TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: June 1, 2021

### SUBJECT: May 19, 2021 Staff Senate Meeting Minutes

**In Attendance:** Rose Ann Jubinski, Amy Driscoll McNulty, Gina Butler, Patricia Tetreault, Andrea Malia, Cheryl Evans, Christine Black, Denise Kuzma, Geri Barber, Jenna Bruchalski, Kristi Klien, Mark Murphy, Meg Hambrose, Melissa Eckenrode, Nick Truncale, Pauline Palko, Peggy Doolittle, Pete Sakowski, Renee Giovagnoli, Rose Striefsky, Salisa Brown, William Hurst, Grismeiris De Jesus, Ruth David, Anthony Sgarlata, Kelly Cook, Lynn Andres, Jose Sanchez and Joseph Wright.

**Not In Attendance:** Julia Leighow, Kevin Rude, Patrick Mullarkey, Aaron Lichtenwalter, Janet Bernick, Bernie Krzan, Ryan Puksta, Rebekah Bernard, Ryan Sheehan, Janet Schieber, Leah Marsili, Barbara Barletta, Sam Falbo, Jenna Bruchalski, Carolyn Bonacci, Alan Dorsey, Bertha Ludwikowski, Jerry Peck, Daniela Teneva, Richard Buchanan, Brandon Petroski, Michael Ritterbeck, Donna Simpson and Ruth David.

**Welcome:** Ms. Butler called the meeting to order at 10:33 AM\*, the meeting was held as a zoom meeting due to COVID-19. Ms. Doolittle offered the opening prayer. Ms. Andres will offer the opening prayer at the next meeting. Attendance was checked, a quorum was met. \*the time was different for this meeting due to the recognition luncheon which is usually held after this meeting. Although COVID prevented us from hosting the luncheon, since this was the published time for the meeting, we followed the published schedule.

**Review of Previous Month’s Minutes:** The minutes from the April 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:** Ms. Butler requested two items be added to the agenda; Board of Trustees and Vaccine Clinic. 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 19 Update – We made it through the entire spring semester without having to pause or send students home.
		- 2,280 employee tests were processed with 3 positives; 18 additional employees reported a positive test through an off-campus provider.
	+ Students will be required to be vaccinated before returning for the fall semester. There is currently no mandate for staff and faculty to be vaccinated.
	+ Federal and state guidance is changing. The Royal Safe Together plan will change as the guidance is reviewed.
		- A group was convened by Dr. Gingerich and Gerry Zaboski to discuss how to move forward. The group is looking at regulatory changes and their effects on our campus
	+ Close to 1,000 people participated in the University Vaccine Clinic held in May.
	+ Some small camps and conferences will be on campus this summer.
	+ The Board did approve the 2021 budget. More information will be provided in the coming weeks.
		- Enrollment is coming in lower that the target, which required adjustments to the budget.
* HR
	+ The Sursum Corda awards were presented to Kim Hurst, payroll specialist; Maryjane Rooney, director of strategic outreach and presidential events; and JoAnn Stavisky, caretaker of the Retreat Center at Chapman Lake.
	+ Pro Deo presentations were held in the Long Center.
		- In 2020, 25 employees reached 10 years of service and 17 had 20 years of service
		- In 2021, 59 employees reached 10 years of service and 21 reached 20 years of service.
		- Honorees were allowed to invite 1 guest to the presentation.
	+ Time Clock Plus is working on adjustments due to our work week.
		- They are hoping to launch it for the fall.

### **President’s Report**

* Welcome New Senators and THANK YOU to Senators whose terms ended.
	+ Kristi Klien was elected to represent Clerical Staff; Richard Buchanan, Grismeiris De Jesus, Bertha Ludwikowski, Jerry Peck, Daniela Teneva and Joseph Wright were elected to represent MTTP; Lynn Andres, Gerianne Barber, Kelly Cook, Michael Ritterbeck and Donna Simpson were elected to represent Para / Professional Staff.
	+ Alternates elected in 2021 include Denise Kuzma and Andrea Malia representing Clerical Staff; Brandon Petroski and Anthony Sgarlata representing MTTP; Jenna Bruchalski and Ruth David representing Para / Professional Staff.
	+ Rebekah Bernard, Meg Hambrose, Ryan Sheehan, Janet Schieber, Salvatore Falbo, Barbara Barletta, Salisa Brown, William Hurst, Kevin Rude, Bernie Krzan, Julia Leighow and Aaron Lichtenwalter are cycling off as senators. Their service, time and assistance was greatly appreciated!
* Requested change of meeting time
	+ Beginning June, 2021, Staff Senate meetings will be on Wednesdays from 2:00 PM to 3:30 PM
	+ The luncheon, normally scheduled the day of the May meeting, will be discussed at a future meeting.
* Staff Senate Survey Update
	+ Winners were selected randomly from each constituency.
	+ The survey received 161 responses.
	+ Mr. Truncale gave an informative PowerPoint presentation on the survey results and next steps (see attachment).
* Staff Senate Recognition
	+ The committee will send an email recognition to staff who have earned a degree and senators rolling off.
	+ Will discuss plans for next year since we have not been able to have an end of the year recognition gathering and with the meeting time change, we will need to determine how we will proceed with the plans for a gathering (assuming protocols allow).
* Vaccine Clinic
	+ Thanks to all who volunteered to work the clinic.

