

To: Staff Senate
From: Cindy Tokash
Date: October 29, 2017
Subject: Minutes from the October 25, 2017 Staff Senate Meeting

In Attendance: Erica Armstrong, Lisa Bealla, Lori Flynn, Janice Mecadon, Bryn Schofield, Cynthia Tokash, Stephen Hallock, Ryan Puksta, Pete Sakowski, Peter Worsnick, Stephanie Adamec, Rebekah Bernard, Julie Brackeva-Phillips, Gina Butler, Renee Giovagnoli, Meg Hambrose, Marg Hynosky, Bernie Krzan, Mark Murphy, Mary Ellen Pichiarello, and Richard Walsh

Patricia Tetreault (liaison)

Not In Attendance: Kelli Calli, Kristi Klien, Christopher Harris, Dale Martin, William Pilger, Kevin Roginski, Kevin Rude, Kyle Thomas, Justin Tambeau, Amy Driscoll McNulty, Lucia Grissinger, and Gerry Loveless

Guests: Rebecca Beal, and Julie Schumacher Cohen

Welcome: Mr. Murphy called the meeting to order at 10:07am, in the PNC Bank Board Room, Brennan Hall 500. Bryn Schofield offered the opening prayer. Janice Mecadon will offer the opening prayer at the November meeting. Attendance was checked, quorum was met for voting purposes.

Review of September Minutes:

Minutes were approved with no changes.

Approval of Agenda:

Agenda was approved with no changes.

Liaison Report:

Ms. Tetreault gave a report on the following topics:

Wyoming Seminary Tuition Reciprocity Agreement

- As it reads, Wyoming Seminary will offer a 50% tuition discount for staff and faculty dependents who want to go to Wyoming Seminary, Kindergarten through 12th grade.
- The University of Scranton offers a 50% tuition discount to Wyoming Seminary dependents who want to come to the university.
- We received notification from Wyoming Seminary that they are interested in changing the agreement.
 - This is not unique to the University of Scranton; they have contacted Misericordia, King's, and Wilkes. They do not have an agreement with Marywood.
 - They are looking to reduce the discount that they offer to our dependents to as low as 30%.
 - They cite revenue reasons and different things that are prompting them to make this change.
- Wyoming Seminary has already communicated with the parents, our employees, of students enrolled there.
 - We have 10 families that have students at Wyoming Seminary.
 - It's 50/50, we have 5 faculty families and 5 staff families.
- The university has asked them to reconsider their position on this, especially for our students who are already enrolled there.
- It does seem like there is going to be some change to the agreement, as of today, we don't know what that change will be.

- The way that this was presented is that there are more of our dependents looking to go to Wyoming Seminary than their dependents looking to come to the university and they want us to continue to offer their dependents the 50% tuition discount.
- They're asking us to change our approach, to take the 50% off total tuition before aid. Currently any aid would be taken off first and then the discount applies.

TIAA Cref Investments

- There was a TIAA trashing article in the NY Times.
- The article identified a complaint that former TIAA employees had filed against TIAA about their business practices, their fee schedules, and the way they try to get employees to have people invest in their own TIAA funds.
- Ms. Tetreault received an email from Ron Pressman, the Chair of TIAA, stating the article is false.
- Ms. Tetreault states that we do monitor the fees for the investment options we offer on our retirement plan, they are market competitive, we look at them once a year.
- Ms. Tetreault believes that the article is referencing the fees on their own proprietary products.
- One of the things we have been thinking about is updating our investment options for TIAA.
 - In updating our investment options, we would like to include some other companies in there, some Vanguard funds, similar to what we did a couple of years ago.

Act 153

- Act 153 is the Pennsylvania regulation that says that if our employees are engaged with minors in a direct supervision, care, control of a minor that they need to go through certain background checks.
 - There's the criminal background check, the FBI check, and the Child Abuse check.
 - We do have a number of staff and faculty who work with our High-School Scholars and High-School Scholars are not matriculating so they would fall under this regulation.
 - We've added an additional component to the background checks where you have to do an annual online training.
 - Ms. Cosner is sending out the invitation, this week, to do the training to those folks who are impacted.
 - It's a small group of staff, more like advising and that type of thing, and the faculty who would be involved in teaching those courses.

Assistant Director of the Office of Equity and Diversity

- This person would be working directly with Jennifer LaPorta.
- They would serve as Deputy Title IX coordinator for the university.
- Right now Ms. LaPorta is the Title IX coordinator, Dean Rivera is Deputy Title IX coordinator for students, that would remain in place.
- Ms. Tetreault is Deputy Title IX coordinator for staff and faculty.
 - This role would take that Deputy position.
 - Ms. Tetreault could continue if needed, but it may not be necessary.
- This person would really be a generalist in that office.
 - They will assist with Title IX inquiries.
 - Assist with training.
 - ADA work, working with Ms. Pichiarello in CTLE.
- Ms. Tetreault expects that, if all goes well, a new person will be onboard by January.

