

To: Staff Senate  
From: Cindy Tokash  
Date: September 22, 2017  
Subject: Minutes from the September 20, 2017 Staff Senate Meeting

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**In Attendance:** Lori Flynn, Janice Mecadon, Bryn Schofield, Cynthia Tokash, Stephen Hallock, Dale Martin, Kevin Roginski, Kyle Thomas, Stephanie Adamec, Rebekah Bernard, Julie Brackeva-Phillips, Gina Butler, Amy Driscoll McNulty, Renee Giovagnoli, Lucia Grissinger, Meg Hambrose, Marg Hynosky, Bernie Krzan, Gerry Loveless, Mark Murphy, Mary Ellen Pichiarello, and Richard Walsh

Patricia Tetreault (liaison)

**Not in Attendance:** Erica Armstrong, Lisa Bealla, Kelli Cali, Kristi Klien, Chris Harris, William Pilger, Ryan Puksta, Kevin Rude, Pete Sakowski, Justin Tambeau, and PJ Worsnick

**Guests:** Rev. Herbert Keller, S.J., Lori Nidoh, and Eileen Notarianni

**Welcome:** Mr. Murphy called the meeting to order at 10:04AM, in the PNC Bank Board Room, Brennan 500. Marg Hynosky offered the opening prayer. Bryn Schofield will offer the opening prayer at the October meeting. Attendance was checked, quorum was met for voting purposes.

**Review of August Minutes:**

Minutes were approved with no changes.

**Motion for consideration and vote:**

- 1) As it pertains to the University of Scranton Staff Senate By-Laws specifically

Article III – Membership:

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

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

**The motion passed.**

**Approval of Agenda:**

Agenda was approved with no changes.

**Mr. Murphy introduced special guest, Fr. Herbert Keller, S.J., Interim President.**

- Part of a Proclamation was read aloud by Ms. Butler and the Proclamation was presented to Fr. Keller by Ms. Tokash.
- A framed illustration, done by Kym Fetsko, was presented to Fr. Keller by Ms. Driscoll McNulty as a welcome to campus from the Staff Senate.

**Fr. Keller spoke to the Senate about his priorities for the year.**

Middle States Self Study

- The Self Study will be a major focus of our activities this academic year.
- That process gives us the opportunity to explore what we do here at the university, how we do it, and what we might need to do to improve the student experience here at the university.

- It truly is a self-study, the Middle States committee doesn't come in and say here is what you should be doing or here are the goals that you need to live up to. But, rather, Middle States looks at our Mission Statement, our goals, and basically asks "How well are you doing this?".
- It is also for accreditation.
- Fr. Keller is happy that the leaders of that project have decided to use the Examen, St Ignatius of Loyola, as the framework for that process.
  - St. Ignatius encourages use of that very simple prayer at the end of one's day; where you think of the ways that you have seen God's presence during the day or maybe situations where you have failed to see him. Basically, to think about that and to ask God to help us do better tomorrow.
  - For an institution to do that, it's kind of the same thing on a larger scale.
- It really asks us to evaluate our work against who we say we are.
- The visit will take place during the next academic year.

#### Mission Priority Examen

- Work on the review began during the last academic year and will continue, culminating in a visit to campus this academic year by a group of our peers from other Jesuit institutions.
- The goal here is to look at how we do living out the Jesuit Catholic Mission of the university.
- Fr. Keller thinks that the study will reveal that we have lots to celebrate in this area, because he thinks we do that pretty well across the board. As an institution, that's something we should be really proud of.
- Fr. Keller will do whatever he can to move that along and make it successful.
- Fr. Pat Rodgers and Ryan Sheehan are spearheading that and doing a wonderful job along with committees of folks throughout the university.

#### Provost Search Committee

- This is a huge position for any university, one of the most important jobs on campus.
- That committee has made progress, they started meeting in early July.
- They created a profile, did the advertising, they have applications coming in, and they have two forums next week for faculty, staff, students to share ideas at this point.
- The timeline that was approved by the committee calls for the final candidate to be selected and an offer to be extended in December, hopefully accepted and set an appointment in early 2018.
- There will be forums with the finalist candidates who will come to campus and we will have the opportunity to interact with them.
- Fr. Pilarz will be directly engaged in the search, he will participate in the finalist interview process.

#### Smooth transition for Fr. Pilarz

- Fr. Keller wants to do everything possible to make sure Fr. Pilarz feels comfortable and prepared when he takes over on July 1<sup>st</sup>.
- Fr. Keller states that they talk regularly.
- Fr. Keller consults with him on any decision that would affect things after this year.
- Fr. Pilarz was invited to join the Board this year and that will allow him to be aware of all of the issues under the consideration of the Board.
- Fr. Pilarz will be making several visits to campus in addition to the Board meetings.

