### TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: June 26, 2020

### SUBJECT: June 17, 2020 Staff Senate Meeting Minutes

**In Attendance:** Amy Driscoll McNulty, Andrea Malia, Gerianne Barber, Jennifer Pennington, Patricia Tetreault, Bernie Krzan, Bryn Schofield, Elizabeth Geeza, , Gina Butler, Jenn Kretsch, Jonathan Kirby, Kevin Rude, Kristi Klien, Lynn Andres, Mark Murphy, Pauline Palko, Meg Hambrose, Peggy Doolittle, Rebekah Bernard, , Renee Giovagnoli, Margaret Hynosky, and Rose Ann Jubinski.

**Not In Attendance:** Salisa Brown, Sue Shimsky, Bill Hurst, Patrick Mullarkey, Crystal Ondrick, John Harris, Barbara Barletta, Ryan Sheehan, Carlene Coombes, Ryan Puksta and Michael Rorick.

**Welcome:** Amy Driscoll McNulty called the meeting to order at 10:05 AM, the meeting was held as a zoom meeting due to COVID-19. Ms. Malia offered the opening prayer. Ms. Andres 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 May 20th meeting were reviewed. No corrections were made.

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

**Guest (s)** – Kate Yerkes, Assoc. Provost Planning/Institutional Effectiveness

* Ms. Yerkes reviewed the Strategic Planning Initiatives.
  + The plan in its current state includes many suggestions offered by students, faculty and staff.
  + The draft plan has been posted and feedback can be given until Friday, June 30th. Ms. Yerkes encourages all staff to give feedback. The provost sent the draft copy to all staff, faculty and students. His email included a link to a survey, allowing all recipients the opportunity to provide feedback.
  + There are five goals. Each goal includes five objectives.
  + The planning committee will review and discuss all feedback in July.
  + The goal is to have a final draft by the end of summer with an official review by the Board of Trustees in September.

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

* Ms. Addressed the memo sent by Fr. Pilarz regarding University Actions to Combat Racism and Discrimination
  + The Non-Discrimination and Anti-Harassment Policy has been approved and accepted.
  + Increased diversity recruitment was in the planning stages, the priority of this initiative has been raised.
    - There is a focus on not only recruitment, but also retention.
  + Brainstorming will include making training available as well as the engagement of the university community.
  + Fr. Pilarz identified initiatives regarding curriculum. He will be asking for proposals from departments to strengthen our curriculum and help to diversity our faculty.
  + The office of Equity and Diversity will report directly to Fr. Pilarz.
  + A meeting is scheduled next week to discuss training.
    - Ms Driscoll McNulty will send a link to readings and videos.
    - Ms. Barber emphasized we need to provide the right messaging. She recommended the book ‘How to be an Anti-Racist’.
* Ms. Tetreault addressed the announcement about reopening The University of Scranton
  + Reopening will be a gradual process. More facilities personnel have been on campus, focusing on cleaning in preparation for people returning.
  + H/R is encouraging supervisors to continue having people work remotely where appropriate. Supervisors were asked to develop a summer staffing plan.
  + We should not have more than 50% of the university community on campus while in yellow, 75% in green.
  + Swipe card access will remain over the summer.
  + Facilities will create barriers in high traffic areas for added safety.
  + Work study students and graduate assistants may work for the summer. They should only be on campus where necessary and discussed with the dean.
  + Staff should contact h/r for non-ADA accommodations.
  + Everyone on campus is required to wear a mask.
* Calendar Change
  + The fall semester will start on August 17 instead of August 31 and conclude on November 25.
    - Classes will be held on Labor Day and during the period originally scheduled for Fall Break.
    - Staff holidays have been moved. Labor Day and Fall Holiday will be working day. Christmas break will begin 12/22 instead of 12/24.
  + H/R will work with supervisors to adjust schedules for 9 and 10 month employees.

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

* University Planning Committee
  + UPC continues to work on the strategic plan.
* Fall Planning Committee
  + Final reports have been submitted to Dr. Gingrich. Reports address topics such as fall move-in, housing and meal plans. A tremendous amount of research was done in an effort to offer a comprehensive plan for the safety of the university community.
  + Concern was expressed regarding the graduation events planned for October.
    - Mr. Murphy noted the commencement committee will be monitoring restrictions and adjusting plans appropriately.
  + Admissions is developing a plan to address campus visits from prospective students.
  + Ms. Barber emphasized the need to set appropriate expectations for students.

### **Previous Business:**

* Shared Governance Definition – more to come.
* Staff Handbook Grievance & Corrective Action Policies
  + The draft is with Ms. Tetreault for final review. Ms. Driscoll McNulty will resend the document.
* 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.
* Information Collection
  + A discussion was held regarding how to collect recommendations for efficiencies. Several senators noted this may not be a productive endeavor for Staff Senate. This will be tabled for now.
* 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 could be virtual, even once we return to campus.
    - Goal Review and Discussion
  + We will look at the goals and possibly revise our priorities, given the ever-changing environment.
  + Staff Initiatives on Race, Diversity, Equity, and Inclusion - see Liaison Report

**Standing Committee Reports**

### Communications – Elizabeth Geeza and Marg Hynosky

* + No updates at this time.
* Elections and Membership – Kristi Klien and Bryn Schofield
  + No update at this time.
* Finance – Rebekah Bernard
  + No update at this time.
* Social Events & Community Building – Lynn Andres and Ryan Sheehan
  + No update at this time.
* Staff Development – Renee Giovagnoli and Meg Hambrose
  + No update at this time.
* Staff Recognition & Excellence Awards –Patrick Mullarkey and Peggy Doolittle
  + No update at this time.

### **Ad Hoc Committees**

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

**Items from the Floor**

The meeting was adjourned at 11:37 AM