TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: May 2, 2022

### SUBJECT: April 20, 2022 Staff Senate Meeting Minutes

**In Attendance:** Melissa Eckenrode, Kristi Klien, Pauline Palko, Rosemary Striefsky, Richard Buchanan, Grismeiris De Jesus, Mark Murphy, Bertha Ludwikowski, Daniela Teneva, Pauline Palko, Rosemary Striefsky, Peter Sakowski, Anthony Sgarlata, Daniela Teneva, Joseph Wright, Gina Butler, Kelly Cook, Ruth David, Brenda Clarke, Rose Ann Jubinski, Michael Ritterbeck, Donna Simpson, Nicholas Truncale, Meghan Nowakowski, Traci Vennie, Pauline Palko , Denise Kuzma, and Patricia Tetreault.

**Not in Attendance:** Andrea Malia, Jerry Peck, Ryan Puksta, Lynn Andres, Jose Sanchez, Gerianne Barber rand Peggy Doolittle.

**Welcome:** Ms. Butler called the meeting to order at 2:04 PM. The Land Acknowledgement Statement was read by Ms. Butler. Ms. Butler offered the opening prayer. Ms. Cook will offer the opening prayer at the next meeting. Attendance was checked, aquorum was met.

**Review of Previous Month’s Minutes:** The minutes from the March meeting were reviewed. A motion was made to approve the minutes. The motion was seconded and the minutes were approved.

**Review of Agenda:** Ms. Butler added Staff Senate Elections to the 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
  + The majority of Cabinet’s time has been spent discussing the budget
    - Having two classes with enrollment lower than the target has made finalizing the 2022-2023 budget challenging.
    - A balanced budget will be presented to the Board at the May 6 meeting.
    - While Cabinet is mindful of the desire and potential for salary increases, no definite decisions have been made.
    - The budget will include funding for the Diversity, Equity and Inclusion plan.
      * Cabinet is looking at additional funding options, including donors.
  + Cabinet is preparing for the Board meeting May 5th & 6th.
* HR
  + Topics from the recent roundtable discussions
    - Vacation allotment for 9 to 11-month employees never changes while 12-month employees receive a gradual increase based on years of service.
      * HR will review this matter and it is a discussion item for the future.
    - Remote work discussion
      * The pilot programs will be ending. There will be additional discussion regarding the future of remote work. The areas with the pilot programs will be providing the Cabinet assessment reports for review and discussion.
    - Time Clock Plus timecards – The team is formulating next steps to move forward.
      * Breach of contract options may be explored since Time Clock Plus did not deliver on the modifications needed here, such as the 35-hour work week.
      * There is still support for an electronic timecard system and the University would like to move to this option for hourly employees.
  + Finalists for Dean of KSOM and PCPS were interviewed. Decisions should be announced soon. There was a strong applicant pool.
  + It was brought to Ms. Tetreault’s attention that several cars have been parking in the Redington Hall parking lot without parking stickers. Many cars are parked there for a long time; others come and go; however, these vehicles do not have the required UofS parking decals. Attempts to report this issue have gone unsupported – creating issues for students and staff who use or wish to use this area.

**President’s Report**

* Incident Management Team
  + The group is led by Gerry Zaboski.
  + A few groups will be on campus over the summer, similar to last summer.
    - The University is not responsible for testing the groups for COVID
  + Orientation – 2 weeks, 4 sessions, 2 days each – back to how it was conducted in previous years
    - PPE supplies will be available to staff who need or want it.
    - There is much excitement about getting closer to normal summer activity on campus.
  + The second booster is not mandated due to restrictions regarding who qualifies for the booster. It is not considered “universally required;” therefore, the University will continue to monitor recommendations/mandates.
  + Discussions of opening campus:
    - The library needs time to prepare for visitors. The library is a community library and can be used by any library cardholder and the general public. The computers assigned for non-University users were taken off-line in March 2020. These need to be activated again, schedule adjustments are needed, protocols reviewed and accessibility re-established and monitor.
    - There was discussion of a phased opening starting with buildings families access, such as St. Thomas Hall, the Estate, etc…; however, no final decisions have been made at this time. Also, whether or not buildings will still require swipe-access is being reviewed.
* UGC (3/21)
  + Dr. Gingerich gave an update indicating budget approval is postponed until May.
  + The Board approved the Diversity, Equity and Inclusion Plan.
  + Title IX– Staff Senate and Student Govt. approved. Faculty Senate had not yet reviewed
  + There was discussion of COVID policies and procedures.
    - Three faculty had 3 different views (retain the mask, discontinue the mask, dial it back).
    - Students had a lot of input.
    - There was also discussion of mixed messages from posted signage as well as Health and Safety updates. Interpretations differ throughout the campus which creates some anxiety with regard to follow-through.
    - Building access was discussed.
  + Student government is in their budget review and allocating process.
    - A Pie in the Face with Fr Marina was well received.
    - A Preview Day is planned for students to learn more about student government.
* UPC
  + UPC is moving ahead on Strategic Plan goals.
    - Sustainability wording was discussed
  + There was discussion of the success rate reported by career development and how is it determined.
* Vice President of Enrollment Management announcement
  + Shannon Zottola has accepted the position. She is coming from Ursinus College.
    - There was a talented group of candidates.
* Champions Initiative
  + IT is looking for volunteers to participate in a Champions program where the workgroup collaborates with staff and faculty to drive awareness, adoption and education of Microsoft 365 products.

