TO: Staff Senate

FROM: Pauline Palko

DATE: April 6, 2016

SUBJECT: Minutes of the March 9, 2016 Senate Meeting

In attendance: Ms. Barrett Notarianni, Ms. Mecadon, Ms. Palko, Ms. Schofield, Ms. Tucker, Ms. Calli, Ms. Tokash, Ms. Barnoski, Mr. Roginski, Mr. Sakowski, Ms. Shimsky, Mr. Wasalinko, Ms. Bevacqua, Ms. Butler, Ms. Cook, Ms. Densevich Sheils, Ms. Driscoll-McNulty, Ms. Grissinger, Ms. Hollingshead, Ms. Kovalcin, Ms. Strickland, Mr. Murphy, Mr. Wetherell.

Ms. Tetreault, Liaison

Not in attendance: Ms. Klien, Mr. Barrett, Ms. Edwards, Mr. Griguts, Mr. Hallock, Mr. Pilger, Ms. Thomas, Ms. Johnson, Mr. Sheehan, Mr. Krzan.

Welcome:

Mr. Wetherell called the meeting to order at 10:07 am, in the PNC Bank Board Room, Brennan Hall. Ms. Hollingshead offered the opening prayer.

Attendance was checked, quorum met for voting purposes.

Review of February meeting minutes:

Minutes approved with no changes.

Approval of Agenda:

Agenda approved with additions as requested by Mr. Wetherell, State of Scranton Events, and the e-mail from Board of Trustees chair regarding Review of Father Quinn.

Liaison Report-Ms. Tetreault

Human Resources has been added to President's Cabinet. This will benefit the Senate in that Ms. Tetreault can share updates from Cabinet first-hand. Ms. Tetreault will also be able to bring Senate items directly to Cabinet.

Mr. Steinmetz reported to her that the budget for academic year 2016-2017 has been approved by the Board of Trustees. Although difficult to balance, the comprehensive resource review facilitated balancing the budget. Mr. Steinmetz is very grateful for the work of the review. There are a few final adjustments to be made and Mr. Steinmetz will be working with VPs through the end of the year on those final pieces. Mr. Steinmetz will present a budget update at the May Senate meeting. He will also comment on The Operational Review by Campus Works. The main focus of the review is on filling vacant positions. Details will be presented at the May meeting. Also at the May meeting, Mr. Steinmetz will share the details of the Site Lines project.

The 2016-2017 Staff Holiday Calendar is out and if you did not receive it, you can find it on the HR website.

Mrs. Jennifer LaPorta will be doing departmental Title IX Training, and Minors on Campus Training throughout the Spring Semester.

The Retirement Plan Committee meets quarterly to monitor trends and make sure our plans are reasonable, and performing well, and has noticed that the Goldman Sachs Growth Opportunity fund in the Trans America Plan is not performing well and has not performed well for a number of quarters. They have also had some fund management changes recently. Rather than let the poor performance continue, The University is pulling the fund out of the plan option and replacing it with one from Mass Mutual that is performing well in the market. It only affects Trans America plan participants. The change will occur on April 12, 2016. The changeover will be taken care of for you. There is nothing you need to do. You will receive a document from Trans America with the necessary information, and Human Resources will send out communication to those plan holders affected by the change as well. If you want something else done with your money, you can contact Trans America directly and request a different allocation. Any questions on this should be directed to Human Resources.

Guest Speakers: University Police Chief, Don Bergmann and Compliance Officer, Bob Kelly to promote Emergency Management and Active Shooter Training.

The updated Emergency Response Plan is available on the University Police webpage.

Mr. Kelly is available to come to your department and present a one-hour Active Shooter training session. “What should you do in the event of an active shooter?” This training has become part of new hire orientation. They are also meeting with Faculty Senate. Trainings can be adjusted to take into consideration your particular situation or the building structure in which you work.

The goal is to train all departments. If your department has not yet had the training, talk to your department head and request it.

University Police would ultimately like to move to a campus-wide drill in which everyone would be notified in advance using the emergency notification system to announce the drill, and at the designated time instead of locking doors in academic buildings and turning out the lights etc., professors and department heads would stop teaching and work and have a ten-minute conversation focused on how best to react in the event of an actual incident. University Police will work with faculty and give them an outline and points for conversation. After ten minutes, another notification will close the drill, and everyone resumes their day.

