TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: March 10, 2022

### SUBJECT: February 16, 2022 Staff Senate Meeting Minutes

**In Attendance:** Denise Kuzma, Andrea Malia, Bertha Ludwikowski, Brenda Clarke, Daniela Teneva, Melissa Eckenrode, Kristi Klien, Pauline Palko, Rosemary Striefsky, Peter Sakowski, Joseph Wright, Lynn Andres, Geri Barber, Gina Butler, Kelly Cook, Rose Ann Jubinski, Michael Ritterbeck, Jose Sanchez, Nicholas Truncale , Meghan Nowakowski, Ryan Puksta, Traci Vennie, Donna Simpson and Peggy Doolittle.

**Not in Attendance:** Richard Buchanan, Grismeiris De Jesus, Anthony Sgarlata, Amy Driscoll McNulty, Mark Murphy, Daniela Teneva, Jerry Peck, Jenna Bruchalski, Ruth David and Patricia Tetreault.

**Welcome:** Ms. Butler called the meeting to order at 2:03 PM. The Land Acknowledgement Statement was read by Ms. Butler. Ms. Butler offered some uplifting quotes in lieu of a prayer. Mr. Murphy 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 January meeting were reviewed. A correction was made regarding attendance (Traci Vennie was changed from not attending to attending). 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**

Ms. Tetreault was not able to attend. Ms. Butler read updates sent to her by Ms. Tetreault

* Cabinet
  + Cabinet Retreat on January 20th focused on financial planning, including current year and longer-term planning in support of the strategic plan and maintenance and update of IT and facility infrastructure.  Other Cabinet activities included discussion of possible updates to COVID safety measures and review and discussion of the proposed campus-wide plan for Diversity and Inclusion.  In addition, the Board of Trustees will meet this week for their regular February meeting and will also have a full day retreat to focus in on several critical topics.
* HR
  + A question was submitted related to withdrawals from the University retirement plans: Generally, distributions from retirement plans are not allowed while employees are actively working, but there may be a few instances (loans, hardship withdrawals) where it is permissible, particularly with the 403b (employee contribution) plans.  Staff who have questions about possible retirement plan withdrawals should contact their retirement plan vendor (TIAA or Transamerica) in order to receive guidance specific to their situation.
  + The Sursum Corda award recipients have been selected.  Thank you to the Senate for the excellent nominations.  Awards will be presented later in the semester – hopefully at an in-person event!
* COVID Vaccine/Booster Update
  + Reminder to staff to update their attestation to reflect the booster dose before Feb 28th.  Please contact HR with any questions.  Staff seeking an exemption from the booster requirement must contact the Office of Equity & Diversity and complete any necessary paperwork for consideration.  Staff who received an exemption for the vaccine do not need to reapply for an exemption to the booster.
  + A booster clinic will be held on campus on Thursday Feb 17th.  Students, staff and faculty are invited to register.  This is a convenient way to get the booster.  Thank you to CHEW for coordinating this event!

**President’s Report**

* A thank you note was received from Career Development regarding the donation for the Royal Experience Program.
  + Ms. Butler read the thank you note to the group.
* UPC (2/3); Strategic Planning Retreat moved to 3/1
  + UPC looked at updates with regard to Diversity and Inclusion.
    - A question was raised as to why the strategic plan does not include the word Equity. The title will be changed and the language will be augmented to include Equity in the content. The updated document will go to Cabinet and the Board for approval.
  + Divisional college leaders will be asked to provide updates on outcomes.
  + They are looking for opportunities to include the strategic plan in events and communications.

**Previous Business**

* Bylaws – A motion to amend Article IX of the By-Laws to include a definition of an alternate quorum was provided to Senators and read.
  + *A standard quorum for the Staff Senate will contain a minimum of fourteen (14) Staff Senators, which will include a minimum of four (4) Staff Senators from each of the three (3) representative groups. If a standard quorum cannot be met an alternate quorum may be utilized for the continuity of operations.*
  + *An alternate quorum is a minimum of fourteen (14) Staff Senators, including a minimum of two (2) Staff Senators from each of the three representative groups.*
  + *If the Senate does not have a quorum by either the standard or the alternate quorum definitions, then any voting must be tabled.*
  + *Each member shall be entitled to one (1) vote. Voting shall be by majority voice vote except when any member of the Staff Senate requests vote by hand, by roll-call or private ballot.*
  + *Robert’s Rules of Order shall be used to run the meetings*
  + A vote was not held because Article X of the Bylaws states “…*Amendments to these By-Laws shall become effective after having been adopted by a two-thirds (2/3) majority vote of the entire Staff Senate.” Since* all Senators were not present or represented by proxy, a vote could not be held at the meeting. An electronic poll will be distributed to all Senators by Ms. Butler.
* Sursum Corda
  + Plans will be made to present the Sursum Corda award to the recipients. We are waiting to hear from HR as to what will be done and when.
  + March meeting guest
    - Ms. Yerkes will not attend the March meeting. She will reschedule at the request of the Staff Senate President on behalf of the Assessment Committee.

### **New Business**

* Spring Communication Symposium
  + The committee met in late January and would like to open it up to the Senators for discussion of topics.
  + One suggestion was something with alumni and service projects; Ask various offices to discuss their ongoing projects
  + Tuesday, April 19 is reserved for the event. This is also Earth Week.
* Roundtables
  + Breakout sessions will be held at the end of the March meeting.
* Time Donation Plan – A question arose. If an employee is leaving the university and wishes to donate vacation time, is that allowed? This was not an option included in the initial plan; however, it is a reasonable question/option. Discussions were held with HR, Finance and Cabinet, no obstacles were identified.

**Standing Committee Reports**

* Communications – Nick Truncale and Denise Kuzma
  + The committee will be working on the spring newsletter. Please send information by the March Senate meeting.
* Elections and Membership – Amy Driscoll McNulty and Rose Ann Jubinski
  + Ms. Driscoll McNulty will be leaving the University of Scranton. Her last day is March 4.
  + Senators who have worked with Staff Senate elections in prior years have offered to assist in the upcoming election.
* Finance – Kristi Klien
  + The agency account has a balance of $525.62 The budget has a balance of $8.481.56
* Social Events & Community Building – Kristi Klien and Ryan Puksta
  + No updates currently.
* Staff Development – Lynn Andres and Pauline Palko
  + A planning meeting will be scheduled.
* Staff Recognition & Excellence Awards – Lynn Andres and Donna Simpson
  + Sursum Corda award work is complete
    - 14 nominations were received, some were duplicates. There were nominees from each constituent group.
  + The committee is waiting for updates on in person meetings before planning for the recognition event. The committee will begin be planning soon.
    - Mr. Ritterbeck provided an update on student events; In person meetings are permitted. Food is discouraged and requires approval; the mask mandate remains.

**Ad Hoc Committee Report**

* Assessment Committee
  + A meeting is scheduled for February 17.

### **Items from the Floor**

* There is a policy for facilities to turn in old shirts for new shirts. The process and timing of when shirts can be replaced is not clear.
  + Ms. Butler will mention this to Ms. Tetreault.

**Motion to Adjourn**

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