TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: March 1, 2021

### SUBJECT: February 17, 2021 Staff Senate Meeting Minutes

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

**Not In Attendance:** Bernie Krzan, Janet Schieber, Leah Marsili, Barbara Barletta and William Hurst.

**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. Butler offered the opening prayer. Mr. Murphy 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 January 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)** – No Guests

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

* Cabinet
  + Staff Forum was held with Cabinet on January 27. The forum was well attended.
    - Ms. Butler received positive feedback from administrators after the forum.
    - A suggestion was made to record future forums so staff who are unable to attend can view the event and get information.
    - Ms. McNulty provided information from the Staff Forum to be published in *The Royal News.*
  + Meet and Greet sessions were held for all of the Senates with Fr. Marina, our incoming President.
  + Board meetings are scheduled for this Thursday and Friday.
    - The Board of Trustees is looking ahead to summer and fall pertaining to enrollment.
  + Work continues on the budget.
  + Time Share Policy
    - The accounting has been worked out and the eligibility for part-time employees has been clarified.
      * Part-time employees eligible for paid time off can participate in this benefit.
    - There is hope the policy will get final approval soon.
* HR
  + The Staff Holiday Calendar for 2021-2022 has been finalized and posted to the Human Resources website.
  + Sursum Corda nominees are in. Discussion continues regarding how the awards will be given to the recipients..
  + COVID Testing
    - The second week is complete. Testing is expected to continue during the spring semester on a four week rotation.
    - Some vaccine access was available, we are hoping for more certainty with supply availability.
    - Everyone should continue to follow safety protocols – try to remain socially distant with your co-workers.

### **President’s Report**

* Strategic Plan statements / quotes
  + Staff Senate feedback was used to develop the statements and they were presented to Kate Yerkes.
  + A Strategic Plan website has been created on the University’s website.
* UPC met on Friday
  + The meeting ended early due to technical difficulties.
  + The committee is looking at the Annual Planning and Report Cycle
  + Diversity and Inclusion Subcommittee

The subcommittee is working on definitions.

The subcommittee is looking at entire community, faculty, staff and students and reporting on findings to various work groups.

A question was asked; Does the group have a defined set of goals?

* + - They are pulling together information to identify the current environment.
    - The group is considering what else we should be doing to assist in creating a more diverse University Community.

Mr. Sanchez, a member of subgroups, added additional input

* + - They are looking at various aspects of the community to better understand initiatives in place.
    - They plan to provide data and recommendations to the committee.

A question was asked; how are we gathering information from students?

* + - Ms. Black explained they are both gathering data and inviting a variety of groups to meet with the committee.
      * The group wants to make sure we are embracing everyone’s experience.
      * Retention is a focus – the goal is for all students to have a comparable experience to students who are not in their group of marginalized identity.

The current curriculum requires all students to complete 2 courses with a diversity designation.

* The Board of Trustees Meeting will be held on February 19.

### **Previous Business**

* Staff Handbook – Grievance & Corrective Action Policies
  + The sub-committee will meet with HR to review.
* A Communication Symposium expected in April. A “Save the Date” will be posted in *The Royal News.*
* Employee Resource Guide: Committee work and volunteers
  + Support exists for the document, we need to be sure it is useful and accessible.
  + The Staff Development Committee will begin discussions on how to update the document and will request volunteers if there are Senators who wish to assist with this project.
  + Ms. Butler met with Susan Bowen and Patti Tetreaultto discuss options and placement.
    - We could send out annual reminder.
    - The document could be incorporated into the new employee orientation.
    - The document has been moved to a more visible place on the employee page.
    - Recommendation to change it from PDFs and utilize the CMS process for updating/information
* Lowering the University Flag to half-mast in memory of deceased University Community members is still with UGC.
* Graduate tuition remission still on the docket for discussion
* Assessment – Staff Senate Survey
  + A survey will be distributed to Senators for review/discussion.
* Sursum Corda
  + The committee will discuss ideas for soliciting additional nominations with Ms. Tetreault.

### **New Business**

* None discussed

### **Standing Committee Reports**

* Communications – Nick Truncale and Rebekah Bernard
  + Pauline Palko is working on the newsletter.
  + A Communication Symposium is scheduled for April 13th
    - Ed Steinmetz, Dr. Jeff Gingerich and Kate Yerkes have been invited to present.
* Elections and Membership – Kristi Klien and Amy Driscoll McNulty
  + No updates
* Finance – Amy Driscoll McNulty
  + No updates
* Social Events & Community Building – Ryan Sheehan and Kristi Klien
  + A total of $1,625 raised in memory of Joe Wetherell. The money will be donated to the newly organized Black Student Union, Asian Student Union and the Hispanic Student Union.
* Staff Development – Renee Giovagnoli and Meg Hambrose
  + Planning of Roundtable Discussions is underway.
* Staff Recognition & Excellence Awards – Patrick Mullarkey & Peggy Doolittle
  + The committee will reach out to HR regarding strategies to increase nominations for Sursum Corda.
  + The monthly Magis Award continues. Even during COVID, we receive a healthy number of nominees each month! Thank you and please continue to pass the word and recognize our peers!

### **Ad Hoc Committees**

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

### **Items from the Floor**

* Staff member sent request for direct reports to staff Chapman Lake quarantine. Concern was expressed to a senator regarding tone of letter.
  + Ms. Tetreault offered to discuss the particulars. She also noted staff members across the University have been asked to volunteer. This not a mandate; rather, a call for assistance.
* Break Out rooms were opened to plan Roundtable Discussions
  + Professional / Paraprofessional – Ms. Hambrose and Ms. Giovagnoli will send an email update.
  + MTTP – Discussion will continue after the meeting. Due to the limited number of MTTP Senators, Ms. Butler met with this breakout group to discuss options to meet with this constituency.

### **Motion to Adjourn**

* A motion was made to adjourn at 11:29 AM. The motion was seconded and approved.