### **Previous Business**

* Board of Trustees Meeting – Amy Driscoll McNulty attended the meeting since Gina Butler was out of town.
	+ An admissions update and budget update were provided, as noted by Ms Tetreault. There was also a Capital Campaign update and a Rector’s Report.
	+ An Honorary Degree Presentation was held.
	+ Outgoing student government president Jeff Colucci gave presentation – he highlighted that the students and campus would not have made it without the staff.
	+ Fr. Marina’s official start date is June 15. He has been very active in meetings leading up to his arrival.
	+ Diversity and Inclusion
		- There have been 4 recent searches for diversity hires, 2 openings have been filled.
		- Inclusive workshops have been offered to faculty members.
		- KSOM is doing training including workplace training.
* Board of Trustees Meeting – Ms Barber and Ms. Klien
	+ A board vote to approve the Master’s Degree in Speech and Language will occur after it clears the Faculty Senate. It is expected to clear soon.
	+ Diversity and Inclusion Initiative is focused on educational needs and the culture of the University. We have approximately 300 faculty and none are black.
	+ Dr, Gingrich reported that there have been reports of students being in Non-welcoming classrooms. Inclusive pedagogy workshops will be scheduled.
	+ Dr. Gingrich also reported 47% of spring classes were on-line and vaccines will be mandated for students for the fall.
	+ The count is down for freshmen entering for fall 2021. Many potential students have reported being accepted by one of their *reach schools* and accepting that offer.
* Father Pilarz Remembrance
	+ A motion was made to make a donation in memory of Fr. Pilarz to the scholarship that bears his name. The motion was seconded and passed unanimously. The Finance Committee will review the budget to determine the actual amount of the donation.
	+ Additional options were discussed, no additional motions were made.
	+ The Staff Senate will remain available to participate in any future campus events honoring Father.
	+ A suggestion was made to consider an “event” on Father’s birthday in July.

### **New Business**

* Summer Meetings
	+ Meetings will be virtual through summer.
* Information/Orientation for New Senators
	+ We will plan a short virtual orientation early June.
* Time Clock Pilot
	+ Some questions were posed. Ms. Butler stated that she requested a forum or webinar be offered by the end of May in order to have questions answered and unique scenarios to be brought of the Time Clock team prior to the launch. This would also allow employees to submit questions / sample scenarios for discussion.
	+ Ms. Tetreault noted that paper timecards present vulnerabilities. Records need to be in good order and employees need to be properly compensated for their time.
* Summer and Fall 2021
	+ Groups coming to campus must have a plan to follow safety protocols in place at that time. This will also have to be approved by the University in advance of their arrival. Groups will be responsible for compliance, protocols, contact tracing, testing, etc… (If needed) for their participants. They will have a point of contact who will report any issue to the University of Scranton.
	+ *The Royals Safe Together* plan will be updated accordingly.
	+ We requested to have a staff forum prior to the start of fall 2021.
* Survey Summer Evaluation; Process; Plan
	+ An assessment committee is planned.

### **Standing Committee Reports**

* Communications – Nick Truncale and Rebekah Bernard
	+ No additional updates.
* Elections and Membership – Kristi Klien and Amy Driscoll McNulty
	+ Dr. Gingrich contacted the committee chairs for staff representatives on upcoming search committees.
* Finance – Amy Driscoll McNulty
	+ The committee will meet to finalize a donation in memory of Tim Barrett and finalize the fundraising effort held in December 2020. Donations will be made to each of the new student unions/groups.
* Social Events & Community Building – Ryan Sheehan and Kristi Klien
	+ The committee is finalizing donations to each of the new student unions/groups from the December fundraiser.
* Staff Development – Renee Giovagnoli and Meg Hambrose
	+ Work will begin on the Employee Resource document in June.
* Staff Recognition & Excellence Awards – Patrick Mullarkey & Peggy Doolittle
	+ Congratulatory emails will be sent to employees who earned a degree and senators rolling off.
	+ The Magis Award continues.

### **Items from the Floor**

* None

### **Motion to Adjourn**

* A motion was made to adjourn at 12:04 PM. The motion was seconded and approved.