Handbook Review.

- Ms. Tetreault hasn't finished her portion of that and so it's not up yet.

- One of the things that Mr. Loughney has been working on with the Staff Senate is the Corrective Action Policy.
- Mr. Loughney is going to begin a conversation about the Complaint Resolution Policy.

Smoking Policy

- The language for the Smoking Policy for the campus has been reviewed and updated.
- We haven't given the policy back to the UGC yet, because there is a question on how we would enforce the policy.
 - Right now there is a reference to University Police enforcing it.
 - Mr. Murphy asked if we could implement the policy with University Police enforcing it on a trial basis for a year.
 - Ms. Tetreault stated that Chief Bergman would have to agree to that.
 - Mr. Murphy stated, that way we could get the policy going and maybe there wouldn't be a lot of issues.

Salary Increase

- Fr. Keller sent out the salary increase memo.
- Coupled with that we do the health plan renewal.
 - Ms. Tetreault doesn't have the full renewal information yet, but she expects to have it by the next time we meet.
 - Open enrollment is usually around the second week of November.
 - She doesn't expect plan design or co-pay changes.
 - Highmark is making a couple of changes on their fully insured book of business that they've asked us to consider.
 - These are not takeaways, necessarily.
 - Ms. Tetreault feels it will be a positive renewal for us and our impact minimal.

Ms. Hynosky asked if the Dress Policy was put up on the website.

- The Dress Policy is ready to go, Ms. Tetreault was going to put it out with the handbook and a note.
- Because it's taking a while to get the handbook done, she can have Ms. Cosner put the Dress Policy up.
- Mr. Murphy asked if a copy could be sent to Ms. Tokash and himself, since the Staff Senate worked on the policy.

President's Report:

Fr. Keller sent a thank you note for having him at our September Staff Senate Meeting and for the illustration and proclamation.

Mr. Murphy's goal for the next Executive Committee Meeting is to have some solid things to bring to the November Staff Senate Meeting regarding the 10 Year Celebration.

There was a trustee meeting last month.

- Our changes to the By-Laws and Constitution that Ms. Butler had put together were all voted on and approved.

The UGC Meeting was held last week and we were updated on Middle States and the Smoking Policy.

- Mr. Murphy was directed to take to the UGC a proposal to put together a Sustainability Committee.
 - The proposal will be sent out for review with the information for next month's Staff Senate Meeting.
 - Mr. Murphy wants to lower the number of people on the committee.
- Dr. Dreisbach presented a conceptual calendar going out about 3 years from now.
 - It has significant changes, mostly not having an intersession as we do right now.
 - They are presenting the concept to get feedback on the changes and the problems it could cause.

Mr. Murphy was out of town for the UPC meeting and could not attend.

- Ms. Butler attended in his absence and stated the majority of the meeting surrounded the results of the NSSE Study.
 - It asks survey questions of freshmen and also seniors.
 - They break down the information to present to colleges with regard to curriculum, teaching, and wellness on campus in general.
 - One thing the university is always ranked high in nationally is how much our students really do enjoy the university both academically and the university community.
 - Dr. Mensah asked if they could hone down some of the data with regard to curriculum so he could bring specifics back to program chairs.
 - They just started to do the breakdown on that information and will have a report on the entire study.
 - Our numbers continue to grow nationally, and we are always above the scale a little bit for all of the different criteria.
 - They use this as teaching and learning points whether it be admissions, academics, or the curriculum side of things.

Wellness Attendance Policy

- Mr. Barrett thanked all of the committee members, ARC, Ms. Mascelli and everyone else from CHEW who worked on the survey which supplied a lot of information.
- CHEW's conclusions and recommendations from the survey are that a policy isn't needed.
 - Mr. Barrett agreed with the recommendation and suggested that supervisors should be more aware of what's going on with wellness participation and be proactive with getting their employees to participate.
 - He also suggested getting the word out more of wellness events.
 - CHEW is recommending that HR be the driver on wellness attendance.
 - Mr. Barrett feels that CHEW should push the program more throughout the university.
 - Ms. Tetreault suggested that CHEW and HR do it together.

Provost Search Committee

- The goal is to have the new provost on board for December/January.

Royal News

- Mr. Murphy feels the improvements to Royal News will improve communications across the university community.
- There was an extensive discussion at the Executive Committee Meeting about utilizing it in a systematic way so that something will go out in every edition.
- Also something that came out of the Executive Committee Meeting was the sharing, by email, of our minutes, after approved, and the agenda for the next meeting to the administration and cabinet so they have it if they want to read it.
- Also, how can we have better communication with the other two senates?
 - Have a member of our senate attend the Student Senate Meeting and the Faculty Senate Meeting.
 - Whether it would be an officer, a fixed person every time or a rotating member attending.
 - Whoever attends would put a report together and present it at the following month's Staff Senate Meeting.

