### TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: January 27, 2020

### SUBJECT: January 15, 2020 Staff Senate Meeting Minutes

**In Attendance:** Peggy Doolittle, Kristi Klien, Jenn Kretsch, Pauline Palko, Jennifer Pennington, Bryn Schofield, Kevin Rude, Michael Tuffy, Lynn Andres, Gerianne Barber, Rebekah Bernard, Gina Butler, Amy Driscoll McNulty, Renee Giovagnoli, Meg Hambrose, Margaret Hynosky, Rose Ann Jubinski, Jonathan Kirby, Bernie Krzan, Patrick Mullarkey, Mark Murphy and Crystal Ondrick.

**Not In Attendance:** Andrea Malia, Barbara Barletta, Salisa Brown, Carlene Coombes, John Harris, Bill Hurst, Ryan Puksta Michael Rorick, Sue Shimsky, Elizabeth Geeza and Ryan Sheehan

**Welcome:** Amy Driscoll McNulty called the meeting to order at 10:04 AM, in the PNC Board Room, Brennan Hall 500. Ms. Schofield offered the opening prayer. Peggy Doolittle will offer the opening prayer at the February meeting. Attendance was checked, a quorum was not met due to a mandatory MTTP training.

**Review of Previous Month’s Minutes:** The minutes from the December 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 and revised. Revisions included: Bryn Schofield led the opening prayer; Facilities Staff guests and the Snow Day discussion were tabled until the February meeting. Ms. Schofield made a motion to accept the agenda, Ms. Giovagnoli seconded and the agenda was approved.

**Guest (s)** – Tabled until the February meeting.

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

* Cabinet Update:
	+ A special meeting was held about budget in December, another meeting is scheduled in January.
	+ Strategic Plan
		- Faculty and Staff are encouraged to complete the Strategic Planning Survey made available by Fr. Pilarz.
		- The University Planning Committee will hold four campus conversation sessions, all are encouraged to register for and attend a session.
		- The UPC will be focused on drafting goals and planning for the campus conversations.
		- Draft goals will be submitted to the board in the next few weeks
* The budget needs to be presented in February
* The Sursum Corda committee met
	+ They need to follow up on a few items. The presentation is scheduled for February 13, 2020.
	+ Ms. Butler asked if they considered including past winners in search. Not at this time, there could be sensitive or confidential information discussed. At times nominees are asked for additional information to strengthen the nomination.
* Ms. Schofield asked about the status of the graduate tuition request. Ms. Driscoll McNulty read an email that she received email communication from Fr. Pilarz indicating he had discussed the topic with Cabinet and they have decided to move it forward for further analysis as they review benefits through the University’s budget development process.
* Mr. Kirby asked about the status of a budget for copiers. Studies have taken place, but there is no clear information available regarding equipment. Financial Aid is in need new copier. Ms. Tetreault did not have the information, but will look into it.

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

* Spring Planning
	+ Timing of Events – Committee chairs are encouraged to look at the events system when planning spring events to avoid conflicts.
* University Governance Council – No updates at this time.
* Wellness Day – Staff Senate had a table last year. Should we have a table again this year?
	+ Ms. Schofield indicated it is a good way to reach out to staff and discuss the role of senators. We could also have nomination sign-ups at the table.
	+ Ms. Hambrose suggested having a printout of important dates and possibly having small giveaways.
		- There may be some give-away items left from the 2019 Spring Barbeque.
	+ This topic will be on the agenda for the February meeting of the Executive Committee.
	+ Ms. Butler suggested displaying posters or having a slideshow with photos from previous events.

### **Previous Business:**

* Shared Governance Definition – No updates at this time, this is still with UGC.
* Graduate Tuition – See update above.
* Aramark Survey – Mr. Mullarkey analyzed the results and presented his analysis as a PowerPoint presentation – see attached. Discussion continued after the presentation.
	+ Ms. Butler suggested we bring it to Bobby Davis and Joe Boyd.
	+ Mr. Mullarkey suggested bringing specific comments to them.
	+ Ms. Schofield noted there is currently no procedure for resolving complaints. It is not clear where the Aramark survey results are going.
	+ Pricing seems to be a common issue. Departments are trying to be financially responsible.
	+ Ms. Andres suggested we provide the information and invite Bobby Davis and Joe Boyd to an Executive Committee meeting. We could then follow up with invitation to a Staff Senate meeting.
	+ Ms. Bernard noted this is also a budget issue. Prices come from corporate, internal budgets require fiscal responsibility. Also, not all options are available online.
	+ Ms. Driscoll McNulty will send the information to Bobby Davis and invite to an Executive Committee meeting.
	+ Ms. Hynosky noted that Aramark does donate 10 meal plans to students based on financial need.
* Strategic Planning Process – See Ms. Tetreault’s report.
* Staff Handbook Grievance & Corrective Action Policies – Two meetings were held. The group reviewed the discipline and staff compliance resolution procedure.

### **New Business:**

* Essential Personnel – Snow Days
	+ This topic was tabled for the February meeting.
* Retirement Announcements
	+ Ms. Jubinski noted that she has had people ask her if some staff members had retired or if their job was eliminated. It would be nice to have an avenue where retirements were announced, possibly Royal News.
	+ Ms. Butler suggested the possibility of sending out announcements.
	+ Mr. Kirby noted it would be helpful if we were notified when anyone leaves. A departure could affect business process.
	+ This topic will be put on the agenda for next meeting
* Remembrance – University Flag
	+ Ms. Giovagnoli raised a question regarding whether we could lower the university flag to ½ mast when active member of the university community passes away.
	+ Mr Murphy noted this topic should be brought to UGC.
	+ A vote will be held regarding bringing the topic to UGC once we have a quorum.
* Staff Acknowledgement
	+ Ms. Andres was sent a link to an article celebrating the procedure at a large university of painting portraits of maintenance staff to celebrate their importance to the campus. She suggested the possibility of having photos of staff posted throughout the campus.
		- Ms. Schofield suggested getting feedback from facilities.
		- Ms. Butler suggested schedule an appreciation event and displaying photo.
		- Ms. Klien noted Career Development give gifts to maintenance staff in the spring.
		- Mr. Murphy asked if it should it be all staff.
		- The Staff Recognition Committee will discuss the topic and we will continue the conversation at a future meeting.

**Standing Committee Reports**

### Communications – Elizabeth Geeza and Marg Hynosky

* + A meeting will be scheduled.
* Elections and Membership – Kristi Klien and Bryn Schofield
	+ A meeting will be scheduled, the Staff Senate Election needs to be held by the 2nd week of April.
* Finance – Rebekah Bernard
	+ $1,647 was donated to the Leahy Clinic from the holiday lunch fundraiser.
* Social Events & Community Building – Lynn Andres and Ryan Sheehan
	+ Staff were generous with donations at the holiday lunch. The RSVPs helped eliminate overcrowding.
	+ A Meet and Greet will be scheduled.
* Staff Development – Renee Giovagnoli and Meg Hambrose
	+ In lieu of having a spring barbeque, the committee is discussing the possibly a walking tour of campus/ ice cream social with staggered times throughout the day.
* Staff Recognition & Excellence Awards –Patrick Mullarkey and Peggy Doolittle
	+ The committee is looking at new ways to acknowledge staff.
	+ The committee passed on 13 nominations for the Sursum Corda award.

### **Ad Hoc Committees**

* By-Laws – No updates
* Time Donation – The policy will go before cabinet.
* Assessment – no updates

**Items from the Floor**

We need to discuss whether we should have a retreat again this year.

The meeting was adjourned at 11:31 AM