TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: January 31, 2022

### SUBJECT: January 19, 2022 Staff Senate Meeting Minutes

**In Attendance:** Denise Kuzma, Andrea Malia, Bertha Ludwikowski, Melissa Eckenrode, Kristi Klien, Pauline Palko, Rosemary Striefsky, Richard Buchanan, Grismeiris De Jesus, Peter Sakowski, Anthony Sgarlata, Joseph Wright, Lynn Andres, Geri Barber, Gina Butler, Kelly Cook, Amy Driscoll McNulty, Rose Ann Jubinski, Mark Murphy, Michael Ritterbeck, Daniela Teneva, Jose Sanchez, Nicholas Truncale , Brenda Clarke, Meghan Nowakowski, Ryan Puksta, Traci Vennie and Patricia Tetreault.

**Not in Attendance:** Peggy Doolittle, Jerry Peck, Brandon Petroski, , Donna Simpson, Jenna Bruchalski and Ruth David.

**Welcome:** Ms. Butler called the meeting to order at 2:00 PM. The Land Acknowledgement Statement was read by Ms. Butler. Ms. Butler offered the opening 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 December 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 acceptthe agenda. The motion was seconded and the agenda was approved.

**Guest (s)** – None

### **Liaison Report – Patricia Tetreault**

* COVID Update - A memo was sent with guidelines for the start of the spring semester.
  + A booster dose is required for employees and students who are eligible for the booster.
    - Individuals who recently tested positive can pursue an exemption if their doctor advises they wait before getting the booster.
    - Will we get paid time off for a reaction to the booster? At this point there is no additional paid time off built into the policy for a booster reaction.
    - HR is requiring employees complete the attestation on the home page by the end of February. Those who are not yet eligible for the booster are asked to get the booster within 2 weeks of their eligibility date.
    - Students will be required to submit a negative test before returning to campus.
  + Masking
    - All community members are required to wear either an N95 or KN95 mask. A medical mask with a cloth mask over it is also acceptable.
    - Employees concerned about this due to the nature of their job can consult HR.
    - Employees looking for a medical or religious exemption should contact the Office of Equity and Diversity.
    - A question was asked: What if someone is not double masking?
      * You can contact HR or the Office of Equity and Diversity if you observe someone not adhering to the policy.
    - For the start of the semester, Mark Cruciani will be distributing up to 2 of the high-grade masks to any employee requesting them. Additional masks may be requested later. He also has a large inventory of medical masks available. Mask purchases should go through purchasing so that the expenses can be tracked.
    - A comment was made that N95 and KN95 masks should be fit tested and do not work well when a person has a beard. The University is following CDC guidelines to the best of its ability.
    - A question was asked: Will students be allowed to be unmasked in study rooms? Ms Tetreault will follow up on the question.
    - A comment was made that there is confusion regarding whether the new mask requirements are effective immediately or effective for the start of the spring semester. Ms. Tetreault will follow up on this. Additional information is also expected to come in the Health and Safety emails.
    - A question was asked: How will student masks be distributed? The intention is to make them available to students, Ms. Tetreault does not know the details currently.
  + A question was asked: What do the positive cases look like since we returned from Christmas Break? The Monday update has not been distributed recently. Some people who are not on campus have reported testing positive or being exposed to COVID. There has not been much contact tracing required. Last week a total of 18 faculty and staff reported exposure or positive tests. Not all were on campus.
  + A question was asked: Has there been a lot of push back on the booster requirement? There has not been a lot of push back. Boosted people can get COVID. According to the CDC, the level of illness in those who have been boosted and contract COVID is not as severe as the level of illness of those who have not been vaccinated or boosted.
  + Highmark – The Biden administration announced that Health insurers will have to reimburse their members for at home COVID tests. Highmark provided sent step by step instructions for requesting re-imbursement. Plan members are limited to 8 tests per member per month with a maximum re-imbursement of $12.00 per test. Highmark is working on provider agreements to submit the cost at the point of sale rather than through a reimbursement process. Highmark will share additional information when available.
* Cabinet
  + Cabinet is having a virtual work session tomorrow. The primary focus is the budget for the 2022-2023 fiscal year.
  + The Board of Trustees meeting will occur in February.
  + There are several senior level searches occurring.
    - Vice President for Mission and Ministry. The applicant pool is closed and an advisory team will begin reviewing applications.
    - Vice President for Enrollment Management. Dr. Gingerich is heading the search committee.
    - There are searches for three dean positions (Library, PCPS and KSOM).
* HR
  + Resignations have slowed down, HR is working on refilling positions that need to be filled.
  + Mr. Loughney was a guest at the Chamber of Commerce Workforce Wednesday Program

**President’s Report**

* Zoom Meetings until further notice
  + Virtual meetings will continue until conditions improve.

**Previous Business**

* Employee Resource Document - reminder
  + Please review document and send suggestions for Frequently Asked Questions to the Staff Development Committee.
* Reminder to begin planning Spring roundtables for all groups
  + The MTTP group did not have a fall roundtable.
* Bylaws – amendment/motion
  + Have been discussions regarding the definition of a quorum.
    - There have been times when voting could not occur because there was not a quorum for the meeting.
  + The topic will be tabled for the February meeting. A potential revision will be sent out as an attachment.
* Donation to *Royal Experience* – request from the floor
  + A motion was made to increase the donation from $1,112 to $1500.
    - The agency account has a balance of $2,015.62.
    - The Holiday Event raised $1,112. The motion is to take $388 from the agency account to make the donation $1,500.
    - The motion was seconded and passed unanimously.

### **New Business**

* Senator/Alternate update
  + The opening left when Christine Black left The University has been filled by Tracy Vennie.
  + The alternate openings were filled by Meghan Nowakowski and Brenda Clarke.
* Spring events – alternative planning
  + Think about alternatives to our traditional events.

**Standing Committee Reports**

* Communications – Nick Truncale and Denise Kuzma
  + No new updates, a meeting will be scheduled to plan for the spring semester.
* Elections and Membership – Amy Driscoll McNulty and Rose Ann Jubinski
  + No additional updates.
* Finance – Kristi Klien
  + The agency balance is $2015.62, the overall Senate balance is $8,497.28
* 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.
  + Send ideas for the Employee Resource Document.
* Staff Recognition & Excellence Awards – Lynn Andres and Donna Simpson
  + Sursum Corda – 14 nominations were received, some were duplicates. There were nominees for each of the constituent groups. The committee will begin be planning the celebration.

**Ad Hoc Committee Report**

* Assessment Committee
  + The committee met early January with Kate Yerkes. She helped shape the assessment in the context of Middle States.
  + The committee would like to invite Kate Yerkes to the March Staff Senate Meeting and have a plan to present in April. The group will meet every 2 weeks.

### **Items from the Floor**

* None

**Motion to Adjourn**

* A motion was made to adjourn at 3:12 PM. The motion was seconded and approved.