TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: December 6, 2021

### SUBJECT: November 17, 2021 Staff Senate Meeting Minutes

**In Attendance:** Rose Ann Jubinski, Gina Butler, Patricia Tetreault, Kristi Klien, Andrea Malia, Anthony Sgarlata, Daniella Teneva, Donna Simpson, Grismeiris De Jesus, Joe Wright, Lynn Andres, Geri Barber, Christine Black, Bertha Ludwikowski, Melissa Eckenrode, Mark Murphy, Michael Ritterbeck, Pauline Palko, Peggy Doolittle, Pete Sakowski, Richard Buchanan, Jenna Bruchalski, Kelly Cook, Ruth David, Rose Striefsky and Traci Vennie.

**Not in Attendance:** Amy Driscoll McNulty, Nicholas Truncale, Denise A. Kuzma, Rose Striefsky, Ryan Puksta Jose Sanchez, Jerry Peck, Brandon Petroski, Patrick J. Mullarkey and Renee Giovagnoli.

**Welcome:** Ms. Butler called the meeting to order at 2:00 PM. Ms. Malia offered the opening prayer. Ms. Cook 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 October meeting were reviewed. An adjustment was made to committee chairs on the Staff Recognition Committee. A motion was made to approve the minutes. The motion was seconded and the minutes were approved.

**Review of Agenda:** An addendum was made to add the Land Acknowledgement Statement announced by Fr. Marina and a report on the UGC meeting. A motion was made to acceptthe agenda. The motion was seconded and the agenda was approved.

**Guest (s)** – **Ed Steinmetz** gave a presentation on the University Finances

* The University Budget was revised multiple times to accommodate changing enrollment counts.
* Our institutional priorities include
	+ A fiscally responsible operating budget.
	+ A budget that continues our intentional plan to drive an operating surplus of3% of net revenues under an FAS reporting format.
	+ A budget that protects our operating liquidity and reserves.
	+ A budget that funds priorities identified through the Strategic Enrollment Planning process.
	+ A budget that starts to address priorities established by Fr. Marina in his first year.
* We will invest in programs that are market driven and revise existing programs.
* Budget Highlights
	+ Tuition is $48,000 before financial aid; Over $64,000 with room and board.
	+ The approved budget was based on 835 incoming students in April.
	+ The transfer target decreased to 60; 35 in fall/25 in spring.
	+ The freshman discount is 56%.
	+ Room rates increases 2%; meal plans 2.5%.
* We continue to emphasize keeping a Scranton education affordable.
* What happened in fall 2021:
	+ Freshman enrollment started in the 820s. The final census count was 813.
	+ Room and board occupancy fell below 80%.
	+ Meal plan counts were down 30% from budgeted amount.
	+ Our 95% retention went down to 94.
* The CARES Act funding has been helpful. We received approximately 1.5 million from CARES 1.
	+ We refunded 10 million dues to the 2020 shutdown in March.
* For fiscal year 2021 we will receive approximately 2.8 million from CARES 2.
	+ Fiscal year 2022 will be approximately 3.8 million.
	+ Student financial assistance is separate from this
* We expect to receive 2.5 million in assistance from FEMA / PEMA.
* Cabinet approved moving forward with the staff compensation plan.
* A question was asked; Have we ever looked at renting out properties that are not occupied?
	+ Cabinet is discussing this now. We need to look at realistic enrollment expectations and possibly sell some of the unoccupied houses.

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

* Cabinet
	+ The Cabinet and Fr. Marina granted staff Wednesday, November 24 as an additional day off for the Thanksgiving holiday in gratitude for their hard work and outstanding service.
	+ Cabinet is planning a retreat / work session to work on the budget, financial planning, campus planning and mission work.
	+ COVID protocols remain on the agenda.
	+ Cabinet is working on staff compensation and recruitment. Components will be announced as they develop.
	+ Cabinet is working on a pregnancy and parenting policy for students who are pregnant or have children.
* HR
	+ Leave Donation; Twenty-four staff members have donated $24,613 worth of leave time as of the meeting.
	+ HR and Payroll are gearing up for year-end payrolls.
	+ The Retirement Plan Audit is underway.
	+ It is open enrollment for benefits.
	+ Recruitment activity; HR is making community contacts and attending job fairs. Planning is underway for a virtual event with the Chamber of Commerce.
	+ HR is open to thoughts regarding getting our name out to potential employees.
	+ Ms. Tetreault addressed a rumor that an employee didn’t apply for a promotion because it would only be a 10% increase. The Promotion Compensation Plan is based on current salary and the salary range of the job you are moving into.
	+ A question was asked; How long must we keep wearing masks?
		- COVID counts on campus have been holding strong. The counts impact our ability to remain on campus and work towards enrollment.
		- We continue to follow the CDC guidelines.
	+ A suggestion was made to include verbiage about diversity and inclusion in job postings.
		- A comment was made to a staff member that a person did not apply to The University because it was “Too Catholic”.
	+ A question was asked regarding stipend amounts; Administrators and staff have the same retirement contribution percentage and received the same stipend

