

## Upcoming Meeting Dates

November 18  
 December 9  
 January 13  
 February 10  
 March 9  
 April 13  
 May 11

Brennan Hall  
 PNC Board Room  
 10:00—11:30 a.m.  
 All Staff Welcomed

## President's Report

By: Joseph Wetherell

As I approach the halfway point of my final year as Staff Senate President, I reflect on the challenges faced by organizations such as the Staff Senate. As entities not part of the Administration, and not part of the chain of command, we must strive to be helpful to the University while continually working to ensure equity for our staff. I hope and do believe that we have walked that fine line well and have observed the motto of an Army Unit to which I was once assigned: "Mission First; People Always".

Since June we have been busy: Eileen Notarianni and Janice Mecadon have continued the fine tradition of recognizing a Spirit Award winner each month. We once again thank Dining Services for funding \$50 of free chow to the winner, and we also thank Cathy Sanderson in Parking Services for helping us manage a special parking spot for the awardee.

Pete Sakowski, Justine Johnson and Mark Murphy, and Eileen Notarianni have facilitated the fall Round Tables that give the MTTP (Maintenance, Technical, Trades, Police), the Professional/Para-Professional, and the Clerical constituencies respectively, the opportunity to connect with their peers and discern potential improvements to systems, processes and procedures.

We welcome Dr. Anitra McShea and Mr. Gerry Zaboski as speakers to our Fall Communication Symposium on November 3, 2015. This symposium is designed to provide information to the University community regarding the Division of Student Formation and Campus Life's reorganization, and the implications of the division on student retention and development. Also, for Mr. Zaboski (Enrollment Management) to talk about the current first year class, and the way forward looking ahead to future incoming classes. We hope you can attend.

Once again, we will support Human Resources in the yearly Sursum Corda nomination process.

You will see in an article by Melissa Bevaqua that the Staff Development Committee is experimenting with an informal mentorship program in partnership with Human Resources. Sensitive to the needs of new employees, the committee has worked diligently to create this program.

Lastly, we look forward to our annual Christmas Luncheon on December 16, 2015 hosted by the Staff Senate Social Events & Community Committee, and hope that our generosity and that of those attending will benefit local charities to the same extent as last year.

I continue to appreciate the transparency that the Administration has provided the three senates. We have members participating on the UPC (University Planning Committee), UGC (University Governance Council) and Financial Planning Committee, and who attend the Board of Trustees Plenary meetings. Please continue to let us know how the Staff Senate can continue to support improvements to our great organization.



To Send  
 Comments,  
 Questions, or  
 Suggestions  
 Visit Our Website  
[scranton.edu/staff-senate](http://scranton.edu/staff-senate)  
 (Click on a Senator's  
 Name)

Professional & Paraprofessional Senators	Clerical Senators	Maintenance, Trades, Technical & Police Senators
Gina Butler Caitlyn Hollingshead Ryan Sheehan Mary D. Sheils Sheila Strickland	Bryn Schofield	Ann Barnoski Timothy Barrett Brian Griguts William Pilger Kevin Roginski
Melissa Bevacqua Kelly Cook Amy Driscoll McNulty Justine Johnson Mark Murphy Mollie Lauren Vita Joseph Wetherell	Kristi Klien Janice Mecadon Eileen Barrett Notarianni Pauline Palko Donna Tucker	Sherry Edwards Stephen Hallock Pete Sakowski Susan Shimsky
Lucia Grissinger Bernard Krzan	Kelli Cali Cynthia Tokash	Victoria Thomas

## Staff Senate BBQ—Spring 2015



## Staff Senate Hosts Fall Roundtables

**The Clerical Constituency** hosted a roundtable, October 21<sup>st</sup> in the LSC Forum. Clerical staff began the event by discussing the lack of a standard protocol/policy for posting announcements regarding death of University Community member or their family member. Depending on the circumstances, more than posting an announcement might be helpful, such as spiritual or mental health counseling for members in a department that has experienced a loss, fundraising for extreme hardship, sending flowers, sending cards, etc. Currently there appears no one central office, department or person who handles the announcement, sending of flowers, sending cards, etc. Constituents would like to see a single department take ownership of these responsibilities, and suggestion was made that a Senate ad-hoc committee be formed to investigate this possibility. This suggestion came about from a sense that the University is becoming fractured and is losing its sense of community.

