

To: Staff Senate  
From: Cindy Tokash  
Date: November 10, 2016  
Subject: Minutes of the November 9, 2016 Senate Meeting

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In attendance: Kristi Klien, Sheila Strickland, Lucy Grissinger, Lori Flynn, Stephanie Adamec, Sue Shimsky, Ann Barnoski, Tamara Bautista, Cindy Tokash, Kevin Roginski, Janice Mecadon, Ryan Puksta, Stephen Hallock, Julie Bracker Phillips, Mary Ellen Pichiarello, Bernie Krzan, Gerry Loye, Caitlyn Hollingshead, Gina Butler, Kelly Cook, Amy Driscoll McNulty

Not in attendance: Melissa Bevacqua, Tom Klemm, Mary D. Sheils, Lisa Bealla, Kelli Cali, Gene Kohut, William Pilger, Chris Carter, Michael Rorick

Welcome: :

Minutes approved with no changes.

Approval of Agenda:

Agenda approved with no changes.

Secretary Election: Mr. Murphy nominated Cindy Tokash for the position of Staff Senate Secretary, no nominations were made from the floor. A motion was made by Mr. Murphy to elect Cindy Tokash.

The motion passed.

Guest: Mr. James Caffrey, Associate VP Facilities Operations was introduced and welcomed to the University of Scranton by Mr. Murphy. Mr. Murphy thanked him for attending our Staff Senate meeting.

Mr. Caffrey stated he is a local northeast PA resident and happy to be here at the University of Scranton. He has been here 3 weeks and adjusting to his position.

Liaison Report: Patti Tetreault was in touch with Mr. Murphy. Her notes were read by Amy Driscoll McNulty.

1. Benefits Open Enrollment: Employees wishing to change their health plan election or enroll in a Flexible Spending Account need to complete appropriate forms and submit to HR by Dec 15th.  
2nd. There was concern that all times staff did not have access to printers in their areas if they needed to print forms. Please note that Megan sent a note to the zone supervisors to assist staff if needed. Also, we have a kiosk in HR if anyone needs to access the computer, but we have paper packets and copies of the forms available in HR, so there should be no worry about being able to get the open enrollment information.

Beth is hosting several information sessions.

The motion passed.

Motion was made by Gina Butler and seconded by Kevin Roginski:

The Staff Senate moves to consider the original resolution presented by the Student Senate at the May 11, 2016 Staff Senate Meeting. The resolution pertaining to "Indigenous Peoples Day" was discussed and tabled

GoFundMe. Kristi Klien believes that would have to be approved by HR. The items collected will be posted on Bboard and Campus Announcements and emails will go out. The food has been ordered, ARA kept the price the same as last year and the work order for the event was put in.

The Staff Development Committee is working with CHEW and HR on a December 15th to Stress Less event. Bryn Schofield stated a representative from Highmark will be present to talk about how to reduce stress.

- o The committee is working on a Lunch and Learn for next semester.
- o The committee is working on the Employee Resource document.
- o The Jesuit Center took care of the catering bill for the Home Improvement Barbecue in the past it isn't confirmed whether they will cover it for the upcoming barbecue.

The Staff Recognition & Excellence Awards Committee picked Charles LeStrange as the Staff Spirit Award Winner for November.

By-Laws, Gina Butler stated there is a change in the Department of Labor Classification for diversity