

Staff Senate Spring Clerical Roundtable

October 9, 2018

Brennan Hall, PNC Board Room

In attendance: 24 Clerical Staff which included 6 Clerical Senators

Kristi Klien distributed the agenda began the meeting with an opening prayer.

Erica Armstrong welcomed and thanked the attendees for coming to the meeting.

Each attendee introduced themselves.

Kristi Klien gave a brief description of the purpose of the roundtable meetings and further details were included in the agenda.

Andrea Malia explained her personal uncertainties of the role of Staff Senate and how you could become involved.

Kristi Klien reviewed the different Staff Senate Committees and further details were provided in the agenda. It was stated that any University staff employees are welcome to attend the Staff Senate meetings and that the goal is to be as transparent as possible. One limitation as a Non-Staff Senate member would be in the event there was a vote. Only Staff Senate members can vote.

Kristi Klien shared the information proved by Patti Tetreault at our Staff Senate meeting in regards to the elimination of the physical time cards for clerical employees. She explained the University is looking at different products, the ability to work seamlessly with existing software and the availability of funding in the budget.

One Topic submitted by a roundtable registrant was to update the Staff Senate resource guide. Kristi Klien explained the Senate is very aware and in total agreement this document needs to be updated. Andrea Malia explained the Communications Committee is presently working to update the resource document. Donna Rupp offered to send any information she may have from when this document was developed.

With that said, I do not ever want a staff member to feel that they cannot receive direct information from HR, so if there is an issue or factor that makes it complicated for the supervisor to be involved in the process, please email me @ [redacted] to this and be supportive. If that is not happening, I need to know.

Janice Mecadon explained this past summer some departments were asked to review their job descriptions and followed up with a brief meeting with Melissa Abda in HR.

Peggy Doolittle reviewed the Meg Cullen Brown Award.

She receives approximately 18 to 25 nominees per Month.

The winner is chosen randomly because each nominee is worthy of the award.

The positions that can be nominated to receive this award are staff, part time and full time, professional and para professionals, Directors, Assistant Directors and Assistant Deans.

Those who are not eligible are Presidents, Vice Presidents, Deans, work study or grad students.

Currently the Executive Committee is reviewing how to allow a faculty member to make a nomination for this award.

The question was asked if the winner could find out who nominated them. Bryn Schofield pointed out adding your name to the nomination is optional. If the person doing the nominating adds their name to the nomination, this information can be shared. Donna Rupp suggested possibility adding a check box stating the nomination can be shared with the person you are nominating.