TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: January 13, 2020

### SUBJECT: December 16, 2020 Staff Senate Meeting Minutes

**In Attendance:** Rose Ann Jubinski, Kristi Klien, Rebekah Bernard, Patricia Tetreault, Amy Driscoll McNulty, Bernie Krzan, Cheryl Evans, Christine Black, Denise Henry, Geri Barber, Gina Butler, Jenna Bruchalski, Jose Sanchez, Julia Leighow, Leah Marsili, Mark Murphy, Meg Hambrose, Melissa Eckenrode, Nick Truncale, Pauline Palko, Peggy Doolittle, Pete Sakowski, Renee Giovagnoli, Rose Striefsky, Salisa Brown, Ryan Sheehan and William Hurst

**Not In Attendance:** Patrick Mullarkey, Andrea Malia, Kevin Rude, Sam Falbo, Ryan Puksta, Barbara Barletta and Tracy Muth.

**Welcome:** Gina Butler called the meeting to order at 10:02 AM, the meeting was held as a zoom meeting due to COVID-19. Ms. Doolittle offered the opening prayer. Cheryl Evans 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 November 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 accept** the agenda. The motion was seconded and the agenda was approved.

**Guest (s)** –

* Mr. Murphy delivered a Staff Senate Proclamation honoring the late Joseph Wetherell, Lieutenant Colonel, US Army Retired*.* Joe’s son Mr. Jason Wetherell, Joe’s daughter Mrs. Jessica Wetherell Hosang and Joe’s sister, Mrs. Barbara Wetherell McGregor attended this portion of the meeting. The Staff Senate will send the proclamation, a Mass Card and information regarding the fundraisers done in Joe’s honor to Mrs. Cherrie Wetherell as soon as everything is compiled.
* CAS Dean Dr. Michelle Maldonado introduced herself to Staff Senate and gave an overview of her background and plans.
* Dean Maldonado started at the University of Scranton during the COVID crisis. She is focused on the Strategic Plan and described her approach as very collaborative. Her goal is to hear the voices of the entire University community. She has had listening sessions and conversations with many groups. Dean Maldonado is also collaborating with the Jesuit Center to offer conversations on race, ethnicity and diversity.
* Dean Maldonado views staff as integral part of the University, whether or not they are directly involved with students.
* She is focused on both qualitative and quantitative assessment.
* Dean Maldonado stressed the importance of connecting with students. She will be teaching a theology course in the spring.

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

* Cabinet
	+ Cabinet continues to work on the current fiscal year budget. Significant adjustments have been made to the 710 budget lines.
	+ Work will begin on next year’s budget after the holiday break.
	+ *Royals Safe Together* will be reviewed and updated as needed for the spring semester. Lessons learned will help the spring planning.
	+ Cabinet is open to doing a forum with staff to discuss questions that may have.
	+ There have been no changes to the Snow Day Policy at this time. This could change once classes start.
	+ COVID Testing – Vendors are being evaluated in an effort to streamline the process.
* HR
	+ Open enrollment is wrapping up.
	+ As of this morning, staff donated $119, 450 back in vacation time.
	+ IT and payroll have been working on Time Clock Plus for a number of months. It is in the pilot phase. The team is identifying unique scenarios to be addressed. A rollout is expected in 2021.
	+ Time Donation Policy – HR is working on questions from the Cabinet clarifying language in the policy. There may be changes behind the scenes with regard to tracking the time; however, this will be transparent to employees.
	+ Discussions regarding COVID for additional personnel and testing for the Spring semester

### **President’s Report**

* UGC
	+ The December meeting was cancelled. Cabinet approved the Title IX policy at the last meeting.
* UPC
	+ Ms. Butler is looking for input on a statement regarding the Strategic Plan. Topics of focus include: Participation of Staff Senate. A sense of the importance of staff support in the strategic plan.
	+ The Diversity and Inclusion subcommittee is beginning work to develop a 5 year plan on diversity and inclusion.
	+ UPC continues to Communicate progress on the Strategic Plan. A website, similar to the one for the Middle States work progress, has been developed.
	+ Ms. Butler requested an open forum with the Cabinet and staff in advance of the Spring semester opening, similar to the fall forum.

