### TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: July 24, 2020

### SUBJECT: July 15, 2020 Staff Senate Meeting Minutes

**In Attendance:** Amy Driscoll McNulty, Bryn Schofield, Elizabeth Geeza, Gerianne Barber, Andrea Malia, Gina Butler, Jennifer Pennington, Patricia Tetreault, Jonathan Kirby, Kristi Klien, Lynn Andres, Mark Murphy, Margaret Hynosky, Meg Hambrose, Pauline Palko, Patrick Mullarkey, Peggy Doolittle, Pete Sakowski, Rebekah Bernard, Renee Giovagnoli, Salisa Brown, Sue Shimsky, Crystal Ondrick, Bill Hurst and Rose Ann Jubinski.

**Not In Attendance:** Kevin Rude Bernie Krzan, Jenn Kretsch, John Harris, Barbara Barletta, Ryan Sheehan, 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. Andres offered the opening prayer. Ms. Hambrose 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 June meeting were reviewed. No corrections were made.

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

**Guest (s)** – Ed Steinmetz, Senior VP for Finance and Administration.

* Mr. Steinmetz gave a PowerPoint presentation on the budget for fiscal year2020-2021 (PowerPoint is Attached). His presentation included changes made due to COVID.
* Mr. Steinmetz emphasized the need to not only break-even but remain fiscally responsible.
* The budget had a freshman target of 910, we will not meet that target
	+ The freshman count is currently 912, Mr. Steinmetz expects it to drop to around 900.
* Freshman discount was budgeted for 54.5, it will probably be more like 56.
* The original budget included a 2.5% salary increase for staff. This was removed in the revised budget.
* Work done in years prior to COVID gave us the much-needed resources to get through COVID.
* We processed 10 million dollars in refunds and had additional expenses to address COVID needs.
	+ There was some relief from CARES act.
	+ We have spent approximately 1 million dollars for PPE.
* We may end up with an operating deficit for the first time.
* Additional Notes on the Budget
	+ We are hoping retention does not take a significant hit.
	+ We have been using employee retention credit included in the CARES act. We paid staff 1.2 million dollars from March 1 to May 1 for time not worked. Roughly 50% was recovered through the CARES act.
	+ Mr. Steinmetz is working with Ms. Tetreault on a staff window plan. It is a work in progress.
	+ Were able to save $336,000 by reducing or shutting down utility service to some buildings.
* COVID has forced us to look closely at what we do and how we do it.

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

* A 17 page ‘Royal Safe Together’ document will be coming out this week to address keeping safe while returning to campus.
	+ It addresses safety measures, social distancing, individual concerns
	+ The University has purchased masks and hand sanitizer. Facilities has ramped up cleaning protocol.
* Retirement program – The window for retirement and specific details have not yet been solidified.
* H/R requested a summer staffing plan from supervisors. Some people will continue to work remotely during the fall where possible.
* The time and attendance system implementation continues to move forward.
* H/R is working to get the performance management system online. Some groups have volunteered to participate and provide feedback.
* Ms. Tetreault addressed some questions
	+ What is the leave policy if you get COVID? So far we have been operating with not using sick time. This could change at some point.
	+ Will departments other than maintenance have temperature checks? H/R has worked with IT to develop a wellness self-screening app. We will not be taking the temperature of all employees daily.
	+ Will common areas be modified appropriately? There were space studies and changes will be made based on the results.
	+ Faculty were surveyed regarding their comfort level in returning to campus. Will staff be surveyed as well?
		- Staff should communicate with their supervisors regarding their concerns and ability to return to campus. The Royal Safe Together document includes information regarding how an employee can have individual concerns addressed.
		- The faculty survey was broader than comfort level. The results are being used to address classroom space and social distancing.
* Reopening will be a gradual process. More facilities personnel have been on campus, focusing on cleaning in preparation for people returning. Some people will continue to work remotely where appropriate.

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

* Initiatives on Race, Diversity, Equity, and Inclusion
	+ There will be an early August launch of self-directed learning, discussions continue on how best to engage the university community in conversations.
	+ The author of the book ‘How to Be an Anti-Racist’ will be holding a webinar. The book is available as an e-book.
	+ Library has resources to support this initiative
	+ The goal is to be fluid and responsive to the needs of the university community
* Fall Reopening
	+ Parking permits – Chief Bergman and Cathy Sanderson are working on a plan to address needs of those working remotely for part of the year.

### **Previous Business:**

* Shared Governance Definition – more to come.
* 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. Ms. Driscoll McNulty will send the recommendation to the senators.
* Graduate Tuition
	+ This topic has been temporarily tabled.
* Aramark Survey – Response from Dr. Davis
	+ This topic has been temporarily tabled.

### **New Business:**

* Staff Senate Operations/Priorities
	+ - Schedule for 2020-21
	+ Meetings will be held via zoom for the foreseeable future.
		- Goal Review and Discussion
	+ We will look at the goals and possibly revise our priorities, given the ever-changing environment.
	+ Some topics have been tabled due to COVID.
	+ We need to think about our priorities and how we can address programming efforts moving forward.
		- Virtual roundtables have been well attended
		- Possibly offer spring events

**Standing Committee Reports**

### Communications – Elizabeth Geeza and Marg Hynosky

* + There will be a zoom staff roundtable on Wednesday, July 29.
	+ Clerical roundtables have been well attended.
* Elections and Membership – Kristi Klien and Bryn Schofield
	+ We need to plan for nominations and elections.
* Finance – Rebekah Bernard
	+ We finished off the fiscal year and will discuss fall plans.
* Social Events & Community Building – Lynn Andres and Ryan Sheehan
	+ We are exchanging ideas. One consideration is partnering with the Jesuit Center to have staff the opportunity to read the freshman reading and engage in conversation via zoom. The book is available for download from the library.
* Staff Development – Renee Giovagnoli and Meg Hambrose
	+ Staff Development offered to work with Jen Pennington on the inclusion and diversity effort.
* Staff Recognition & Excellence Awards –Patrick Mullarkey and Peggy Doolittle
	+ We are continuing with monthly recognition.

### **Ad Hoc Committees**

* By-Laws – No updates
* Time Donation – It is on the upcoming cabinet agenda.
* Assessment – No updates

The meeting was adjourned at 11:31 AM