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## The University of Scranton - Staff Senate Round Table

October 29, 2014

LSC 133

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Justine Johnson & Mark Murphy- Discussion Emcees.

Mark Murphy called meeting to start at 12:09PM.

Number in Attendance: 33

Meeting Notes:

**1. Welcome:**

- a. Joe Wetherell, President of University Staff Senate, welcomed all to the meeting.

**2. Reminders:**

- a. Christmas Luncheon: Tuesday, December 16<sup>th</sup>. Please RSVP & encourage others to do the same. Community Outreach Sock Drive will take place at the luncheon.

**3. Senate Update:**

- a. Staff Senate Facebook Page: Public Engagement & Communication Committee created Staff Senate Facebook page. Please 'like' "Staff Senate at the University of Scranton". The committee is also working on an Instagram account using @StaffSenate.
- b. Changes in UGC, to be run by Provost Office: Jerry DeSanto was in charge of University Governance Council. Pat Harrington will most likely be in charge now. Senate is trying to push UGC to meet as soon as possible for communication between the faculty, staff and student senates. It is important to share information & review new policies.
- c. Election & Membership Committee: is being utilized to find members to serve on different committees throughout the University. Helps to have all staff members assist with the larger University duties.
  - i. Patti Tetreault asked for six senators to participate in a Class and Comp study group to be run by Sibon Consulting.
  - ii. Ed Steinmetz ask for two senator to sit on two different high level finance committees.
  - iii. Commencement & Honorary Degree Committee
- d. Wellness Time Committee Report: near completion.
  - i. Schedule wellness activities into your day. Work on this will continue.
- e. BOT: Staff Senate attended their first Board of Trustees meeting in September.
- f. Ombudsman Report: complete and is being forwarded to the UGC for student and faculty senate review. Plan to forward to President's Cabinet.
  - i. Members of the University staff have worked on this report for over 14 months.
- g. Ad Hoc Committee Sustain and Strive: created to research suggestions for preparing university in the changing education climate.

- i. Will be meeting to determine future course of action.
- h. Personal Time: Senate will be suggesting a change to the Personal time carry over paragraph in the handbook to help with carryover of essential personnel time.
  - i. Joe Wetherell has created committee & is hoping to have suggestions for HR by December.

\*No questions from the floor on senate updates.

**4.5 ~~XXXXXXXXXXXXXXXXXXXX~~ 2014 meeting and updates:**

- a. Best Practices Work Shop for Administrative Assistants:
  - i. Concerns should be forwarded to HR.
  - ii. Possibly a topic to give to the Clerical Senators?
- b. Tuition Benefits (differences between staff and faculty):
  - i. Fr. Quinn sent an email in June to inform all of a more equal tuition benefit plan between faculty and staff.
  - ii. Comments from the floor included that the following discrepancies are still noticeable:
    - 1. Staff do not have the benefits for their children. This concern was raised to Bobby Davis last year. Mark asked that the concern be sent to Joe Wetherell.
    - 2. The issue of FAE checks was addressed and Fr. Quinn stated that there are equal benefits now.
    - 3. In the new contract, scholarships based on entrance exam results are offered for children of faculty members, but not children of staff members.
- c. Wellness Activities: Rules for handling time to participate in Wellness activities. Ad Hoc Committee was set up and is working on this topic.
- d. Banking Sick Time: Banking of and donating sick time and vacation to other employees. No update at this time. Topic is important to the senate.
- e. Partner Benefits: If persons are interested in this topic, please contact HR for any updates.
- f. Vice Presidents' Informational Forums:
  - i. Look out for advertisements for 2015.
  - ii. Fr. Quinn & HR are on-board for the first event to take place in February. The event is meant to improve communication on campus. In the future the forum will take place every fall & spring. Joe Wetherell is hoping to have the Treasurer & the Provost speak at the first forum.

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c. University Termination:

- i. Why is there no advanced warning?
- ii. How do you hear about it?
- iii. When a public safety and HR shows up at your door, it could be really scary and embarrassing.
- iv. What information is locked down? I.e. e-mail, computer files, phone calls, card swipes, POS systems, etc.
- v. What security issues arise? Laptops, flash drives, cloud documents