TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: April 29, 2021

### SUBJECT: April 21, 2021 Staff Senate Meeting Minutes

**In Attendance:** Rose Ann Jubinski, Amy Driscoll McNulty, Gina Butler, Patricia Tetreault, Andrea Malia, Cheryl Evans, Christine Black, Denise Kuzma, Geri Barber, Jenna Bruchalski, Jose Sanchez, Julia Leighow, Kristi Klien, Kevin Rude, Mark Murphy, Meg Hambrose, Melissa Eckenrode, Nick Truncale, Patrick Mullarkey, Pauline Palko, Peggy Doolittle, Pete Sakowski, Renee Giovagnoli, Rose Striefsky , Salisa Brown and William Hurst.

**Not In Attendance:** Aaron Lichtenwalter, Janet Bernick, Bernie Krzan, Ryan Puksta, Rebekah Bernard, Ryan Sheehan, Janet Schieber, Leah Marsili, Barbara Barletta and Sam Falbo.

**Welcome:** Ms. Butler called the meeting to order at 10:03 AM, the meeting was held as a zoom meeting due to COVID-19. Ms. Hambrose 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 March meeting were reviewed. No corrections were made. A motion was made to approve the minutes. The motion was seconded and the minutes were approved.

**Review of Agenda:** A motion was made to acceptthe agenda. The motion was seconded and the agenda was approved.

**Guest (s)** – Fr. Marina

* The Senators were excited to have Fr. Marina join us. He shared that he was joining us from his office on campus.
* Fr. Marina has been attending various University meetings to learn and listen. He is eager to know what matters to various constituents.
* He thanked senators for work, particularly during this difficult time.

### **Liaison Report – Patricia Tetreault**

* Cabinet
  + COVID continues to be part of the conversation. Discussing plans for Easter, closing out the semester. We are in compliance with CDC guidelines.
  + There have been discussions regarding a requirement for students and employees to get the COVID vaccine. No decisions have been made, there is quite a bit to discuss before any decisions will be made.
  + Sursum Corda awards – The recipients have been notified. The awards will be presented in person and the event will be recorded. The Sursum Corda awards will be presented in May.
  + Pro Deo – University employees with 10 years of employment are normally recognized with a luncheon and presented with a pin. The Pro Deo dinner recognizes employees with 20 years of service. Recipients are presented with a medallion and invited to participate in commencement.
    - The events will not be held due to current restrictions. HR is discussing the possibility of presenting the awards in person to recognize these dedicated employees.
    - In 2020 25 employees reached 10 years of service and 18 had 20 years of service.
    - In 2021 54 employees reached 10 years of service and 20 have 20 years of service.
  + The budget continues to be a major topic. The 2021-2022 budget will be presented to the Board of Trustees on May 7.
  + Planning is underway for the end of the spring semester, as well as, the summer and fall semesters.
    - Discussions include how best to hold graduation and orientation.
  + COVID testing continues, we are grateful that positive cases have been manageable. A very small number of employees have tested positive.
    - The University of Scranton continues to seek vaccine opportunities.
* HR
  + HR recognized Administrative Assistants on Administrative Assistant Day with $10 in Aramark flex dollars and thanked them for all they do for the University.
  + Beth Ann McCartney is holding Open Enrollment meetings for the retirement plan.
  + A question was asked about camps and events on campus during summer. There was discussion at Cabinet regarding the feasibility and how an event would be supported.
    - The possibility of having one day on campus during orientation was discussed.
    - Ms. Doolittle noted some small basketball camps and a couple small conferences are planned.
    - All events will adhere to CDC guidelines
  + A question was asked if event attendance limits would be increased.
    - Mr. Murphy noted we are still adhering to 6 foot distancing. Therefore, limits have not changed.
    - Families will be seated in pods of up to 4 for graduation events.
  + Mr. Hurst presented some MTTP concerns that were voiced at the Staff Senate Election Information Sessions.
    - Some felt that not everyone was impacted by the vacation adjustment for facilities last summer.
      * Ms. Tetreault noted that the two people who were not impacted were on university approved leave.
    - A concern was raised regarding political postings and signs.
      * Political signs with candidate names are not allowed to be posted.
      * Social action initiatives with a political tone are somewhat sensitive. Ms. Tetreault will continue discussion on this topic with Dr. Gingerich.
  + A question was asked regarding the status of the new Time Management System. Time Clock Plus didn’t have a platform for managing a 35 hour week. This functionality is now in development.
  + A question was asked regarding COVID testing once the spring term ends.
    - The current plan is to continue testing through week of May 10.