Conversation was also raised regarding the difficulty in updating Directory information in a timely manner. There seems to be several offices that handle these updates depending on the aspect of the change; department name or function, department move, phone number change, change in staff person's title, etc. Rather than be bounced around when trying to make updates, it would be most helpful if a single on-line form, e-mail address, or contact person could cover all changes.

Staff expressed concern that they had not yet received information relative to the use and rules of the updated time cards. Many in attendance were unaware that a new time card will be rolled out soon, and that rules have changed as to who can sign them and when they have to be turned in.

Staff also shared that due to the number of constituents who had accepted the early retirement package, and consequent restructuring of departments, the clerical network has dissolved, making it more time consuming and difficult to complete some tasks. It would be helpful if a list was circulated with information regarding the changes and responsibilities of each department. Eighteen clerical staff attended the event.

### **The Paraprofessional/Professional Constituency**

Approximately 15-20 Para-professional and Professional Staff met on October 20th to have an open forum about concerns, questions, and feedback about life at The University of Scranton. Justine Johnson and Mark Murphy emceed the event, provided updates, and facilitated the discussion. The discussion began with updates about topics from the Spring 2015 Roundtable including background checks, clearances, and informal mentoring group for all staff in partnership with Human Resources. Beyond the updates, the floor was opened to have a dialogue about other concerns of staff including benefits and engagement. Another para professional and professional roundtable will be scheduled for the Spring 2016 semester.

### **The Maintenance, Trades, Technical, and Police Constituency**

The Maintenance Technical Trades Police Department employee group held their round table event at Brennan Hall on Wednesday November 20th. The event was well attended. The meeting ran for nearly ninety minutes. There were a large number of questions submitted that pertained to the Facilities Operations department. Since many of the questions were submitted shortly before the meeting, the questions were shared with the Facilities Department to try to obtain some responses to the questions. Facilities Department managers volunteered to attend the meeting to field and discuss some of the questions. Many topics were discussed including employee morale, communication improvements, discipline/corrective action procedures, and others. Some of the questions were clearly not easy to answer. We are hopeful the submitted questions, organized open dialogue, and conversation were helpful to the staff and managers to help improve these concerns.

## Committee Reports

### Staff Development Committee

The Staff Development Committee is pleased to announce that it will be launching an informal mentoring program for new staff members. The Connexions program will begin in 2016. It will facilitate one-on-one connections between experienced staff members and newly hired employees, and will help new employees acclimate to our campus and community. This program is voluntary for new employees and free of charge. In addition, we are planning a spring event, open to all staff members, on the topic of emotional intelligence. More information to follow in the coming weeks. Finally, we are in the final stages of revising the Employee Resource Document, a valuable tool for new and existing staff members. Be sure to look for an updated document soon on our website. Members: Melissa Bevacqua (co-chair), Ann Barnoski, Mary Sheils (Densevich), Lucia Grissinger, Stephen Hallock, Kristi Klien, Bernie Krzan, Eileen Notarianni, Jennifer Pennington (volunteer), Pete Sakowski, and Donna Tucker

### Staff Senate Social Events & Community Building Committee

The Social Events and Community Building Committee will plan and implement activities for the staff that foster social interaction, develop opportunities for staff to build community; and work with other committees to provide open forums for the staff. With the holiday season approaching we will be repeating our sponsorship of a sock drive for the Center for Service and Social Justice. Please look for the drop off boxes in early November in various locations on campus. We would like to collect at least 600 pair of brand new socks, however last year, we collected over 1,000 pair, due to the generosity of our community. December will bring our annual Christmas luncheon. Last year we had many donated items to raffle off and the proceeds went to two university families who suffered loss of their homes due to fire. The Christmas luncheon is scheduled for December 16, 2015, beginning at 11:30 am in the McIlhenny Ballroom. The generosity of university employees is overwhelming and we are looking forward to a similar response this year. Watch your mailbox and email for an invitation and please remember to RSVP! All Staff Senate Committees will donate special gift baskets for the raffle along with many donations from local business. Raffle tickets can be purchased at the Christmas Luncheon as well as 50/50 tickets. Members: Kelly Cook (co-chair), Kristi Klien (co-chair), Ann Barnoski, Tom Coleman (volunteer), Mary Sheils (Densevich), Sherry L. Edwards, Janine Freeman (volunteer), Brian Griguts, Steve Hallock, Bernie Krzan, Janice Mecadon, Bill Pilger, Kevin Roginski, Bryn Schofield, Ryan Sheehan, Susan Shimsky, Sheild Strickland, Cynthia Tokash, and Vicki Thomas