It is important to remember that an open campus is very different from a high school. Many high schools are a single building that is easily locked and drills are easily contained and managed. A drill can't proceed until every department has had the training. While active shooter is foremost in people's minds, UP would like to expand training and the drill to cover other emergency events. There are a lot of things that need to happen before the campus is ready to have a full campus drill. It's a complicated endeavor, that's why University Police wants to meet with each department, to answer questions, raise questions, have these conversations. Any situation, concern or issue raised during these conversations that have not been addressed will be seriously considered and worked out so that the plan is fully comprehensive.

Bomb threats are becoming increasingly more common. What would we do in the event of a bomb threat? This academic year, Marywood University, and Penn State Wilkes-Barre both experienced bomb threats. They evacuated campus and remained closed for two days. We have a different situation here and if we receive some type of threat we may not necessarily evacuate and close. Closing is a knee-jerk reaction. Everyone expects there would be a total evacuation in the case of a bomb threat, but that is not necessarily the appropriate response. 99.9% of these calls are a hoax. Closing and evacuating would be a very big undertaking here. We are a small city. There are many industries where it's just not practical to do that, hospitals, prisons, etc. If there is a credible threat we feel it's the best option, we are certainly prepared to barricade the campus, but, based on the type of threat, we may not close and evacuate, but instead check the area. Even though most of these threats are hoaxes, we have to be able to assess each threat and determine the best plan. Remember, if we should decide not to evacuate, that decision is made by people with the specialized training necessary to make that call. Faculty and staff need to recognize there should be an option of staying open.

A senator asked: If there was a bomb threat and the decision was made not to evacuate, and a staff person didn't feel comfortable staying and left, would there be repercussions from HR? Response: A faculty member could decide to cancel class, a staff member may choose to leave. The threat and the plan would both be communicated to the community. These are conversations that need to happen within the department to prepare for these instances.

Mr. Bergmann said training of this magnitude has to happen in increments. This semester is the conversation stage, with some type of drill being conducted next academic year. University Police continues working on making the campus safer by looking at technologies that would allow them to remotely lock all buildings at once. Having the ability to lock down each of the larger buildings is the first step toward that reality. Locking down the campus prevents the shooter from moving from building to building. University Police and Mark Murphy will be working on getting the technology up and working this summer so that by the beginning of the next academic year, we will be able to do this. There is the possibility that someone might be locked out. In that case, they should immediately leave campus.

Right now our classrooms can't be locked from the inside. Faculty have asked for that option. The department is working on implementing that ability this summer.

A senator asked if the students were also getting this training. Mr. Bergmann said the training is available on-line from their website, but unfortunately the interest isn't there until something happens. Some high schools do drills but that is typically one building. Our campus is a small city in itself and is within the middle of a larger city.

Several senators thought going through the physical motions of a full drill was very important to a positive outcome in the event of a real incident. Chief Bergmann understood that thinking and noted that a lot of conversations, plans, technology updates, etc. have to happen before a full drill could take place. He used the example of card swipe access during full lock-down. Should card swipe access be allowed? You want students and staff to be able to get inside if the shooter is outside, but what if the shooter is a student or staff member? If you can identify the perpetrator immediately, you can turn off their swipe access but if you can't identify them what do you do? These are questions that require thought and discussion.

Ms. Tetreault stated the issues are much more complex than they appear from the outside and appreciated Mr. Bergmann's and Mr. Kelley's candor.

A senator expressed concern about the number of large open area and classrooms, particularly in the Science Center with glass walls. Chief Bergmann said the obligation is on the individual to recognize the need to move to another room.

After Chief Bergmann and Mr. Kelly departed, conversation and questions continued on this topic with some senators expressing concern that this training was only optional and not mandatory for everyone including students, that there is no hard time-line for progress and the amount of time it is taking for University Police to get to a point where a drill would be possible.

Suggestion was made to train floor by floor rather than department by department. Also to require an online module to incoming students similar to the alcohol education module and others that are required for incoming first year students.

A senator wondered if faculty were supportive of this process. Ms. Tetreault noted that faculty want to protect themselves and their students, and that they are supportive of Title IX and minors on campus training, so she expects they will be just as responsive to this. Ms. Tetreault offered to bring this concern to the Provost and the Chairs Committee meeting.

Mr. Wetherell suggested making a formal motion to Cabinet that this one-hour training be mandatory. Ms. Tetreault suggested that the senate write a formal motion with details, present it and vote on it next meeting, and if passed, she will take it to Cabinet. Senator Butler volunteered to write the motion for the next meeting.

