### TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: September 8, 2020

### SUBJECT: August 19, 2020 Staff Senate Meeting Minutes

**In Attendance:** Amy Driscoll McNulty, Bernie Krzan, Patrick Mullarkey, Gerianne Barber Peggy Doolittle, Margaret Hynosky, Jenn Kretsch, Kristi Klien, Patricia Tetreault, Lynn Andres, Jonathan Kirby, Renee Giovagnoli, Gina Butler, Bryn Schofield, Andrea Malia, Mark Murphy, Meg Hambrose, Jennifer Pennington, Crystal Ondrick, Ryan Sheehan, Kevin Rude and Rose Ann Jubinski.

**Not In Attendance:** Elizabeth Geeza, Pauline Palko, Rebekah Bernard, Salisa Brown, Sue Shimsky, Bill Hurst, John Harris, Barbara Barletta, Carlene Coombes, Ryan Puksta and Michael Rorick.

**Welcome:** Amy Driscoll McNulty called the meeting to order at 10:01 AM, the meeting was held as a zoom meeting due to COVID-19. Ms. Hambrose offered the opening prayer. Mr. Murphy will offer the opening prayer at the next meeting. Attendance was checked, a quorum was not met.

**Review of Previous Month’s Minutes:** The minutes from the July meeting were reviewed. No corrections were made.

**Review of Agenda:** The agenda was reviewed and accepted.

**Guest (s)** – No guests

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

* The Cabinet’s efforts have been focused on re-opening.
	+ The Pandemic Safety Ambassador Program is focused on reminding students and staff to adhere to social distancing and traffic.
	+ Student Life has a group of people trained and following up on a broad range of issues.
* The university has decided to do surveillance testing. Employees on campus will be split into multiple groups. Each group will be sent an email instructing them to register for a timeslot for COVID testing. Registration will be handled in the Slate system. Employees working remote, based on staffing plans submitted by supervisors, will not be tested. Testing will start the last week of August. The schedule will be primarily business hours, but third shift employees will be accommodated.
	+ Employees who refuse testing will not be allowed to return to campus.
	+ ARA is not included in this process, Ms. Tetreault will check on their process.
* Forty-five people have been contacted regarding eligibility for the retirement program. The program was offered to employees who are at least age 63 and have 15 years of service. The retirement date for those who accept the offer is December 4. At this point, the retirement date is not being extended.
	+ Information sessions are being scheduled. Sessions will also be scheduled with Highmark and Social Security.
	+ This is a voluntary program. Eligible employees are not pressured to retire.
	+ All vacated positions will be reviewed and filled based on necessity.

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

* University Planning Committee Report
	+ The UPC has been focused on finalizing language for the objectives found under the previously established Strategic Plan goals. The draft document was shared with the University community. No additional feedback was shared with Kate Yerkes. The draft will go before the Board of Trustees in September.
* Initiatives on Race, Diversity, Equity, and Inclusion
	+ Invitations have been sent for Implicit Bias and Macroaggression Awareness training. A panel discussion will follow on September 18th. Registration and completion of the SafeColleges training is required.
* The Open Forum for Staff was held last week. Members of the President’s Cabinet were present to answer questions.
	+ 140 people attended. Feedback has been very positive.
	+ Several people recommended having a follow-up session.

### **Previous Business:**

* Shared Governance Definition – A formal vote of approval is needed. However, this definition has been moved to the President’s Cabinet for feedback.
* Staff Handbook Grievance & Corrective Action Policies
	+ The draft is with Ms. Tetreault for final review.
* Remembrance – University Flag
	+ Ms. Giovagnoli drafted a recommendation to lower the University of Scranton flag to half-mast when a member of our community dies. A vote will be held on the recommendation once we have a quorum.
* Graduate Tuition
	+ This topic has been temporarily tabled.
* Aramark Survey – Response from Dr. Davis
	+ This topic has been temporarily tabled.

### **New Business:**

* Elections Process
	+ - An email will be sent to staff asking for nominees.

### Staff Senate Operations/Priorities

* + The meeting schedule for 2020-2021 was distributed.
	+ Meetings will be held via Zoom unless otherwise noted.

**Standing Committee Reports**

### Communications – Elizabeth Geeza and Marg Hynosky

* + The committee worked on the staff senate video.
	+ The committee is open to suggestions for a Communications Symposium.
* Elections and Membership – Kristi Klien and Bryn Schofield
	+ Nominations for election will open soon. An informational video has been created.
	+ Some senators working on campus have difficulty finding space to join a zoom meeting.
		- Mr. Murphy will reach out to MTTP senators regarding possible accommodations.
* Finance – Rebekah Bernard
	+ No updates.
* Social Events & Community Building – Lynn Andres and Ryan Sheehan
	+ No updates.
* Staff Development – Renee Giovagnoli and Meg Hambrose
	+ No updates.
* Staff Recognition & Excellence Awards –Patrick Mullarkey and Peggy Doolittle
	+ The monthly Meg Cullen-Brown Magis Award is continuing.

### **Ad Hoc Committees**

* By-Laws – No updates
* Time Donation – Ms. Driscoll McNulty will follow up with Ms. Tetreault.
* Assessment – No updates

### **New Business**

* Parking Passes – Ms. Tetreault will follow up on the status.

The meeting was adjourned at 11:27 AM