### Ad hoc By-Laws Committee

The By-Laws Committee has reviewed the Senate By-Laws and have a few changes to propose at the December senate meeting. It was suggested to change the employee time of service requirement from two to one year. Also, proposed was changing the requirement of a senator to serve on two committees instead of one. This was discussed during the October meeting and my feeling is the senate may want to leave it at one. A clarification was suggested on who can serve on an ad hoc committee. The committee also began looking at certain areas of the Staff Handbook. Over the next eight months the committee hopes to recommend improvements to some sections of the staff handbook. Members: Mark Murphy-Chair, Gina Butler, Pauline Palko, Kelli Cali, Susan Shimsky, Tammi Cherra, Stephen Hallock, and Ryan Sheehan.

### Communications Committee

The Communications Committee remains focused on improving University-wide communications through a variety of channels including: the bi-annual newsletter, the Staff Senate webpage, social media channels such as Facebook, and the Communications Symposiums. Members: Amy Driscoll McNulty (co-chair), Mark Murphy (co-chair), Tim Barrett, Kelly Cook, Justine Johnson, Pauline Palko, Sheila Strickland, and Donna Tucker

### Elections and Membership Committee

The Elections and Membership Committee will fill vacancies on university committees, coordinate Staff Senate elections, and the annual Meet & Greet. Since the summer this committee has assisted with filling vacancies for the Athletics Director search committee, various Senator positions on the Staff Senate, an Appeal Board Member for Parking Services, and confirmed individuals for the Honorary Degree and Commencement Speaker Committee. Members: Amy Driscoll McNulty (chair), Kelly Cali, Brian Griguts, Justine Johnson, Bryn Schofield, Pete Sakowski, and Mollie Vita

### Staff Recognition & Excellence Awards

The Staff Recognition and Excellence Committee continues to provide equitable recognition of staff members through the Sursum Corda Award, acknowledge staff who have completed degrees, coordinating monthly Spirit Awards, exploring new ways of recognizing staff, reviewing current procedures, and coordinating the Annual Awards Luncheon.

Members: Janice Mecadon (co-chair), Eileen Notarianni (co-chair), Gina Butler, Mary Sheils (Densevich), Brian Griguts, Lucia Grissinger, Caitlyn Hollingshead, Bill Pilger, Kevin A. Roginski, Bryn Schofield, Vicki Thomas, and Mollie Vita

## Upcoming Events



Anitra McShea, Ph.D.



Gerald C. Zaboski

### THE UNIVERSITY OF SCRANTON COMMUNICATION SYMPOSIUM

#### WHEN

November 3, 2015  
11:30-12:50pm  
Presentations begin promptly at 11:45am

#### WHERE

The DeNaples Center  
Moskovitz Theater

#### GUEST PRESENTERS

Anitra McShea, Ph.D.  
Vice Provost for Student Formation &  
Campus Life

Gerald Zaboski  
Vice Provost for Enrollment Management  
and External Affairs

ALL  
FACULTY &  
STAFF ARE  
WELCOME TO  
ATTEND

Seating is limited.  
Please RSVP your  
attendance and  
questions or topics to  
[Pauline Palko](#) by  
October 23, 2015

SPONSORS  
Staff Senate  
Human Resources

LIGHT LUNCH  
PROVIDED

#### Program Details:

11:45 - Welcome &  
Introductions  
11:50 - Guest Presenter -  
Anitra McShea, Ph.D.  
12:15 Q & A  
12:20 - Guest Presenter -  
Gerald Zaboski  
12:45 Q & A  
12:50 Concluding remarks

Event Moderators -  
Amy Driscoll McNulty &  
Mark Murphy - Co-chairs,  
Staff Senate  
Communications  
Committee



## The Staff Senate Welcomes you to a Christmas Luncheon

**Wednesday, December 16, 2015**

(SNOW DATE Thursday, December 17, 2015)

**11:30am ~ 1:00 pm (one sitting)**

Rev. Bernard R. McIlhenny, S.J. Ballroom  
The DeNaples Center - 4th Floor

Please bring a donation of:

New or Gently used Coats, Hoodies, Hats, Socks, Gloves & Scarves.

~50/50 Raffle, Baskets, Door Prizes~

This is a free event for all University Staff employees

**PLEASE RSVP by 12/11**

To: [kristi.klien@scranton.edu](mailto:kristi.klien@scranton.edu) or call Kelly Cook at 4539