TO: Staff Senate

FROM: Rose Ann Jubinski

DATE: July 11, 2023

SUBJECT: June 21, 2023, Staff Senate Meeting Minutes

**In Attendance:** Peggy Doolittle, Melissa Eckenrode, Kym Fetsko, Lori Flynn, Melisa Gallo, Sandina Meo, Peter Sakowski, Shawn Beistline, Brenda Lee Clarke, Bridget Conlogue, Autumn Forgione, Meg Hambrose, Rose Ann Jubinski, Denise Kuzma, Tammy Manka, Mark Murphy, Meghan Nowakowski, Patricia Savitts, Traci Vennie, and Patricia Tetreault.

**Not In Attendance:** Amy Black, Grismeiris De Jesus, Rebecca Dzikowski, Sybil Keris, Kristi Klien, Andrea Malia, Brenda Amato, Bertha Ludwikowski, Daniela Teneva, Gerianne Barber, Lucia Grissinger, Jonathan Kirby, Bernard Krzan and Janet Schieber.

**Welcome:** Welcome: Mr. Murphy called the meeting to order at 2:05 PM. Ms. Hambrose offered the opening prayer. Ms. Doolittle will offer the opening prayer at the next meeting. Mr. Murphy read the Land Acknowledgement Statement. Attendance was checked, a quorum was not met.

**Review of Previous Month’s Minutes:** The minutes from the May meeting were reviewed. 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 accept the agenda. The motion was seconded, and the agenda was approved.

**Guests:**  None

**Liaison Report:** Patricia Tetreault

Cabinet:

* A ½ day mission-oriented retreat was held on June 5. Another session will be planned in the future.
* A small group has been formed to discuss COVID protocols for fall 2023.
	+ We continue to monitor CDC guidance for isolation protocols or other COVID related information. The group will review University guidance and protocols for the Fall semester and recommend edits, if applicable.
* The group working on plans for the new building is in the process of selecting a construction manager.
	+ The Madison Ave parking lot will be going offline around September.
	+ A plan for the building is expected to be launched in the fall.
* Dr. Maldonado will be meeting with the academic support team, rolling out updates to the fiscal policy for academic affairs.

HR:

* The Retirement Plan update is complete. TIAA is now the retirement plan for all eligible employees.
	+ Voluntary accounts could not be moved. HR is speaking with TIAA to see if there are any opportunities for voluntary plan participants to move their monies to the new platform.
	+ BethAnn McCartney is the HR contact person for any questions related to the retirement plan update. Participants are encouraged to call TIAA or the CAPTRUST Advice service with specific questions about their plan balances and/or investment allocations.
* IT, Payroll and HR are working on updates to employee self-service.
	+ A launch is expected in late summer.
* Updates will be made to the Staff Handbook and Mission and Community Leave form. HR will share with Staff Senate in July/August.

**President’s Report:** Mark Murphy

* Mr. Murphy expressed thanks for the minutes, groovy baby ice cream, newsletter, and volunteers at the wellness fair.
* Mr. Murphy welcomed new and returning Staff Senate members. He provided some history and invited all to share and participate in the meetings.
	+ An orientation for new members will be held sometime this summer.

**Officer Elections and Committee Sign-ups:**

* Committee sign-up sheets were passed around. Please sign up for no more than three and no less than one. Also, if you are interested in a chair or co-chair position, please note it. All are welcome to volunteer for leadership positions. Ask previous committee members to describe the responsibilities of the committee.
	+ There was some discussion of volunteer members of committees. It is not widely known that employees who are not Senators can volunteer for a committee.
* Four officer positions are open for election: Secretary, President Elect, Parliamentarian, and Vice President. Note President Elect and Vice President can be the same person.
	+ We will collect nominations.

**Previous Business:**

* Suggest guidance or policy in memory of an employee.
	+ Senators expressed thoughts, concerns, and views during a productive discussion.
	+ Tetreault will ask if there is anything campus wide.
* Discussion: if you cannot work remotely. What benefits or opportunities are available for you?
	+ It is not possible for some positions to work remotely.
* Guest presenters for the coming academic year.
	+ Suggestions included Ed Steinmetz, Dr. Maldonado, Shannon Zottola, representatives from Student Government and a representative from the Cross-Cultural Center.
* Alternate Work Schedule typical campus applications.
	+ The topic of alternate work schedules will be included in supervisor training.

**New Business:**

* Pro Deo – announce to campus.
	+ A suggestion was made that honorees be announced to the campus.

**Standing Committee Reports:**

• Communications – Amy Black and Michael Ritterbeck

* + - No updates.

• Elections and Membership – Rose Ann Jubinski and Kristi Klien

* + - Meg Hambrose was selected for the Council for Diversity and Inclusion.
		- Ms. Jubinski suggested revisiting the number of Senators defined in the bylaws.

• Finance – Kristi Klien

* + - No updates.

• Social Events & Community Building – Kristi Klien and Kelly Cook

* + - No updates

• Staff Development – Traci Vennie and Geri Barber

* The Groovy Baby ice cream truck was a success.

• Staff Recognition & Excellence Awards – Andrea Malia and Bernie Krzan

* No updates.

**Ad Hoc Committee Report:**

• Assessment – Geri Barber

* No report

• Remote Work Policy – Traci Vennie, Mark Murphy, Meghan Nowakowski, Kelly Cook and Jonathan Kirby.

* + - The draft policy was submitted to HR for feedback.

**Items from the Floor:**

* + - None

**Motion to Adjourn**

* A motion was made to adjourn at 3:35 PM. The motion was seconded and approved.