### TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: December 3, 2020

### SUBJECT: November 18, 2020 Staff Senate Meeting Minutes

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

**Not In Attendance:** Salisa Brown, Barbara Barletta, Kevin Rude, Tracy Muth and Ryan Sheehan.

**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. Bernard 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 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:** Ms. Butler asked that UGC be added to the President’s Report with the academic calendar. The agenda was accepted and approved.

**Guest (s)** – None.

* An invitation was sent to Dr. Maldonado for December. Kate Yerkes and Dr. Jeff Gingerich were invited to the January meeting.

**Liaison Report**: Ms. Tetreault

* Cabinet
	+ UGC has reviewed Title IX and Shared Governance policies. Both are now with Cabinet.
	+ Cabinet had a few questions about the Time Donation Policy. H/R is gathering data to address the questions and the Staff Senate Officers will meet with HR to review all of the information.
	+ Cabinet continues to spend time on Risk Management Assessment. This includes assessing safety, financial standing and missed opportunities.
	+ Finances continue to be a focus.
* Human Resources
	+ We are in Open Enrollment now. Flexible spending accounts are annual. There were no benefit plan changes. The premiums were adjusted approximately 9%. The cutoff for FSA is November 30.
	+ Vacation carryover – employees need to submit paperwork to their supervisor to carry over vacation beyond the customary 5 days.
	+ Vacation donation is up to approximately $73,000**. Forms are available in HR if you wish to donate time.**
	+ Every year there is an external audit of the retirement program. One component is to select a few names and send a letter asking them to verify certain components of your plan. It is a random selection.
	+ Transamerica is doing a beneficiary audit, verifying members’ beneficiaries are current.Information can be completed online or by completing a form.
	+ 21 people have taken opportunity of the staff retirement window offer. A *Royal News* article will be released. Not everyone was interested in being highlighted in the article. We may have a farewell zoom session.
	+ A question was asked about the snow day policy while many are working remote. There has been discussion with Dr. Gingerich. The topic has not yet been discussed with Fr. Pilarz.

**President’s Report:**

* Strategic Plan
	+ Kate Yerkes intends to touch base with the University community on the plan. Senators should send comments on the plan to Ms. Butler.
* Remembrance – University Flag
	+ The proposal was presented at UGC. Student Government supports the proposal; Faculty Senate has not yet responded to the proposal.
	+ The hope is that the proposal is approved and the first lowering of the flag will be to honor Colonel Joseph Wetherell.
* UPC – University Planning Committee
	+ UPC is discussing the University mission and vision statements. They plan to invite participation in developing a mission statement.
	+ UPC is discussing an implementation roadmap for diversity and inclusion.
* UGC – University Governance Committee
	+ Julie Ferguson presented proposals for a revised Academic Calendar beginning fall 2022. Each senate is asked to review the proposal and provide feedback.

### **Previous Business:**

* Officers – VP Election
	+ Mark Murphy and Amy Driscoll McNulty were nominated. A vote was taken during the zoom session and Amy Driscoll McNulty was elected vice president.
* Committee Assignments: Ratification
	+ A motion was made to accept the committee assignments as presented to the senate. The motion was seconded and passed unanimously.
* Donation/Fundraising efforts: Spirit Days/*We Care Wednesday* – honor and recipients; Donation approval
	+ A proposal was discussed to designate the week of Dec 7 Spirit Week in honor of the late Joe Wetherell.
	+ Due to various matters, the date for the fundraising effort was moved to the week of 12/14
		- Tuesday and Thursday would be themed dress down days. Tuesday would have a chosen theme (i.e sports team) and Thursday would be Christmas Spirit Day. Participants would be asked to make a donation for each day to participate. All money collected would go to one or more students in need and/or student group on campus in LTC Wetherell’s name.
		- A motion was made to have two fundraising events, donate the proceeds to students in need and/or student groups on campus in honor of LTC Wetherell. The motion was seconded and passed unanimously.
		- On Wednesday, the Staff Senate would support We Care Wednesday, an effort that has gone on for the past several months to provide food to charitable organizations.
		- A motion was made to donate $300 to We Care Wednesday in honor of LTC Joe Wetherell. The motion was seconded and passed unanimously.
* A motion was made for the Senate to make a donation to one or both - St. Francis of Assisi Kitchen or The Fisher House Foundation - in LTC Joe Wetherell’s memory and honor on behalf of the Senate as acknowledgement of his passing. These organizations were named by his family and listed in his obituary. The Social Events and Finance Committees will determine the amount and how to distribute the donation to the charity(ies)
* A proclamation/citation will be developed and presented at the December meeting in honor of former Staff Senate President, colleague and friend, LTC Joe Wetherell. We hope to have his family members join us for the Zoom meeting. Mrs. Butler will reach out to them to inform them of the plans in place to honor Joe.
* Staff Handbook – Grievance & Corrective Action Policies
	+ Senate Officers will meet with HR to review updates.
* Employee Resource Guide: Committee work and volunteers
	+ This topic has been temporarily tabled. Once the committees are ratified, this could be an item that the Staff Development Committee can discuss and begin work on – they may also ask for volunteers.
* Staff Senate Guests
	+ CAS Dean Michelle Maldonado was invited to the December meeting.
	+ Dr. Jeff Gingerich & Kate Yerkes were invited to the January meeting.
* Graduate Tuition Remission: requested early Spring review
	+ The Senate asked Ms. Tetreault to revisit this topic with Fr. Pilarz by early spring, before a new president is selected.
* Aramark Survey: tabled until the Summer or until campus functions return to “normal”

### **New Business:**

* Senate Budget
	+ - In an effort to trim costs, Ms. Butler was asked if the Staff Senate would be willing to donate back a portion of this year’s budget.
		- A suggestion was made to poll committees regarding upcoming activities. Another suggestion was to align donation with the percentage asked of other departments.
		- A motion was made to have the finance committee review the budget and recommend the amount to be donated back to the university budget. The motion was seconded and passed unanimously.
* Acknowledging the Staff Window retirees – topic was discussed during the liaison update.Plans are in the works for Staff Senate volunteers to assist HR with developing an event likely to be held December 3rd.
* Roundtables
	+ - We need to discuss the possibility of scheduling roundtable discussions for January.
* Operations/Priorities: Assessment
	+ - Senators discussed creating a plan, reviewing the mission statement and developing objectives.
		- The Assessment Team will develop a survey to gather feedback from our constituents. Discussion will continue.

**Standing Committee Reports**

### Communications – Nick Truncale and Rebekah Bernard

* + No Updates
* Elections and Membership – Kristi Klien and Tracy Muth
	+ No additional updates beyond previous discussions of the election.
* Finance – Amy Driscoll McNulty
	+ No updates.
* Social Events & Community Building – Ryan Sheehan and Kristi Klien
	+ No updates.
* Staff Development – Renee Giovagnoli and Meg Hambrose
	+ The team is discussing potential roundtable discussions.
	+ They reached out to EAP regarding training, hoping for a discussion focused on mental health, concerns, anxiety.
* Staff Recognition & Excellence Awards –Patrick Mullarkey and Peggy Doolittle
	+ No updates

### **Ad Hoc Committees**

* By-Laws – No updates
* Time Donation – No Updates
* Assessment – No updates

The meeting was adjourned at 11:35 AM