### TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: September 21,, 2020

### SUBJECT: September 16, 2020 Staff Senate Meeting Minutes

**In Attendance:** Peggy Doolittle, , Crystal Ondrick, Ryan Sheehan, Rebekah Bernard, Salisa Brown, Sue Shimsky, Bill Hurst, John Harris, , Gerianne Barber, Margaret Hynosky, Bernie Krzan, , Andrea Malia, Mark Murphy, Meg Hambrose , ,Jonathan Kirby, , Renee Giovagnoli, , Kristi Klien, Patricia Tetreault, Lynn Andres, Gina Butler, Bryn Schofield, Jenn Kretsch, Jennifer Pennington, Pauline Palko, Kevin Rude, Ryan Puksta, Elizabeth Geeza and Rose Ann Jubinski.

**Not In Attendance:** Amy Driscoll McNulty, Patrick Mullarkey, Barbara Barletta and Carlene Coombes

**Welcome:** Rebekah Bernard called the meeting to order at 10:03 AM, the meeting was held as a zoom meeting due to COVID-19. Mr. Murphy offered the opening prayer. Ms. Butler 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 August meeting were reviewed. No corrections were made.

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

**Guest (s)** – Elizabeth Garcia and Christine Black, Office of Equity and Diversity

* Ms. Garcia reviewed the Sexual Harassment & Sexual Misconduct Policy (see attached Power Point presentation), focusing on what has changed in 2020.
  + Every employee, except those specifically identified as confidential, who receives information about incidents of sexual harassment or misconduct is required to share the report with the Title IX Coordinator.
  + There must be a clear, knowing, and voluntary consent prior to and during sexual activity.
  + Unwelcome sexual conduct includes, but is not limited to: any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical or otherwise.
  + The presentation explained Title IX Dating Violence, Domestic Violence, Intimate Partner Violence and Stalking.
  + The Burden of Proof standard is now clear and convincing evidence for all Sexual Harassment and Sexual Misconduct Violations.
  + A formal written complaint must be filed to pursue a formal or informal grievance process.
    - The decision-making hearing now includes cross-examination. This can be done by a proxy. Both Complainant and the Respondent must have an advisor.
* Ms. Black Presented on the Non-Discrimination and Anti-Harassment Policy (see attached Power Point presentation)
  + Protected Classes include characteristics such as race, color, national origin, religion, ancestry, sex, pregnancy, gender identity, sexual orientation, age, disability, national origin, veteran status and any other characteristic protected by law.
  + Ms. Black provided examples of discriminatory conduct.
  + Once a report is made, the Office of Equity and Diversity meets with the complainant, collects information, implements interim measures and explains policy. The complainant is provided with options.
    - The complainant goes through a formal process if a Voluntary Resolution is not made.

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

* The Cabinet’s efforts have been focused on COVID.
  + Cabinet has been monitoring cases and implemented screening testing. The final group of on campus employees are being tested this week. The population is everyone on campus, about 800 people. As of last week 530 employees were tested with 2 people testing positive.
  + A question was raised, asking if cabinet is looking for any specific indicator for returning to in-person classes. We are working with professionals. It is more about our overall ability to manage the situation. The 14 day pause is a strategy being implemented with the hope of returning to classes as they were prior to the pause.
  + A question was raised regarding targeted testing? The university is trying to understand where the hot spots are and testing students included in those hot spots.
  + Is there a pathway for students to report activities that violate social distancing rules? There is a form that can be completed online to report non-compliance.
  + Work study students are allowed to work unless the supervisor indicates there is no work available.
  + Employees who do not wish to be tested should contact human resources to discuss the circumstances.
  + A concern was raised that university masks are not CDC compliant. They are in fact a little above the CDC requirements.

**President’s Report:** Ms. Butler and Ms. Bernard on behalf of 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.
* University Governance Committee Report
  + Introductions were made at the first meeting of the academic year. Policies discussed included Animals on Campus, Title IX and Anti-Harassment / Nondiscrimination.

### **Previous Business:**

* Shared Governance Definition – A vote was held to approve the Shared Governance Definition that has been sent to the President’s Cabinet. The vote was unanimously approved.
* Staff Handbook Grievance & Corrective Action Policies
  + The draft is with Ms. Tetreault for final review.
* Remembrance – University Flag - vote
  + Ms. Giovagnoli made a motion to present to the UGC and Cabinet the previously written recommendation to lower the University of Scranton flag to half-mast when a member of our community dies. The motion was unanimously approved.
* Graduate Tuition
  + This topic has been temporarily tabled.
* Aramark Survey – Response from Dr. Davis
  + This topic has been temporarily tabled.

### **New Business:**

* Elections Process
  + - We don’t have enough candidates from MTTP to be able to run an election. We need six and have two. A motion was made to fill the vacant seats with people from other constituencies for a 1 year period.
  + Discussion – Seats would return to MTTP the following year. This is a temporary move that is needed in order for the senate to function.
  + We discussed adjusting the definition of a quorum.
  + A motion made by Ms. Schofield to fill extra seats from other constituencies if enough nominations are not received by end of day. The motion was passed unanimously.
  + A possible amendment to the bylaws will be temporarily tabled.

### Ryan Sheehan is the staff representative for our presidential search.

### Staff Senate Operations/Priorities

* + The meeting schedule for 2020-2021 was distributed. Senators were reminded to put the dates on calendar.
  + Meetings will be held via Zoom unless otherwise noted.

**Standing Committee Reports**

### Communications – Elizabeth Geeza and Marg Hynosky

* + No Updates
* Elections and Membership – Kristi Klien and Bryn Schofield
  + Staff Senate Election opens on Thursday, September 17.
  + No additional updates beyond previous discussions of the election.
* 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 – No Updates
* Assessment – No updates

### **New Business**

* Committees are reminded to begin planning roundtable discussions.

The meeting was adjourned at 11:45 AM