### **President’s Report**

* Senators discussed how best to honor the memory of Timothy Barrett. Mr. Barrett served a number of years on Staff Senate.
  + A motion was made to make a donation to the Lackawanna River Corridor Association in Mr. Barrett’s memory. The motion was seconded and passed unanimously.
* UGC Met on March 26
  + Liz Garcia provided an update on Diversity and Inclusion. Open discussion followed. Topics included how best to address training and what type of events should be held.
  + Ideas included earning credentials and certificates, as well as, offering social events for the entire University Community and presenting students with something to be worn at graduation.
  + Mr. Sanchez noted that the *Donning of the Kente Stole Ceremony* is planned to recognize graduating students of color and diverse cultural background. Students will be invited to wear their Kente Stole during graduation.
* Ms. Brown and Mr. Hurst held a series of information sessions to engage MTTP employees in the work done by Staff Senate.
  + Their efforts resulted in a number of nominations from MTTP for Staff Senate Election.
  + There was a big response from 2nd shift. Mr. Hurst added that it is difficult for 2nd shift to attend a meeting at 10:00 AM. Their shifts begin at 2:30 PM and 3:00 PM.
  + After some discussion, a motion was made to change the time for Staff Senate meetings from 10:00 AM on Wednesdays to 2:00 PM on Wednesdays. The motion was seconded and unanimously approved.
* Commencement will be held in person at the Arena in Wilkes-Barre. A separate commencement will be held for each college. The University must adhere to the attendance limitations and protocols in place at that venue.
  + Commencement will be held a week earlier than usual - May 22nd & 23rd. Class night will be virtual and held on May 21st.
  + Ms. Driscoll McNulty will represent Staff Senate at graduate commencement; Mr. Murphy will attend the PCPS graduation; Ms. Klien will attend the KSOM graduation; Ms. Butler will attend the CAS commencement.
  + Mr. Murphy mentioned there are about 12 graduation related events planned. Events will be in person and recorded.
  + Students/families are limited to 4 tickets.

### **Previous Business**

* The Flag Remembrance Proposal is with Cabinet.
* Staff Senate Survey
  + The original 3 surveys were incorporated into a single survey for all staff.
  + Ms. Barber offered suggestions to make the questions consistent in tone and options offered for answers. All agreed to make the suggested updates.
  + A motion was made to move forward with distributing the Staff Senate Survey. The motion was seconded and unanimously approved.
    - The survey will be open April 26 through May 14.

### **New Business**

* Changing the time of the Staff Senate meetings from 10:00 AM to 2:00 PM.
  + Ms. Butler will send an email to new senators.

### **Standing Committee Reports**

* Communications – Nick Truncale and Rebekah Bernard
  + There was positive feedback from attendees of the Communications Symposium.
* Elections and Membership – Kristi Klien and Amy Driscoll McNulty
  + Staff Senate Election resulted in a full constituent group. Thank you to Bill and Salisa for their hard work engaging facilities.
* Finance – Amy Driscoll McNulty
  + No spending occurred
* Social Events & Community Building – Ryan Sheehan and Kristi Klien
  + No Updates
* Staff Development – Renee Giovagnoli and Meg Hambrose
  + The committee is planning to update the Employee Resource document. Mr. Mullarkey will assist.
* Staff Recognition & Excellence Awards – Patrick Mullarkey & Peggy Doolittle
  + The committee is discussing how best to recognize people traditionally honored at the year-end luncheon.

### **Motion to Adjourn**

* A motion was made to adjourn at 11:31 AM. The motion was seconded and approved.