University Senate – February 5, 2024

University Senate Meeting Minutes
February 5, 2024
3:00 - 5:00 p.m.
Virtual via Zoom

IN ATTENDANCE:

Mary Amador-Rosario, Margaret Ball, Miguel Barbosa, Nurum Begum, Jill Boyle, Bill Broun, Donna Bulzoni, Marguerite Carver, Kevin Casebolt, Donna-Marie Cole-Malott, Robert Cohen, Deena Dailey, Sierra DiCupe, Susan Dillmuth-Miller, Chris Domanski, Darla Drummond, Johan Eliasson, Melissa Geiger, Nieves Gruneiro-Roadcap, Jan Hoffman, Lorna Hunter, Heon Kim, Kenneth Long, Andrea McClanahan, Elaine Rodriguez, Melinda Rosen, Michael Sachs, Elizabeth Scott, Jennie Smith, Rob Smith, Brandon Snyder, Santiago Solis, Tom Tauer, Keith Vanic, Holly Wells, Rosemary Williams, Sylvester Williams, Chad Witmer, Xuemao Zhang

ABSENT:

Brian Akonu, Rob Berkowitz, Christopher Brooks, Jeyaprakash Chelladurai, Laurene Clossey, Nick D'Angelo, James Galdieri, Heather Garrison, Yongwook Ju, Damali Jackson, Michelle Jones-Wilson, Chris Kavanau, Tommy Kish, Brooke Langan, Margaret Mullan, Jason Narvy, Richard Otto, Tina Perez-Beltran, Mary Frances Postupack, Swornim Shrestha, Sherwin Stewart, Kelly Varcoe, Daisy Wang, Shawn Watkins, Keiara Whetstone, Jahsim Williams, Gabby Yaczkiewicz, Xiaochen Zhou

GUESTS:

Yvonne Catino

Roll Call

1) Review of December Minutes
   a. Approved by general consent.
2) University President's Report-No formal report.
   - Thank you to Liz Scott for filling in as Senate President while Susan was on her sabbatical.
   - Virtual snow day clarification– looking at how to improve our communication in the nonacademic areas.
3) Fix the Agenda – move employee handbook discussion from new business to open discussion. Approved by general consent.
4) Committee reports:

    a. Executive Committee –
  - Met January 29th and set the agenda for the meeting.

    b. Academic Affairs – met 12/14 and discussed 2 items:
  - AI and how it is being used in the classroom and in the different colleges.
  - Next Provost's colloquium is on AI.
  - Bill Broun reading for pleasure initiative. Talking to the library to discuss how to get the campus reading for pleasure, on the academic, social and cultural level.

    c. Rules and By-Laws – no report.

    d. Budget, Finance and Planning – met 12/19 and 2/1
  - The committee met to further the tuition remission proposal. Will be adding members to the subgroup.
  - Michael Sachs space utilization project on campus.
  - Budget communications-standard communications out to the entire campus community regarding budget.

    e. Campus Life and Inclusive Excellence Committee –
  - The committee met and identified 3 goals from the areas previously identified. Will pursue safety, onboarding, and accessibility. Will determine specific objectives for each goal.

    f. Research – Did not meet.

    g. University Senate Evaluation Committee–written report pending.

5) Student Government Association Report –
  - Made 3 new additions to the executive board. Student Affairs, Academic Affairs and Internal Affairs Chairs.
  - Involvement Fair was hosted last week. Seventy-seven clubs signed up to participate. Thank you to our extra-curricular affairs char, Seth Gordon on his planning and execution of the event.
  - The diversity ball will take place on 2/17 at the Innovation Center. The theme is "Black and Sexy", everyone will be dressed to impress in black attire. There will be a keynote speaker and a student speaker. The event is sold out.
  - Open meeting dates for the spring: 2/8, 2/22, 3/21, 3/28, 4/11, 4/25.

6) Old Business – none
7) New Business – none
8) Open Discussion – See Appendix A, Employee Handbook Discussion.
9) Announcements: - none
10) Adjournment @ 1603

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Appendix A

February 5th Senate Meeting

Open Discussion-Employee handbook- Discussion, questions, or comments:

- Multiple concerns with handbook issued January 4th regarding organization of handbook, messaging, and policy vs. protocols. Was the Policy Advisory Committee consulted and was the process followed. Since the handbook is a dynamic document should it be as a web page instead of a PDF document?
  - Organization of the handbook the document was provided to house policies, practices, and procedures in one location to make it easier for employees to find information. Information was distributed to collective bargaining units for review; does not override or supersede in the CBA.
- Does the handbook come out of a process, is it connected to our strategic plan? Is it part of a strategy, KPI?
  - It is one of the KPIs and strategic plan #4, creation of a handbook was one of them.
- Is it a policy handbook? What are the consequences for breaking a policy or is it a guideline with expectations? Can we rename-Employee handbook-not a policy handbook?
  - Not policies – protocols; code of conduct based on existing language in the CBA. Most should be based on existing language out there.
- There is a disclaimer on page 2 referring to policies and procedures in the handbook. Ex. of policies is FMLA and ADA which are driven by PASSHE and the federal government.
- Clarification on protocols? Is that just guidance, what is the definition?
  - Protocol – code of conduct, lots of flexibility built in.
- Handbook items are based on policy, how to enact that policy? Most should be rooted in the CBA or where the policy exists. Intention of the handbook is to give guidance.
- Some protocols aren't based on policies and some are based on policies. The protocols not based on policies are just guidance?
- All policies go through our Policy Advisory Committee who approves policies. This handbook should go through the policy approval process to give opportunities for other constituencies to weigh in to eliminate any confusion.
- Need to reference where policies are in place and determine if it is a procedure or protocol vs. a policy.
- Can we charge the policy committee to define policy vs. protocol? Can President Long report back to the Senate next month after reviewing the discussion points with HR and others. Would like to have closure this semester.
- When the "Children in the workplace" policy was sent out to campus in an email, the unions brought it up to President Long; the academic chairs also met and research how policies have been phrased at other institutions. Suggestions were offered but were ignored.
  - Suggestions will be reviewed.
  - Language of policy is being reviewed by legal to come up with appropriate wording.

- o Questions came from employees regarding a children on campus policy, since children created some challenges in some areas.
  - o We are reviewing to the language.
- When the newsletters came out it stated "new policies", but those are not reflected in the handbook. Need clarification on policy vs. protocol.
  - o There are 2 or 3 policies in the handbook such as reporting sick leave after 48 hours, which is a big HR issue. You can have a departmental policy vs. a campus policy. Having things on windows is a safety issue so it is an HR policy.
  - o What about enforcement of policies? There are many windows with items covering, so who is enforcing?
  - o The items on windows is a campus policy directed by the policy advisory committee, it is listed on the website and there is a protocol for enforcement.
  - o Campus wide policies should not be reprinted anywhere else but should have the policy number and hyperlink directed back to the website to avoid confusion.
- I find the dress code disturbing. Professors wear different styles. Torn or ripped jeans are in style. We have bigger things to be concerned about than policing work attire.
- Windows on Rosenkrans is a frosted film that has been here for 20 years. It was put on by facilities. Semitransparent is OK?

President Long will report back next month.