### TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: March 2, 2020

### SUBJECT: February 20, 2020 Staff Senate Meeting Minutes

**In Attendance:** Peggy Doolittle, Kristi Klien, Jenn Kretsch, Andrea Malia, Jennifer Pennington, Bryn Schofield, Salisa Brown, Carlene Coombes, John Harris, , Michael Rorick, Sue Shimsky, Lynn Andres, Gerianne Barber, Rebekah Bernard, Gina Butler, Amy Driscoll McNulty, Elizabeth Geeza, Meg Hambrose, Margaret Hynosky, Rose Ann Jubinski, Jonathan Kirby, Bernie Krzan, Patrick Mullarkey and Mark Murphy.

**Not In Attendance:** Pauline Palko, Barbara Barletta, Bill Hurst, Ryan Puksta, Kevin Rude, Michael Tuffy, Renee Giovagnoli, Crystal Ondrick and Ryan Sheehan.

**Welcome:** Amy Driscoll McNulty called the meeting to order at 10:07 AM, in the PNC Board Room, Brennan Hall 500. Ms. Doolittle offered the opening prayer. Rebekah Bernard will offer the opening prayer at the March meeting. Attendance was checked, a quorum was met.

**Review of Previous Month’s Minutes:** The minutes from the January meeting were reviewed. No corrections were made. A motion to accept the minutes was made by Ms. Klien, seconded by Ms. Hynosky and approved.

**Review of Agenda:** The agenda was reviewed. Ms. Andres made a motion to accept the agenda. The motion was seconded by Ms. Schofield and the agenda was approved.

**Guest (s)** – Facilities Staff Members – **Discussion of Snow Days**

Snow teams used to exist with a schedule. This allowed staff to avoid scheduling a day off when their team was on call. Snow teams no longer exist and everyone on 1st and 2nd shift get called in for snow removal. Supervisors are informed ahead of time if someone has plans that will prevent them from coming in. Those who have not informed their supervisor prior to the event risk getting written up if they do not come in when called.

Close to 100 people come in now for snow. There is also a discrepancy between responsibilities of 1st, 2nd and 3rd shift regarding snow removal.

Overtime is only paid when maintenance personnel work over 40 hours. People have been called in on a university holiday and on days they had already scheduled off. They did not qualify for overtime because time off and holidays do not count towards the 40 hours. Maintenance staff do not get time and a half when they are called in on weekends or holidays. There have been times, particularly over a Memorial Day weekend that included graduation, when the threshold for overtime was reduced from 40 hours to 32 hours.

Maintenance staff are not sure why snow teams were eliminated. Some suspect it was in response to complaints from some people. Those called in stay in their area for snow removal rather than travelling to different areas. They were called in over a holiday weekend for ½ inch of snow and did not receive overtime because it was a holiday. Notice was sent after that event indicating they would not get called in for less than 3 inches of snow.

Grounds staff is always on call. Other members of MTTP were recently sent a memo stating the on call policy has been expanded to all emergencies, indicating they are always on call. Their signature is required, acknowledging they are always on call.

Supervisors do listen and can only offer ideas to higher ups. The result of last meeting was a memo indicating all maintenance staff are essential for any emergencies.

When asked for suggestions, many suggested a return to snow teams with approximately 15 people per snow team plus employees already scheduled to work. The last snowfall was cleared within an hour by approximately 100 people who were called in. 2nd shift rarely got called in during a snow event.

A suggestion was made to bring up this topic at next round table meeting, leading to meeting with supervisors. Ms. Klien offered to assist with planning if that would be helpful.

