ms. Giovagnoli.

The motion passed.

- Mr. Murphy asked Ms. Giovagnoli and Ms. Hambrose to work on how many people should be on the committee, from which representation, and how we should collect the assessment data.
- He felt work on the committee could be started in January.

The university's January 2012 guidance for governance makes several references to communication, that it should be timely and provide adequate opportunity for constituents to both receive information and share ideas. Can you provide examples of how we have successfully achieved this? What suggestions do you have to improve the timeliness and adequacy of opportunities for constituents to both share ideas prior to decision making, and receive information prior to and post decision making.

- Procedurally we can't post the minutes until they are approved.
- We do post our agendas.
- We do send out the information for our meetings prior to the meeting.
- Ms. Butler stated we should put an emphasis on our Communications Symposiums because there was so much discussion for several years about morale and lack of communication and Staff Senate, trying to establish communication, Senate put forward those events.
 - Ms. Butler stated that it would be nice if the other governing bodies, as well as administration, came together not just as presenters, but maybe even putting forth their own at times or supported them in other ways to enhance the communication effort across campus.
- Mr. Murphy suggested to the Communications Committee that maybe we could have representation from the three Senates at the Spring Communications Symposium.

Committee Reports:

Mr. Walsh on behalf of the Communications Symposium asked all of the committee chairs to send him information about their committee events to either himself or Ms. Hambrose.

- Mr. Murphy stated the Symposium was one of the best and felt all of the speakers and audience felt comfortable being there, it was a very friendly exchange of information.
- Ms. Bernard appreciated having a student speak at the event and stated that it is a good model to follow in the future.

Ms. Driscoll McNulty on behalf of the Election & Membership Committee stated that they recently recruited individuals to work on the grievance section of the handbook and they were able to get a representative from each constituent group.

Mr. Murphy asked Ms. Butler, chair of the Finance Committee, to look at the numbers and give us an idea of funds available for the 10-year anniversary t-shirts.

- Mr. Murphy stated we may need to get funds from elsewhere around campus.
 - Ms. Tetreault asked Mr. Murphy to let her know how much we may need.

Ms. Klien on behalf of the Social Events & Community Building Committee reported that the Christmas Luncheon is December 13th with a snow date of December 14th.

- The committee met yesterday and decided to support the CIC this year.
 - They are waiting for confirmation from the CIC as to what they might need, at the Meet and Greet in the Spring, we collected toiletries and they were very grateful because they had none on their shelves.
- Ms. Klien asked each committee if they would put together a basket to donate to the raffle for the luncheon and if someone from each committee could let her know the basket theme.

- Fr. Keller is available and will be attending the luncheon and give the blessing.
- Ms. Klien stated that the catering cost has increased.

Ms. Hambrose on behalf of the Staff Development Committee reminded everyone that the workshop is December 12th from 11:30am-1:00pm and a light lunch will be served.

Ms. Pichiarello on behalf of the Staff Recognition & Excellence Awards Committee reported that the Staff Spirit Award winner for November was Karen Marx from the SOM Advising Center, there were 15 additional nominees.

- Ms. Pichiarello stated she will be sending out an email reminder for nominations for the month of December today.
- She asked how we handle the nominations for January since no one will be here during the holiday break.
 - Ms. Butler stated they will ask for the January nominations earlier.

Ms. Bernard on behalf of the Bylaws committee reported that she has the University Police updates to the Bylaws and Constitution done, she just has to update the dates.

- She will get them to the Communications Committee to post on the website.

Timeshare Ad Hoc Committee

- Mr. Murphy reported that Ms. Tetreault has delivered the information to Mr. Steinmetz, who has asked Mr. Mihalko for the financial implications of implementing the policy.

Roundtable Events

- There is a Professional/Paraprofessional Roundtable today, immediately after the Staff Senate Meeting.

New Business:

The Conceptual Calendar Concept is a concept for the Academic Calendar.

- The major change to the Calendar would be a change to Intersession as we know it.
 - The Spring Semester would begin earlier, similar to other universities.
 - Commencement, which is always Memorial Day Weekend, would be two to three weeks earlier.
 - It would make students more marketable for summer internships and jobs.
- Mr. Murphy asked for feedback on the Conceptual Calendar to be sent to either Ms. Tokash or himself.

Sustainability Committee

- Mr. Murphy, Director of the Sustainability Office, recommended that the University of Scranton needs to form a committee on Sustainability.
- Mr. Murphy read the introduction of the proposal to form a Sustainability Committee.
- Right now we are doing a large # of things on Sustainability, we were recently recognized from the Princeton Review as one of the green campuses in the United States.

- We received an Environmental Partnership Award from Pennsylvania Environmental Council.
- This is an attempt to form a committee so that there is an official collaborative undertaking.
- Mr. Murphy went through the proposed representation of committee members and stated it was recommended by senior leadership to try get the number of committee members even lower and asked for suggestions on how to do that.
- In order to have representation from other parts of campus, there would be Technical Advisory Group committees (TAG).
- Feedback from Staff Senate:
 - Ms. Butler stated there are co-directors for Environmental Science, so there would be two representatives for that position.
 - TAG is already an established committee on campus, the faculty advisory group for IT.
 - It was suggested to be changed to SAG, Sustainability Advisory Group.
 - Ms. Bernard felt that the representative from Admissions could be dropped, she feels that the committee will always get students interested in Sustainability.
 - She suggested that Mr. Murphy meet with the Admissions travelling staff and recruitment staff either every summer or every other summer so their staff can learn about the initiatives and they can share it with prospective students.

Motion was made by Ms. Bernard and seconded by Ms. Giovagnoli in support of the creation of a Sustainability Committee.

The motion passed.

Ms. Hynosky stated that she has been asked by several staff, who don't have children of their own, about donating tuition remission to a needy or DACA student.

- She asked Ms. Tetreault if the subject is being considered as a future benefit.
- Ms. Tetreault stated that it hasn't been part of any conversation she's been a part of.
 - She will note it and infuse it into the conversations that she has.

Motion was made to adjourn the meeting by Mr. Roginski and seconded by Ms. Pichiarello at 11:31am.