#### Key institutional efforts

- Implementation of the Strategic Plan
- Comprehensive Resource Review
- Furthering our advancement efforts
- Monitoring our fiscal health

- Management of our enrollment
- Supporting our efforts in the area of student formation
- Support the work of faculty and staff by being as present as possible
- Support our students by being as present as possible on campus at their events, masses, productions, and athletic contests
- Given the fact that Fr. Keller was not present for the first three years of our current seniors experience here at the university, he does not want the first time he meets them to be when he is handing them their diplomas.
  - Student Government is trying to create some opportunities during the course of the school year where Fr. Keller could meet with groups of seniors.
- He promises to pray each day for us and our families, our students and the entire family of the university and he asks us to please pray for him this year and to know that he is honored to work among us.

Ms. Hambrose asked how we could assist him as a Staff Senate.

- Just by him being aware of topics, concerns, issues that staff members have.
- Communication is really important.
- Staff Senate minutes are helpful.

Ms. Butler said that it is wonderful that he commented on supporting our students.

- Many of our students are not from the area and are student athletes and their families can't always attend events. It is a tremendous boost to them when they see faculty, staff or the President show up for them.

#### **Liaison Report:**

Cabinet Updates:

- Cabinet has been busy looking at issues such as our budget, industry trends, and strategy items for enrollment management.
- One of the things they spent some time on and will be finishing up within the next few weeks is the staff salary increase.
- This is the time of the year that they start talking about what they can do as far as staff salaries, how does the health plan renewal look?, how are all of those finances going to fall into place.
- The Dress Code Policy has been approved.
  - Ms. Tetreault thanked everyone for their input on that policy.
- UGC had a committee of folks working on the current Smoking Policy language for the university.
  - That committee has gone through the policy and made some edits.
  - They are ready to move the policy forward with the exception of one issue.
    - Who is responsible for enforcement of the policy?

HR Updates:

- Ms. Tetreault, Brian and Beth have gone through a line by line review of the Staff Handbook and will be reposting it.
  - Everyone should be assured that any edits were made purely on language or clarification edits, they haven't changed any vacation accruals or policies.
  - They took out mentions of Public Safety and replaced it with University Police.
- There is a group working with Brian on the Corrective Action section and then hopefully Grievance Policy.
  - They have left that language the same for now.
- There was something that came up from a faculty member regarding the Retirement Plan. On our TIAA Retirement Platform, we have a Vanguard Money Market Fund.
  - One of our faculty members got a notification from Vanguard about a vote that was going on by the Vanguard shareholders.

- A reference was made to one of the funds having some type of business interactions related to genocide in China.
- HR was able to get ahold of the document and see what the issue was.
- The issue was not related to the money market fund, but other funds.
- Our retirement plan advisor explained that an employee benefit plan has certain responsibilities to their participants called fiduciary responsibilities.
- Responsibilities include reviewing investments for performance and cost and ensuring that they are putting forth to their participants a solid package, something that will provide them good returns, but not cost them a lot of money.
- Some of the funds follow indexes, these index funds follow the 500 list of stocks or that type of thing and they try to mirror them.
- In their rules and regulations, they can't pick and choose which companies they will follow or not, they have to follow the index.
- So if the index invests in companies that perhaps have ties to practices that some folks may find concerning, that doesn't weigh into the way that it is set up.
- If we are offering an index fund, which are common, important vehicles in employee benefit plans, we may have connection points to things that people may find troubling.
- They are looking at ways to offer a variety of funds and folks can do their own homework and decide what they might be comfortable with.
- It would be close to impossible to avoid everything that could be socially concerning, because of the way that funds tie to the stocks and the market and the restrictions that they have about picking and choosing.
- The fiduciary rule limits the options because then it would be hard for people to decide.
- There is an endowment committee and as part of their deliberations they have a portion that they do through a social conscious filter.
- They are a little different, endowment and foundations vs employee benefit plans, the Department of Labor has regulations on employee benefit plans, but the concept is the same.

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

- This is the 10-year Anniversary of the Staff Senate.
- The Executive Committee has come up with ways to celebrate the anniversary:
  - Highlight the 10-year Anniversary in the Fall and Spring Newsletter
  - T-shirt giveaway at the Holiday Luncheon
  - A giveaway at the Meet and Greet of maybe a mug, keychain or something that celebrates the anniversary
  - Something to celebrate the anniversary at the Awards Luncheon
- Middle States Town Hall Discussions
  - One of the dates has already passed, September 14<sup>th</sup> on Student Learning, Support and Assessment
  - Mission, Goals, Ethics & Integrity is Friday, September 29<sup>th</sup> from 3-4pm in the Moskovitz Theater in The DeNaples Center
  - Institutional Planning, Governance & Compliance is Thursday, October 19<sup>th</sup> from 11:30am-1pm in Ballroom A/B in The DeNaples Center
  - Ms. Brackeva-Phillips encouraged everyone to attend the discussions, she attended the September 14<sup>th</sup> one and it was a great place to share ideas.
- The Board of Trustees meeting is coming up
  - There are two sub-committees that have representatives from the Staff Senate.
    - Ms. Brackeva-Phillips was the resource person on the Enrollment, Management and External Affairs Committee last year and will continue on the committee this year.