Disaster Relief Committee

- The committee is having an event on November 8th from 11:30am-1:30pm, a community gathering that would be a light lunch of soup and bread, where you could make a \$5 donation to the University of Scranton Disaster Relief Fund.
 - Right now the fund is a little bit over \$2,000 due to committee efforts.
 - You can also donate through the Royal Response link.
 - They are looking for volunteers to serve the food and clean up to keep the cost down.
 - If interested in volunteering please contact Mr. Murphy so he can forward the information to Jennifer Schwartz, who is coordinating the volunteers.
 - Fr. Rodgers and Fr. Malloy will be a musical duo at the event.

Committee Reports:

Mr. Walsh on behalf of the Communications Committee reports that the Fall Communications Symposium is tomorrow, October 26th.

- 60 people registered for the event.
- The speakers have been prepped.
- 4 or 5 questions have been submitted and forwarded to the speakers.

Mr. Sakowski on behalf of the Election and Membership Committee reports that they were tabulating volunteers interested in working on the Complaint Resolution Committee, volunteering for which closed yesterday.

Ms. Butler on behalf of the Finance Committee reports that the only business was to process payment for the illustration for Fr. Keller.

Ms. Giovagnoli on behalf of the Staff Development Committee reports that there will be a Staff Development workshop on December 12th from 11:30am-1:00pm in Brennan 228.

- The topic is Improving Communication: How to Make Yourself Understood.
- There will be refreshments.
- Mr. Murphy suggested to have something put in Royal News about the event.
- Mr. Murphy asked to have announcements and articles about events sent to him prior to being submitted to Royal News.

Mr. Puksta announced that the Annual Safety Walk will be November 15th @5:30pm.

Ms. Pichiarello on behalf of the Staff Recognition & Excellence Awards Committee reports that the Staff Spirit Award winner for October was Shannon Murphy Fennie, Center for Student Engagement.

Rebekah Bernard on behalf of the By-Laws Committee stated she is looking for a Word Document of the By-Laws so she can update them.

- Ms. Butler suggested looking at the Xythos files.
- Ms. Bernard said she will update the By-Laws and get a PDF to someone so they can be put up on the website.

Timeshare Ad Hoc Committee

- Mr. Wetherell and Ms. Tetreault had some questions for Mr. Steinmetz regarding the Timeshare Policy.
- The committee will bring the draft policy back to the Staff Senate for review and decide whether to give it to Ms. Tetreault to take to cabinet.

Roundtables

- The Fall Clerical Roundtable was already held.
- The Professional & Paraprofessional Roundtable is November 15th from 12pm-1pm.

- The MTTP Roundtable still needs to be scheduled.

Items From the Floor:

Ms. Pichiarello attended the Board of Trustees Education Committee meeting September 29th.

- The Provost gave updates on Faculty hires.
- Two administrators that were hired.
- A lot of the online graduates are coming to campus for graduation ceremonies.
- The Physics/EE Department had an excellent report from the governing accreditation committee.
- PCPS had an overview of the programs by Dean Pellegrino and Mr. Schwenk and they talked about the undergraduate, graduate, and online programs and some partnerships they are forming with related majors.
- Dr. McShea talked about student formation and campus life for the class of 2021.
 - There is a strong level of engagement with this class, the first program that the freshmen have the opportunity to do before starting the fall semester was filled within five minutes of it being released to the students.
- There was a presentation done by one of the staff members, Tom Smith from the Counseling Center, and an outside consultant talking about the opioid crisis and how it might affect our campus and how it's affected the area.
- A consultant was hired to review the Pre-Med program and it's still ongoing.
- They are looking to see about a PA program here at the university.

Middle States

- The working groups and the steering committee are completed.
 - They are gathering evidence about how we meet our standards.
- The working groups will be gathering together and working on substitute outlines showing what our evidence is and how they are evaluating the evidence to demonstrate how we meet the standards as well as the common research questions.
 - How do we meet the standards?
 - How are we collaborating and communicating across campus?
- December 1st is their deadline to submit a substitute outline of their work to date.
- They will be compiling and writing reports by January 31st.
- They will be circulating the individual working group reports to the entire campus next semester.
- There will be 3 Town Halls in the Spring Semester to reflect on the reports.
- They thanked the Staff Senate for help with getting members for the working groups and steering committee.
- Many staff in different capacities have been identified as resource people.
 - You may be contacted by members of working groups and you are encouraged to be of help to them and provide them with whatever information they are asking for.
- Some of the things they are talking to all of the senates about are the two things they are looking for a lot.
 - Evidence of best practices
 - Changes in response to assessment
- They appreciate the amount of staff that attended the Town Halls, they had great turnouts.
 - The first one was student focused.
 - The second one was mission, goals, ethics and integrity.
 - The last one was governance and planning.
- Sometimes we get worried when we hear the word assessment, think of it as taking stock of what we've been doing and writing it down.

Motion was made to adjourn the meeting at 11:15am by Mary Ellen Pichiarello and seconded by Lisa Bealla.