To: Staff Senate

From: Jenn Kretsch

Date: June 20, 2018

Subject: Minutes from the June 20, 2018 Staff Senate Meeting

In Attendance: Erica Armstrong, Peggy Doolittle, Jenn Kretsch, Bryn Schofield, Barry Eiden, Ryan Puksta, Lynn Andres, Gina Butler, Amy Driscoll McNulty, Elizabeth Geeza, Renee Giovagnoli, Meg Hambrose, Marg Hynosky, Rose Ann-Jubinski, Johnathan Kirby, Bernie Krzan, Mark Murphy, Crystal Ondrick, Rose Striefsky, Zoe Rothrock, John Harris and Michael Tuffy

Patricia Tetreault (liaison)

Not In Attendance: Andrea Malia, Christopher Harris, Kristi Klien, Dale Martin, William Pilger, Kevin Roginski, Kevin Rude, Kyle Thomas, Rebekah Bernard, Richard Walsh

Guests: Don Bergmann and Mike Baltrusaitis - Enhancing Safety Culture on Campus

Welcome: Ms. Driscoll-McNulty called the meeting to order at 10:07AM, in the PNC Bank Board Room, Brennan Hall 500. Ms. Doolittle offered the opening prayer. Ms. Andres will offer the opening prayer at the July meeting. Attendance was checked, quorum was met.

Review of minutes:

Minutes were approved with no changes.

Review of Agenda:

Agenda was approved with the addition of guests Don Bergmann and Mike Baltrusaitis.

**Guest Presentation** 

Ms. Driscoll McNulty, welcomed guests Don Bergmann and Mike Baltrusaitis Enhancing Safety Culture on Campus

Brief presentation on workplace safety presented by Don Bergmann & Mike Baltrusaitis. Mr.
 Bergmann & Mr. Baltrusaitis presented a review of programs that are offered though their offices and coordinated through Ms. Armstrong. Examples of training offered: Emergency Response

### Suggestions/ Concerns/ Questions

O Ideas on how to promote/ generate ideas: Ms. Giovagnoli- can we include health and safety office? Bring the two groups together and share the campus safety culture. I.e. brown bags information session, Ms. Driscoll-McNulty noted that this something we can collaborate on and create specific events. Ms Hambrose suggested having a session about what is available. Many others may not be aware of the programming offered and once aware can then seek out specific training.

Ms. Hynosky noted that this could be topic for fall staff development.

Ms. Striefsky-If programming is promoted through VP, it may help to encourage turnout.

Ms. Butler-Staff Senate possibly can do a series such as the HR benefits series

Ms. Doolittle posed the question: As a University are we thinking of an active shooter simulation? Mr. Bergmann's response: No, at this time, direction as of now are to do trainings on a smaller scale with the individual departments, such as full campus lockdown on Columbus Day. Possibly full-campus drill, (not active shooter), departments would be notified in advance, and faculty would be provided with talking points. At this time the University is not ready for a full drill.

Ms. Driscoll-McNulty - thanked both Don Bergmann and Mike Baltrusaitis for coming

### Liaison Report:

Updates from Cabinet: Ms. Tetreault noted that in the summer months there not too much Cabinet activity.

#### Initiatives/ Discussion:

- Ms. Tetreault discussed The General Data Protection Regulation which is a new law that protects
  privacy of personal data for individuals within European Union. The University is receiving guidance
  from Baker Tilly, and will start working with student accounts first (Registrar's Office).
- o Presentation on the new mobile app that was recently launched.
- Ms. Tetreault-Staff performance appraisals- Info session will be offered to new managers on how to assist in delivery of constructive feedback. Noted: the performance appraisal form needs some work and revamping.

Question posed by Ms. Schofield -Performance appraisals – can staff have some input on revamping the appraisal? The form currently does not lend itself to critiques, (meeting expectations can be viewed by staff as disappointing) encourage engagement and ease of form completion. Ms. Tetreault-there is still numerous areas to the form, and the form still needs improvements. Ms. Driscoll McNulty noted that we can use a few staff senators when needed for suggestions/ revamping of the performance appraisal form.

Ms. Tetreault noted there are many moving parts at this time. Transitions of the President, & Fr. Keller, and our Provost Jeff Gingerich, Ph.D. Sadly, Jennifer LaPorta has left her position which means a vacancy in the office of Equity and Diversity. Christine Black will be the interim Title IX coordinator. A search for a new Title IV coordinator will take place soon.

### President's Report:

 Welcome and Introduction of Senators-Ms. Driscoll McNulty welcomed all new members, each staff senator gave a brief introduction.

### Senate Policies, Procedures and Goals

- Ms. Driscoll-McNulty noted that Senate is guided by By-Laws and the Constitution. As Senators, please take time to review these documents and feel free to ask questions.
- Meeting attendance is important, if absent try to find an alternate which will help to reach a quorum for voting purposes from each constituency.
- o Ms. Driscoll McNulty hopes there will be a smooth transition for committee work. This transition can be challenging for a new group. The committees should try to meet once this summer or early fall to review upcoming work/ initiatives. This year we are asking that two individuals sign up to Chair/ Co-chair for each committee. A list of initiatives was distributed to darify basic responsibilities/ events from each group. Binders have been created for each committee to assist in planning/ programming efforts.
- Goal-assessment ad hoc committee, a new committee that will assist in showing what Staff Senate is doing and how well it is working as well as supporting new initiatives and programming.

## Staff Senate Meeting Dates

 List of meeting dates should be found in your folder. Ms. Driscoll McNulty will email the list again. Please note that Co-chairs/ Chairs of the standing committees are a part of the Executive Committee, and are invited and encouraged to attend those meetings.

## Meeting with Facilities Staff

 Ms. Driscoll McNulty & Tim Barrett spoke to MTTP staff to help encourage membership/ engagement with the Senate. (i.e. how different shifts can get involved) Facilities Mgmt. supports and encourages this line of engagement/ communication with the MTTP group.

### **Previous Business**

- Academic Calendar Proposal: Academic Year 2019-2020 Ms. Butler noted that a decision was made and will be announced.
- Sign-up sheet for the Ad Hoc committee for Assessment Sign-ups are still available if anyone is interested.
- Sign-up sheet for the Performance Improvement Corrective Action Misconduct Policy committee –
   Ms. Driscoll McNulty was recently contacted by Human Resources about reconvening this committee and the Complaint Resolution Procedure committees. More information will follow.
- o Son-up sheet for the Staff Complaint Resolution Procedure committee

# New Business:

Motion was made to vote Barry Eiden and John Harris as MTTP senators. All were in favor.

Committees: Education Committee and Enrollment Management Committees. Need to address what a Staff Senators role in on each of these committees. Mr. Kirby asked if it would be a conflict of interest working in