- Ms. Cali was the resource person on the Education Committee last year, Ms. Pichiarello will be the resource person on the Education Committee this year.
- Officer Puksta, who is one of our Staff Senators, asked us to announce that our Police Department is doing a Campus Safety Awareness Event today on the Dionne Green from 2-4:00pm
- President's Cabinet has created a new committee, the University of Scranton Disaster Relief Steering Committee.
  - The Co-Chairs for that committee are Fr. Rodgers and Pat Vaccaro, they have asked Mr. Murphy to be a representative on that committee.
  - They are trying to get their first meeting together next week.
  - When disasters happen, the university is a very giving community that wants to do something, the goal of the committee is to make it an organized effort for the University of Scranton.
  - Sometimes it takes a while to organize and figure out how you're going to give and by then maybe the opportunity is gone.
- UPC
  - There was a meeting within the last two weeks, Mr. Steinmetz talked about the Strategic Plan Initiative funding that was awarded in Spring 2017.
  - There is a reporting process for the Strategic Plan progress which Kate Yerkes has been working on.
  - There was a lot of discussion on the Annual Reporting Process last year right before the Annual Reporting process would start.
    - It was too late to make significant changes to it, they will be looking at ways to improve on it.
- Clerical Roundtable
  - An Evite was sent out with a date of September 27<sup>th</sup> for the Clerical Roundtable.
  - There were concerns that the Evite was part of a phishing attempt to steal credentials.
  - Ms. Brackeva-Phillips asked everyone to remain vigilant, there have been over forty student accounts compromised over the last several weeks.
  - She asked that when things are sent out to keep them simple and consistent.

### **Committee Reports:**

Mr. Walsh on behalf of the Communications Committee reported that Ms. Brackeva-Phillips is the new Co-Chair for the committee.

- Mr. Walsh reached out to two speakers for the Fall Communications Symposium, October 26<sup>th</sup>, and has confirmed with one speaker and he is waiting to hear from the other speaker.
- Sometime within the next week he will send out an email to get together with the rest of the committee.

Election and Membership had nothing to report.

Finance had nothing to report.

Social Events and Community Building

Ms. Klien is on vacation, Ms. Hynosky reported that the committee met prior to the last Staff Senate meeting.

- The Staff Senate purchased a sweater from the bookstore as a get well gift for Mr. Harris.
- The Staff Senate Christmas Luncheon date is set for December 13<sup>th</sup> with a snow date of December 14<sup>th</sup>.

Ms. Hambrose on behalf of the Staff Development Committee reported that committee co-chairs Ms. Hambrose and Ms. Giovagnoli recently got together to discuss a Fall Luncheon.

- They contacted Ms. Mascelli from CHEW and she spoke with Ms. McCartney from HR and they have spoken with someone from ENI that would come to campus to do a workshop at no cost to the university.
- The workshop would be in conjunction with a luncheon sometime after finals.

- The workshop has been tentatively set for Tuesday, December 12<sup>th</sup> in Brennan 228.
- The committee will be deciding between two topics, Personal Resiliency and Improving Communication.

The By-laws committee had nothing to report.

Ms. Pichiarello on behalf of the Staff Recognition & Excellence Awards Committee reported that the September Staff Spirit Award winner was Louise Ceccacci, Facilities Operations.

- The announcement was re-sent due to some staff not receiving the original email.
- The committee is still accepting nominations for the October Staff Senate Spirit Award.
- The committee will be meeting to discuss the President's Awards.

Mr. Murphy will invite Mr. Wetherell to our next meeting to give us an update on the Timeshare Policy.

Mr. Murphy will check with Ms. Mascelli regarding the survey results from Wellness Day on the Wellness Attendance Policy and if a policy is needed.

At the end of the meeting the Round table constituencies should get together to make sure they have dates set for their Fall Round Tables.

**Previous Business:**

- We will get an update on the Timeshare Policy at next month's meeting.
- Ms. Tetreault gave an update on the Dress Code Policy.
- Ms. Tetreault gave an update on the Smoking Policy.
- Open forum dates for the Provost Search are set for Monday, September 25<sup>th</sup> from 4:30-5:30pm in the Pearn Auditorium/Brennan 228 & Tuesday, September 26<sup>th</sup> from 11:30am-12:30pm in Moskovitz Theater/DeNaples 401.

**Items from the Floor:**

The IT Town Hall scheduled for Tuesday, September 26<sup>th</sup> has been cancelled because it was scheduled at the same time as the Provost Search Open Forum.

- Everyone who registered will receive an email from Ms. Brackeva-Phillips that the IT Town Hall has been cancelled because they don't want anyone to have to choose between the two events.

**Motion was made to adjourn the meeting by Mr. Roginski and seconded by Ms. Pichiarello at 11:13am.**