TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: July 6, 2021

### SUBJECT: June 23, 2021 Staff Senate Meeting Minutes

**In Attendance:** Rose Ann Jubinski, Amy Driscoll McNulty, Gina Butler, Patricia Tetreault, Andrea Malia, Anthony Sgarlata, Bertha Ludwikowski, Christine Black, Daniella Teneva, Donna Simpson, Geri Barber, , Grismeiris De Jesus, Jenna Bruchalski, Joe Wright, Jose Sanchez, Kristi Klien, Lynn Andres, Melissa Eckenrode, Michael Ritterbeck, Pauline Palko, Peggy Doolittle, Pete Sakowski, Renee Giovagnoli, Richard Buchanan, Rose Striefsky, Ruth David and Ryan Puksta.

**Not In Attendance:** Denise A. Kuzma, Jerry Peck, Brandon Petroski, Patrick J. Mullarkey, Nicholas Truncale and Kelly Cook.

**Welcome:** Ms. Butler called the meeting to order at 2:02. Ms. Andres offered the opening prayer. Ms. Malia 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 May 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:** A motion was made to acceptthe agenda. The motion was seconded and the agenda was approved.

**Guest (s)** – None

### **Liaison Report – Patricia Tetreault**

* Cabinet
	+ COVID Related
		- Masks are still required indoors, they are not required outdoors.
		- We are not doing surveillance testing for the summer.
		- We are working towards a more normal experience for the fall.
			* This includes staff returning to campus by early August.
			* There is a process to request special accommodations through the office of Equity and Diversity.
			* Mr. Loughney is the primary contact in HR to discuss special accommodations.
			* We continue to evaluate the need for employees to be vaccinated.
			* A question was asked: If mandated, will faculty and staff be required to show proof of being vaccinated?
				+ Students are required to upload proof of vaccination.
				+ If a decision is made to require vaccinations for faculty and staff we may require employees to submit proof of vaccination. Another option is to have an attestation of being vaccinated.
	+ Fr. Marina started his position as University President and has been participating in a number of meetings.
* HR
	+ Performance Reviews are in progress.
		- The review process is now electronic.
	+ There have been a number of incidents of unemployment fraud. Mr. Loughney received notification of unemployment claims filed in the name of a person who is employed at The University of Scranton (28 since April).
		- HR confirmed the person is still actively employed.
		- If you are impacted, Mr. Loughney will reach out to you regarding next steps
			* Recommended steps include filing a police report, changing passwords and contacting the credit bureaus.
		- The Unemployment Agency has indicated bad actors are using data breached someplace other than our system. There was no data breach at The University of Scranton.
		- A question was asked regarding the elimination of positions due to budget cuts; 33 staff positions were eliminated for fiscal year 2021-2022, most were vacant. A few positions are still being evaluated.

### **President’s Report**

* New Senators Orientation: June 8th
	+ The event was recorded. Contact Ms. Butler if you would like to view the recording.
	+ New Senators should have received binders with information.
	+ Ms. Butler thanked Ms. Tetreault and Senate Officers who were able to attend.
* Staff Senate Recognition
	+ The Staff Recognition Committee recognized staff who earned degrees by email. The recognition was also posted on social media.
	+ The recipients of the Staff Senate President’s Award were announced and the award plaque in Brennan Hall has been updated.
* Time Clock Plus Zoom session: May 27th
	+ The session was well attended. Mr. Loughney and various members of the Time Clock Plus implementation team explained the process and addressed questions.
	+ Another forum will be scheduled prior to the launch.

### **Previous Business**

* Staff Senate Survey
	+ Ms. Kuzma and Mr. Murphy summarized some of the key points (see attached Power Point Presentation)
		- Question 1: What is the first thing that comes to mind when you think of Staff Senate and how it can support your position?
			* Clerical and Para/Professional staff responses overwhelmingly think of Staff Senate as a body to which they can bring their concerns and ideas so that they may be relayed to the administration.
			* Many MTTP staff (~60%) believe the Staff Senate is a body they *hope* can help them with issues and concerns and bring those to the administration. This may indicate the MTTP constituency does not yet see any realized benefit from the Staff Senate
		- Question 2: What would motivate you to participate in a Staff Senate event?
			* Most University staff members would very much like to participate in Staff Senate Events. One of the biggest barriers to them attending is the timing of the event/having the time to attend.
			* Many are excited about having in-person events again.
		- Question 3: What would motivate you to consider being a nominee in the Staff Senate election to become a Senator?
			* Themes were Limited Time, Not Interested, Improved awareness to senate activities, Positive / upbeat replies, Already a Previous nominee and Would like to be asked.
		- Question 4: If there was one thing the Staff Senate could do for you, what would that be?
			* Bring staff concerns to administration
			* More communication about events.
			* Advocate for equity amongst a staff constituencies.
			* Advocate for equity amongst staff and faculty.
			* Advocate for staff benefits, alternative staff scheduling, hybrid shifts, and alternative summer schedules.
			* Professional development opportunities
	+ Ms. Butler asked Senators to review the Staff Senate Survey PowerPoint for discussion at a future meeting.
		- * Mr. Murphy noted that some of the initiatives noted have been Staff Senate Initiatives over the years.
		- The Committee will make suggestions for action.

### **New Business**

* Election of Officers – The election was held by anonymous survey.
	+ Mark Murphy was elected as President-Elect
	+ Kristi Klien was elected as Vice President
	+ Rose Ann Jubinski was elected as Secretary
	+ There were no nominations for Parliamentarian. Nominations are needed for this position.
* Committee Selections
	+ Senators are asked to let Ms. Butler know what committees they are interested in and indicate if they are willing to serve as co-chair.
* Fr. Pilarz’s Birthday: July 31st
	+ Ms. Butler asked for suggestions to recognize Fr. Pilarz’s birthday.
	+ Some ideas suggested included Forget me Not seeds and a Day of Kindness
* A Staff Forum will be requested before campus fully reopens in August.
	+ There was discussion on the best timing for a forum. No final decisions were made.

### **Standing Committee Reports**

* Communications – Nick Truncale
	+ No additional updates.
* Elections and Membership – Kristi Klien and Amy Driscoll McNulty
	+ We are looking for a Parliamentarian.
* Finance – Amy Driscoll McNulty
	+ The 2021-2022 budget has not yet been populated.
* Social Events & Community Building – Kristi Klien
	+ No updates.
* Staff Development – Renee Giovagnoli
	+ No updates.
* Staff Recognition & Excellence Awards – Patrick Mullarkey & Peggy Doolittle
	+ No additional updates.

### **Items from the Floor**

* None

### **Motion to Adjourn**

* A motion was made to adjourn at 3:15 PM. The motion was seconded and approved.