TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: August 25, 2021

### SUBJECT: August 18, 2021 Staff Senate Meeting Minutes

**In Attendance:** Rose Ann Jubinski, Gina Butler, Patricia Tetreault, Kristi Klien, Nicholas Truncale, Amy Driscoll McNulty, Anthony Sgarlata, Daniella Teneva, Denise A. Kuzma, Geri Barber, Grismeiris De Jesus, Jose Sanchez, Kelly Cook, Lynn Andres, Mark Murphy, Michael Ritterbeck, Pauline Palko, Peggy Doolittle, Pete Sakowski, Renee Giovagnoli, Richard Buchanan, Rose Striefsky and Ryan Puksta.

**Not In Attendance:** Andrea Malia, Christine Black, Bertha Ludwikowski, Donna Simpson, Jenna Bruchalski, Jerry Peck, Joe Wright, Melissa Eckenrode, Brandon Petroski, Patrick J. Mullarkey and Ruth David.

**Welcome:** Ms. Butler called the meeting to order at 2:04. Ms. Andres 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 July meeting were reviewed. One correction was made regarding attendance and a typographical error was corrected. 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
  + Fall Planning
    - The fall plan has been published and subject to change.
    - Questions were asked regarding a work remote policy and alternative work schedules.
      * At this time, the focus is the start of the semester and getting back to campus, with the possibility of further discussion of a remote work policy.
      * An alternate work schedule is intended to be a temporary work schedule. The spirit of an alternate work schedule is to assist staff in managing a work/life balance. It is not intended to be permanent.
      * A suggestion was made to send out an email with guidelines for requesting an alternate work schedule. Ms. Tetreault will discuss this with Mr.Loughney and Ms. McCartney.
    - A question was asked regarding a rumor that over 400 staff members are still not vaccinated. HR has been following up with people personally. Approximately 60 people have not yet responded. Most responders indicated they were fully vaccinated or in the process of getting vaccinated. A few exemptions have been approved.
  + Current Budget
    - Cabinet will look at budget and enrollment in September.
  + Cabinet is working on Diversity and Equity initiatives.
* HR
  + There have been a number or resignations and new hires. Some faculty retired this summer.
  + HR is onboarding new Graduate Assistants and Fulbright Scholars.

### **President’s Report**

* Staff Forum – held 7/27 175 people on the call
  + Feedback was positive.
* Royals Back Together information has been distributed
  + Questions can be directed to HR.
* The email blast remembering Fr. Pilarz on his birthday was well received
  + Fr. Pilarz’s sister sent an email to Ms. Butler thanking Staff Senate for the remembrance.
* Committee Ratification
  + Committees should begin planning and schedule their events for the fall semester.

### **Previous Business**

* Survey: suggestions for items/areas of improvement or weaknesses
  + Send any suggestions to the Communication Committee.
  + The Elections and Membership Committee will solicit volunteers for the Assessment Committee.
* Proclamation for Father Marina / Welcome gift
  + Mr. Murphy will develop the proclamation.

### **New Business**

* Current plans are to meet in person for our September meeting.
* Plan for roundtables
  + We have one roundtable per constituency each semester.
* Fall Symposium
  + A symposium is held each semester.
* Staff Senate Newsletter
  + Pass events and dates to the communications committee.

**Standing Committee Reports**

* Communications – Nick Truncale and Denise Kuzma
  + The committee will plan a symposium for November 4.
  + Work continues on website updates, social media and the Staff Senate Newsletter.
  + Mr. Truncale asked about access to the email [Staffsenate@scranton.edu](mailto:Staffsenate@scranton.edu) for the chairs.
    - Ms. Butler will look into this.
* Elections and Membership – Amy Driscoll McNulty and Rose Ann Jubinski
  + We will send an email requesting volunteers for the Assessment Committee.
* Finance – Kristi Klien
  + Money raised in honor of Joseph Wetherell was distributed. $500 was transferred to each of the 3 student unions selected by the committee.
* Social Events & Community Building – Kristi Klien and Ryan Puksta
  + Money raised in honor of Joseph Wetherell was distributed.
* Staff Development – Renee Giovagnoli and Lynn Andres
  + The committee is discussing the Employee Resource Document and potential roundtable ideas.
* Staff Recognition & Excellence Awards – Patrick Mullarkey & Peggy Doolittle
  + The monthly Magis Award continues.
  + The committee will begin planning for Sursum Corda awards and the May awards and recognition event.

### **Items from the Floor**

* A question was asked regarding the minimum amount an employee can place on their Royal Card.
  + The minimum deposit is $25. An extra 6% goes onto your card if you put $100 or more on the card.
* Storage space – Ms. Giovagnoli has identified a space in LSC where Staff Senate materials can be stored.

**Motion to Adjourn**

* A motion was made to adjourn at 2:51 PM. The motion was seconded and approved.