

King's College Staff Council Minutes

Thursday February 25, 2016

The King's College Staff Council Meeting met in the Friedman Room 117 on February 25, 2016. Donna Cerza called the meeting to order at 9:01 am. Members in attendance included:

Donna Cerza	Sophia Holbrook	Bob McGonigle	Melissa Czock
Jared Menghini	Valerie Musto	Megan Sellick	Sam Falbo
Lynda Brezna	Cheryl Nardone	Tammy Singer	Fr. Looney
Beth Ann Kolodgie	Veronica Giamusso		

MOTION TO ACCEPT THE FEBRUARY 11th MINUTES:

Lynda Brezna

Jared Menghini

Items of Discussion

1. Institutional Planning and Resource Committee (IPARC) meet this past week. They agreed upon the communication issues to staff. A committee was already established to look at the directories such as the web directory and the staff email list. Different departments are in charge of maintaining the different directories.
2. Tom Butchko will be attending our March 10th meeting to update the committee on the time clock usage.
3. The protocol for new hires was discussed with Mr. Loyack. The new Director of Contract Compliance Auxiliary Services Liaison position is being funded from the new contract with whomever is chosen as the Dining Services Vender. The Director of Contract Compliance Auxiliary Services Liaison position will oversee the dining contract and other contracts on campus. They consider Mary Wood an internal hire since she has been on campus for 10 years. A discussion ensued. Why not post the job description? According to the Human Resources website, the discretion is given to supervisor to promote from within a department before posting job opening. Do we want Lita to come to a committee meeting like March 24th for further clarification?

4. Phone extensions. Who generates the phone extensions? HR generates the email list but there is no process to link phone extensions to emails, employee names and departments. Beth Ann and Veronica will investigate.
5. Common hour. Strategic planning has been looking at have a Common Hour to add to the campus weekly schedule. During common hour no classes would meet. This time would be set aside for club or committee meetings or events. This would ensure all students and employees can attend with no conflicts. A common hour is utilized by Wilkes and Scranton University. Wilkes uses the time for Athletic practices. Sean Cryan is coordinating the investigation into the feasibility of common hour. The times they are looking at are Tuesday, Thursday 12pm – 1:15pm. Discussion ensued. Would offices be open? This would promote community building. Culture to get students involved. Problem would be back-to-back labs in Chemistry and Biology. Also, the Physician Assistant department follows a different class schedule. Feedback can be sent to Bob McGonigle or Sean Cryan.
6. Sam-Essential Personal- No food or coffee open when they come in if school on a delay. Megan - Market place is they only food service area open.
7. Committee development. Committee management was discussed. Each officer is heading a committee per the by-laws with one non officer to help run each committee. Melissa made and distributed an Excel sheet to keep track of who signed up for the four committees. Another push will be made to have staff sign up. Each chair should have an initial meeting before the end of March. The Professional Development Committee will be taking, organizing and hosting technology training. Some ideas of training include Web Advisor and utilizing Atomic Learning. The Fiscal Committee will deal with fundraisers and the budget.
8. Val- Staff Council budget reports should be made transparent on the website for all staff to review. What is the Staff Council Budget? The Staff Council Budget is \$1700.00. Donna will send the budget to Cheryl. We still need a receipt for the Town Hall meeting refreshments.
9. Cheryl How do we communicate to our constituents? Father Looney. The chair should send an email to all staff that minutes are posted.
10. Sam- Wi-Fi issues. The new Wi-Fi system on campus is not working well or at all in many of college buildings. Trending on twitter is the #KCwifisucks. Residents Life receives calls daily from parents that their child used all the data on phone plans to do homework, quizzes and tests online. Does the College Administration realize what a problem this has on student

retention and promotion? Donna is going to reach out to Student Government President Victoria Stercz and Faculty Council President Father Dan Issing about Wi-Fi issues.

11. Melissa – Organization Chart. Melissa had a meeting with Erin and Veronica of from Human Resources Office. She asked for an organizational chart of the college. Erin will email her the updated chart. Veronica will send her an updated staff list.
12. Father Looney – New employee Training. A new employee training module will include a 3 part series of the History, Mission and tradition of King's College. This will start March 15th. New employees will receive a personal letter to attend.
13. Communication issues. Facilities staff didn't know about the Town Hall meeting. Can all supervisors make announcement at the morning meeting.
14. Terms of Committee members. Off set two year terms for representatives from the same division. The by-laws states that a person can service a two year term back to back if they are voted in.

Next Meeting is March 10th, 2016 at 9:00 am in Friedman Room 117.

Meeting was adjourned at 10:47am by Donna. Motion made by Cheryl, Second by Beth Ann. All in favor, none opposed, no abstentions.