Another senator agreed with Chief Bergmann's time-line, noting the time needed to plan these activities and that the one-hour training was a reasonable first step before moving ahead to more advanced trainings. It sometimes takes years to bring together the right agencies. Suggestion was to use one building for training over the summer. The senator also noted that no matter how many communications you send out before hand, some people will miss it and would be alarmed to hear shots fired and people (actors) screaming. Also, some individuals, especially those with

PTSD or other cognitive or mental challenges could be seriously damaged by unexpected loud noises and chaos. There is the potential for someone to be seriously harmed.

President's Report

April Meeting—Dr. Harrington, Interim Provost will talk about the Strategic Plan on the departmental level, both opportunities and challenges.

May Meeting—Mr. Steinmetz will present an update on the 2016-2017 budget; we will end the meeting just before noon and then proceed to our recognition luncheon next door in the Rose Room.

Mr. Wetherell encouraged attendance at State of Scranton events in March and April

The Chair of the Board of Trustees shared the findings on Father Quinn's recent review with the University Community. Thank you to all who participated.

A staff member brought to Mr. Wetherell's attention that family sick leave policy does not include in-laws even though the bereavement policy does. Could the policy be broadened to include in-laws?

> Ms. Tetreault stated the current policy is in line with FMLA and was set up as such because it's easier to monitor that way. The University of Scranton could construct its own policy if it chose to do so, but would have to define *in-laws* and determine how to verify if someone is an in-law. FMLA (Family Medical Leave Act) protects your job if you have to take time off work to care for a sick family member, spouse, child, parent, or sibling. You file for FMLA for protection then use your own sick time for family leave. Short term disability applies only to yourself in the event of injury or illness.
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> Question was raised as to how HR would go about confirming someone was an in-law (if the policy was changed to include in-laws. Ms. Tetreault responded that it would be an honor system much like the bereavement policy. If at some point we found out that someone had misused the policy then HR would have cause to speak to the person from a disciplinary standpoint.
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> Question was also raised regarding use of one's own sick time to care for a family member for an extended period of time, if you have the time to use? Ms. Tetreault advised using FMLA if the situation warrants it (job protection). Short term disability is only for yourself. If a family member was seriously ill it would be best to file for FMLA for job protection and if one had enough sick time for that whole period one could use it. There is no limit on the amount of one's sick time one can use to care for a family member.

Ms. Tetreault also confirmed that HR is not changing or updating policies in the Staff Handbook at this time, but only reviewing it for needed changes to language, making sure all the content is

clear, accurate and complete. No changes will be made to content without the changes being presented to the Staff Senate first.

Committee Reports

Election & Membership: Call for Nominations for senators has been sent to staff. Email or call Amy Driscoll McNulty with your nominations by March 18. Self-nominations are allowed. Meet & Greet luncheon will be April 6 at 11:30am and will serve as the kick-off to the election process. Need 5 + 2 alternates to fill Clerical, 8 to fill PPT, 3+2 alternates to fill MTTP. Senator Driscoll McNulty confirmed with HR that constituency numbers for the election were accurate. Adjusted Clerical as necessary for a total of 27.

A senator questioned that there was only one clerical senator returning for a second year. Ms. Driscoll McNulty attributed the oddity to the early retirement plan taken by several senators who would have been returning, and a couple of senators who were unable to fulfill their obligation and stepped down. Also having the alternates available to move up into vacant slots and the amendment to the by-laws allowing a call to each constituency if alternates or alternate is needed has helped to keep a balanced senate. Senator wondered if we should to do something for just this year, such a one-year term so that it doesn't happen again going forward. Senator Murphy agreed that this year has been an exception to the norm and presented challenges to keeping the senate balanced but to change our procedures for one year would likely create more challenges next year and the year after.

Communications: will need content from chairs for May newsletter in April, will include the election results.

Recognition & Excellence: Recognition Luncheon planning in full swing.

Kathy Booch, IT Department was the Spirit Award winner for March. Record number (20) of nomination this month!

Staff Development—Dr. Brees will present Emotional Intelligence April 5

- Staff Barbecue May 5, 11:30-1:30, John Joyce Building
- Training for Connexions mentors March 30, 3-4pm, working on a survey for participant feedback.

By-Laws: Continue to review disciplinary action section of Staff Handbook and researching similar sections in Staff Handbooks at other institutions.

Meeting Adjourned 11:07