### **Previous Business**

* Update on Donations/Fundraising efforts
	+ Spirit Days donations are up to $1,000
	+ Staff Senate is sponsoring *We Care Wednesday* in honor of Joe Wetherell
* Staff Window Retirees acknowledgement
	+ Approximately 95 people attended a virtual farewell celebration. The meeting was recorded and a link will be provided to retirees. The event was well received.
* Finance Committee Update
	+ Ms. Driscoll McNulty evaluated the budget, taking into consideration adjustments due to COVID and presented her the committee’s evaluation and recommendations.
	+ A motion was made to return $4,500 to the University of Scranton budget and utilize the rest of the budget to support various Staff Senate initiatives including
		- gift cards to incentivize the Staff Senate Survey
		- Sponsoring We Care Wednesday, $300.
		- Donating $300 to a charity or splitting the donation between two charities noted in Joe Wetherell’s obituary.
		- The motion was seconded and passed.
* We need to respond to UGC on the Acceptable Use Policy and the proposed 22/23 and 23/24 Academic Calendars
	+ There were no objections to the policy. Ms. Butler will respond to UGC.
	+ There were no objections to the calendars. There was a question posed and clarification made that these are academic calendars not the Staff Holiday calendars. Ms. Butler will respond to UCG and include that the Staff Senate supports Option #3 of the Spring 2024 calendar which combines the break/holiday.
* Staff Handbook – Grievance & Corrective Action Policies.
	+ The committee will meet with HR to review the policy.
* Employee Resource Guide: Committee work and volunteers
	+ Discussion took place regarding this issue as to whether this is needed? Many Senators feel as though this is a useful resource. Some would like to see this promoted more during the onboarding process for employees so they are aware of it and can utilize it. Also, several Senators felt as though this guide may even be more useful to employees in a “virtual/remote” work environment as we are now. The Staff Development Committee will review and update the Employee Resource Guide. The committee may also ask if any Senators wish to volunteer to assist with this project. We may also look at sending out email reminders or post in the Royal News that the ERG is available.
* Roundtables ~~– plan for January~~
	+ We will move the roundtables to February, since the Cabinet Forum will be in January.
* Operations/Priorities: Assessment
	+ We need to develop a plan and path to accomplishing our goals.
	+ Mr. Truncale offered to assist in the development of a survey with the goal of helping us as a group to focus on objectives and possibly improvements.
	+ The Executive Committee will review the information and have further conversations about how best to move forward with this project and bring details back to the Staff Senate for review and discussion.
* Items with Cabinet: Time Donation Policy
* Items with UGC
	+ Remembrance – Lowering the University of Scranton flag when a member of the community passes away.
* Tabled until Spring
	+ Graduate Tuition Remission: An early spring review was requested.
	+ Aramark Survey: Tabled until the summer or until campus functions return to normal.
	+ Discussion on By-Laws amendment – Definition of a quorum and election issues

### **New Business**

* Review Mission and Purpose Statement~~s~~ – Does it align with the University Mission Statement? Strategic Plan? Senators were asked to review the statement and consider if updating is needed. This may come more into play as discussions and activities involving assessment and/or the Bylaws evolve.

### **Standing Committee Reports**

* Communications – Nick Truncale and Rebekah Bernard
	+ The Staff Senate Website was updated. Denise Henry will handle social media postings.
	+ A newsletter is in the planning stage. Pauline Palko volunteered to organize the newsletter. It will be a team effort from the entire Senate.
	+ A Spring Communication Symposium will be held on the Strategic Plan.
* Elections and Membership – Kristi Klien and Amy Driscoll McNulty
	+ No updates
* Finance – Amy Driscoll McNulty
	+ No additional updates.
* Social Events & Community Building – Ryan Sheehan and Kristi Klien
	+ The second fundraising day was moved to Friday due to the snow day.
* Staff Development – Renee Giovagnoli and Meg Hambrose
	+ The committee is waiting to hear back on a request for a roundtable on Resilience During Quarantine.
* Staff Recognition & Excellence Awards – Patrick Mullarkey & Peggy Doolittle
	+ The committee is discussing the possibility of a virtual year end celebration.

### **Ad Hoc Committees**

* By-Laws – No Updates
* Assessment – No Updates

### **Items from the Floor**

* None

### **Motion to Adjourn**

* A motion was made to adjourn at 11:23 AM. The motion was seconded and approved.