### **Liaison Report**: Ms. Tetreault

* Cabinet Update:
	+ Cabinet has been working on strategic plan. Several sessions of campus conversations were held. A survey was also sent out. Both were helpful in the effort to finalize the plan.
	+ The board will be here Friday February 25 to review and give feedback on the goals.
	+ The board will also review budget on Friday.
	+ A brand study is underway with the goal of identifying ways of intentionally communicating with our target audience. The first audiences they are focusing on are prospective students and parents.
	+ Ms. Tetreault did follow up on a question raised at the January meeting by Mr. Kirby regarding office copiers. She reported a study was done, looking at use of copiers and printers. The results will be used to develop a plan to accommodate office needs in an economical way. Ms. Hynosky noted the study was over a year ago.
* Sursum Corda Awards
	+ Awards were presented on February 13, 2020. This year’s recipients were: John Harris, electrician; Andrea Mantione, D.N.P., director of the Leahy Community Health and Family Center; Bryn Schofield, administrative assistant to associate dean, College of Arts and Sciences; and Donna Simpson, consultant manager, Small Business Development Center.
	+ There was a good nomination response from managers this year.
* H/R
	+ The 2020-2021 holiday calendar will be posted soon.
	+ Regarding the facilities discussion, Ms. Tetreault sees snow team and overtime as separate issues. The snow response is in the hands of facilities management, with HR available to facilitate a discussion if needed. A discussion of overtime would definitely involve hr.

**President’s Report:** Ms. Driscoll McNulty

* University Planning Committee
	+ Staff members were added to the committee, previously the membership was faculty and administrators. The UPC is currently discussing strategic planning.
* University Governance Council
	+ The anti-harassment and discrimination policy is complete and ready for approval.
	+ Animals on campus is under discussion. A small working group is looking at drafting language to address support animals on campus. This will not supersede any existing policies.
	+ A search committee will be formed for the Dean of Library.
* Committees should start planning spring roundtables.

### **Previous Business:**

* Shared Governance Definition – more to come.
* Graduate Tuition – Letter to President.
	+ This will be looked at with budget process.
* Aramark Survey – Response from Dr. Davis
	+ The Executive Committee will meet with Dr. Davis early April and he is invited to our April meeting.
* Staff Handbook Grievance & Corrective Action Policies
	+ Grievance recommendations are on the desk of Ms. Tetreault.
* Retirement Announcements
	+ A recommendation was made to acknowledge retirees periodically in Royal News.
* Remembrance – University Flag
	+ Ms. Giovagnoli is working on the wording of recommendation to lower the University of Scranton flag to half-mast when a member of our community passes away.
* Staff Acknowledgement
	+ The Staff Development Committee will discuss this topic.

### **New Business:**

* Staff Senate Orientation and Planning Day
	+ The first meeting of new senators is in June.
	+ Majority felt the Planning Day was helpful.
	+ New senators thought it was helpful.
	+ A subcommittee will be convened to begin planning. Possible dates will be discussed.
* Wellness Day – Table at Health Fair
	+ The focus will be on elections. Ms. Butler will put poster together. Ms. Geeza has been working on handout.

**Standing Committee Reports**

### Communications – Elizabeth Geeza and Marg Hynosky

* + The committee will meet on the Spring Symposium after the Senate meeting.
	+ Save the dates will be distributed.
* Elections and Membership – Kristi Klien and Bryn Schofield
	+ The Meet and Greet is scheduled for April 7 in the afternoon. Hors d’oeuvres will be available and nominees will be displayed on a TV screen.
* Finance – Rebekah Bernard
	+ Expenditures were reviewed, the budget is in good shape
	+ Groups have $200 to spend on their events.
* Social Events & Community Building – Lynn Andres and Ryan Sheehan
	+ No update
* Staff Development – Renee Giovagnoli and Meg Hambrose
	+ They met with Ryan Sheehan to discuss funding of alternative to staff bbq. They suggested mini tours of campus and ice cream. Ryan will discuss with Fr. Rogers.
* Staff Recognition & Excellence Awards –Patrick Mullarkey and Peggy Doolittle
	+ Planning has begun for the end of year celebration.
	+ The committee plans to review and revise the Meg Cullen-Brown Magis Award.
	+ Facilities recognition ideas are being discussed.

### **Ad Hoc Committees**

* By-Laws – No updates
* Time Donation – It is on the upcoming cabinet agenda.
* Assessment – no updates

**Items from the Floor**

Redington Parking Lot – spaces are small. Could size be looked into? The spaces are 7ft 8 inches.

The meeting was adjourned at 11:23 AM