### TO: Staff Senate

### FROM: Bryn Schofield

### DATE: May 17, 2020

### SUBJECT: April 29, 2020 Staff Senate Meeting Minutes

**In Attendance:** Peggy Doolittle, Elizabeth Geeza, Kristi Klien, Jenn Kretsch, Andrea Malia, Jennifer Pennington, Bryn Schofield, Salisa Brown, Michael Rorick, Sue Shimsky, Lynn Andres, Gerianne Barber, Rebekah Bernard, Amy Driscoll McNulty, Renee Giovagnoli, Meg Hambrose, Bill Hurst, Jonathan Kirby, Bernie Krzan, Patrick Mullarkey, Mark Murphy, Crystal Ondrick, Pauline Palko, Carlene Coombes, Michael Tuffy and Ryan Puksta

**Not In Attendance:** John Harris, Barbara Barletta, Gina Butler, Margaret Hynosky, Rose Ann Jubinski, Ryan Sheehan and Kevin Rude.

**Welcome:** Amy Driscoll McNulty called the meeting to order at 10:04 AM, the meeting was held as a zoom meeting due to COVID-19. Ms. Andres offered the opening prayer. Ms. Doolittle will offer the opening prayer at the next meeting. Attendance was checked, a quorum was met.

**Review of Previous Month’s Minutes:** The minutes from the April 15th meeting were reviewed. No corrections were made. A motion to accept the minutes was made, seconded and approved.

**Review of Agenda:** The agenda was reviewed. Ms. Driscoll McNulty requested the addition of two items to the agenda. 1. Discussion of Staff Senate Budget. 2. The fall contingency planning group. A motion was made to accept the agenda with these additions was made. The motion was seconded, and the agenda was approved.

**Guest (s)** – none

* **Elections update**: The Elections and Membership Committee made the recommendation to postpone the spring 2020 election for new senators, alternates and officers until we are able to return to campus. If employees are not on campus by September 1, 2020 we will not hold elections this year. We will ask all current senators, alternates and officers to stay on for one additional year.
  + Assuming the campus is reopened by September 1st, we will call for nominations, host a Meet & Greet, and conduct elections with results by October 1st.
  + A Motion was made, seconded and approved by the senate to postpone elections to the fall.
  + A second motion was made, seconded and approved by the senate to cancel elections this year ONLY if the university campus is not reopened by September 1st.
* Communications Committee will work on an announcement to all staff with the update on the Staff Senate elections.
* Ms. Geeza asked if senators would be given the option of not continuing if the election is unable to be held in September. All agreed we should give people the opportunity to opt out of the extension in the fall, if needed.
* Ms. Driscoll McNulty will begin working on scheduling the 20-21 academic year’s senate meetings. For now, we will have a monthly meeting (via zoom if necessary) and schedule additional meetings if needed.
* Ms. Driscoll McNulty discussed ways the senate can cultivate engagement on campus during the pandemic.
  + Mr. Murphy suggested the possibility of inviting Dr. Davis, Dr. Gingerich, or Mr. Zaboski to speak at the May meeting or at a virtual spring symposium.
    - Concerns about members of the cabinet’s availability right now were mentioned.
  + Ms. Driscoll McNulty informed the senate she has been invited to join a fall planning group organized by the Provost. This group is across campus and has staff, faculty and administrators on it to work on fall contingency plans.
  + It was suggested that staff senate could send a letter to cabinet inviting a one or more of them to attend a future staff senate meeting.
    - A Motion was made, seconded and approved to send a letter to cabinet via Ms. Tetrault.
* **Budget Update:** Ms. Bernard gave an update on the money remaining in the senate’s budget. Our budget does not roll over to next year’s budget.
  + With campus closing in mid-March, we were forced to canceled spring events such as the Meet & Greet, Recognition Luncheon, and Spring Communications Symposium.
  + This led to the senate’s budget having a little of $5,000 remaining.
  + As a gesture of goodwill, it was suggested that the senate give the money back to the university now to spend how they see fit.
    - The suggestion of spending some of the money on donuts or pizza for essential employees working on campus was made.
      * After much discussion, it was decided that due to rotating shifts and employees being spread out around campus, we would not be able to do this.
    - This led to a discussion on how we can thank our essential personnel. Suggestions included sending a thank you email to all staff and letting them know we will be having some sort of thank you celebration once we are back on campus.
  + A Motion was made, seconded and approved to return the remaining senate budget in the letter senate is sending to cabinet.
* **Round Table Update:** Clerical and Professional/Paraprofessional both have their spring round tables scheduled for the beginning of May.
  + It was suggested that Clerical would invite MTTP to join their virtual round table, combining both constituencies.
    - Senators from both Clerical and MTTP agreed to co-host a spring round table.
* The meeting was adjourned at 11:10am.
* Next meeting scheduled for May 20, 2020