**Previous Business**

* Senator Update
  + Nominations are open, the election will be held the last week of April.
  + There was discussion regarding why MTTP nominations are so low.
    - They are understaffed and can’t spare time away. Cohort is down 30%
      * It is difficult to participate in committees.
    - Some felt uncomfortable with zoom meetings.
    - Some supervisors do not seem supportive.
    - Jim Caffrey and Jim Gaffney have shown support.
    - Weather can impact their ability to attend meetings.
    - There is a breakdown that appears to be at the manager/supervisor level – not all – but there is definitely an issue either with interpretation or communication with some people at this level who are creating some difficulties.
    - Need to have a discussion with Mr. Caffrey and Mr. Gaffney so they are aware of this and get recommendations as to how to resolve this. Also, consider having a meeting with supervisors and managers and discuss issues.
    - What about attending divisional meetings?
* Roundtable
  + Professional / Paraprofessional (3/31):
    - Remote work was a big part of the discussion (pilot programs; being a student facing institution and balance)
    - Cited concern with how AWS is implemented. No where in the policy does it state that it is temporary
    - Can AWS be expanded to include a remote/hybrid policy?
    - Should AWS be updated?
      * Staff Senate may establish a committee in the future.
  + Clerical (4/12):
    - 28 people attended
    - Questions were asked about salary increases.
    - Vacation for 9 – 11-month workers was discussed.
    - Graduate tuition remission
      * The information is with Fr Marina. There is currently no movement.
    - A question was asked: What will go in the vacant lot? No definite decisions have been made.
* Health and Safety updates
  + Additional summer updates will be announced.
* Communication Symposium
  + It was postponed due to the inclement weather compressed schedule.
  + The committee is meeting next week to discuss next steps

### **New Business**

* Fundraiser
  + Possibly sell the Gertrude Hawk candy bars left from the holiday event to support the Ukraine effort.
  + The cost of the bars was $1.62 each
  + A motion was made to do a fundraiser – Sell the remaining bars for $2.00 each and accepting additional monetary donations as well. Consider giving a raffle ticket with each purchase or certain monetary purchase to win a ‘swag bag’. All money collected will go to support the Ukraine. The motion was seconded and unanimously approved.
  + Ms. Butler contacted St. Vladimir Ukrainian Catholic Church in Scranton and they are directly sending support to the Ukraine relief and victims. Proceeds from our sale and be sent to them for the victims of the war in Ukraine. This would be an opportunity for the Senate to work with our local community as well as support the Ukrainian people.
* There was discussion regarding the potential of a hybrid/remote work:
  + Alternative Work Policy
    - A few Senators have participated in this policy and expressed that it was a great help in obtaining a work/life balance.
  + Remote Work 2020-2021 What worked and what didn’t?
    - Many experiences were discussed. Positives included: no commute; the ability to address important needs during off hours; changed my life and ability to do my job and attend to home life matters – care for family member by scheduling appts. on certain days, scheduling other nursing care, providing meals etc.. and attempting to have a work/life/mental and physical health balance; others express option to come in different hours (8-4) which helped in many ways. Others expressed the desire for virtual meeting/information from current UofS faculty, staff and students, as well as, prospective members and other friends of the University. Not viewed as inconvenient or unwelcoming.
    - Adjectives expressed: more motivated, worked harder, smooth transitions, efficient and effective, morale booster, sorely missed
    - Some expressed having difficulty ‘turning off’ while working from home. Need for self-control
    - There also needs to be “control” on the part of supervisors: texts or emails at 6:00a.m. or 10:00p.m. should only be addressed during work hours 8:30-4:30 and no pressure otherwise.
    - Some who are included in the remote work pilot gave their insight.
    - Some prefer to come to the office.
  + Remote/Hybrid work – vision for a possible policy.
    - Some felt the alternative work schedule could be used as a starting point for a remote work policy.

**Standing Committee Reports**

* Communications – Nick Truncale and Denise Kuzma
  + The committee will be working on the spring newsletter.
* Elections and Membership – Rose Ann Jubinski and Kristi Klien
  + No additional updates.
* Finance – Kristi Klien
  + No changes.
* Social Events & Community Building – Kristi Klien and Ryan Puksta
  + No updates currently.
* Staff Development – Lynn Andres and Pauline Palko
  + The committee had planned a zoom meeting/opportunity. It was postponed due to schedules in these final weeks.
* Staff Recognition & Excellence Awards – Lynn Andres and Donna Simpson
  + The end of year lunch is planned for May 18. It will be an in-person event.

**Ad Hoc Committee Report**

* Assessment Committee
  + No updates.

### **Items from the Floor**

* No items.

**Motion to Adjourn**

* A motion was made to adjourn at 3:44 PM. The motion was seconded and approved. Ms. Butler appreciated the extended time Senators came to this meeting and understood that some members needed to leave as scheduled.