**President’s Report**

* Thank you from Fr. Marina
	+ Fr. Marina is very grateful for the proclamation and gift he received from Staff Senate.
* Time Donation Policy – the zoom session was well received.
	+ Ms. Butler received four emails congratulating Staff Senate on the policy.
* University Planning Committee (10/5) – Mark and Kristi
	+ Feedback was received from Cabinet on University Flag Lowering Policy
		- Use consistent language (lowering flag to ½ staff or ½ mast).
		- Change wording to an email to communicating why the flag was lowered.
		- Who will be contacted to lower flag?
		- How long will the flag be lowered; A recommendation was 3 business days.
	+ There was discussion of Ph.D. programs.
	+ COVID restrictions for spring were discussed.
	+ Faculty Senate is gathering feedback on Degree Works.
	+ The Academic Integrity Policy needs to be reviewed.
	+ Student Government
		- Sponsored a thankfulness project.
		- Fr Marina will meet with CEO of Aramark regarding availability of food in the evening and during busy hours.
		- Student Government is encouraging students to attend athletic events.
			* They have purchased tickets for some students to attend events.

**Previous Business**

* Assessment Committee status
	+ The Election Committee sent out a campus email asking for volunteers.
		- Some names were received and passed on to the communication committee.
		- There was some confusion regarding whether committee members were selected and notified. This will be addressed at the next meeting.
* The Communication Symposium (11/4)
	+ Thank you to those who put it together.
* Roundtables
	+ MTTP will discuss options.
	+ The Clerical Roundtable was held.
* Diversity and Inclusion report – discussion / feedback
	+ Send feedback to Ms. Butler.

### **New Business**

* Event Ideas – Intersession/Spring
	+ Send ideas to Ms. Butler.
* Holiday Support – motion
	+ A motion was made that Staff Senate donate $500 from the Staff Senate Agency account to the Center for Service and Social Justice Feed a Family program to assist families during the Thanksgiving and Christmas holidays. The motion was seconded and passed unanimously.

**Standing Committee Reports** (REPORTS WERE SENT IN ADVANCE OF THE MEETING)

* Communications – Nick Truncale and Denise Kuzma
	+ The communications symposium was held on Thursday Nov 4th at 11:30 am in the Moskovitz theater. The communications committee thanked the panelists for their thoughtful answers to the questions that were asked by the registrants of the event and for answering questions from the audience. We also thank Patti T for graciously funding the to-go lunch that was provided to the live audience. Thank you, Patti! We also thank Jason Oakey and Jason Wimmer for coordinating the livestreaming of the event.
	+ As a reminder, the Fall 2021 newsletter was distributed to all staff personnel and can also be found on the Staff Senate website.
* Elections and Membership – Amy Driscoll McNulty and Rose Ann Jubinski
	+ We opened the request for assessment ad-hoc members to the entire staff. Submissions are due on November 12th. The committee anticipates being able to fill all seats on the assessment committee given the current response.
	+ The committee filled a vacant senator seat by moving Jenna Bruchalski from alternate to senator and filled a vacant alternate seat with staff member Traci Vennie.
* Finance – Kristi Klien
	+ To date, the charges to the Staff Senate Account total $442.68. The remaining budget balance is $10,357.55.
	+ The Staff Senate Donation Account started the fiscal year with a balance of $2,833.62. Because of a recurring monthly $10 gift, the agency account has a current balance of $1,383.62. If anyone has any questions or concerns regarding our budget, please do not hesitate to contact Ms. Klien.
* Social Events & Community Building – Kristi Klien and Ryan Puksta
	+ We are in the process of planning a Christmas Social in December. This event is *tentatively* scheduled for December 21 in the McIlhenney Ballroom; however, after a discussion with Patti Tetreault and Frani Mancuso about our plans for the event, the location may change to the *Byron Center*. The new date could be *December 14 or 15, from 2:00 PM to 3:30 PM*. Patti will propose our idea to cabinet for feedback and possibly other ideas and/or suggestions. The event will look different than years past, as we will not offer a sit-down meal. However, we are confident everyone will enjoy themselves. Logistics and set-up are still in the discussion stages. To date, we have secured 7 raffle baskets from other Staff Senate committees, campus departments and individuals. We will also offer a 50/50 cash drawing with a surprise twist. We spoke with Andrea Mantione from the Leahy Clinic and she provided us with a wish list of pantry items for our students who experience food insecurities. In late November, when the invitation is sent out, we will include the complete food list. We will ask everyone attending the social, bring at least one item from the wish list. Proceeds from the raffle baskets, will be designated for a campus group yet to be determined. If possible, we would prefer to support at least two groups. **An update was made at the meeting:** The Holiday Social is scheduled for 2:00 PM – 3:30 PM in the Byron Complex Gym on Tuesday, December 14.
	+ Staff Senate committees can let Ms. Klien know what the theme of their basket will be, and have your basket ready the first week of December. We will offer ticket pre-sales to include as many staff members and shifts as possible. Pictures of the completed baskets will be posted in an announcement on bboard, this will also provide an alternate way for staff to participate. Flyers will be provided for Facilities Zone Supervisors to share with staff in their areas. Senators will be available and their contact information shared in the invitation for those who wish to purchase tickets in advance of the event. Those contacts will also have a flyer containing pictures of all baskets available for the raffle. If anyone has a question, comment or concern, basket idea or would like to donate a basket, please email Ms. Klien at Kristi.klien@scranton.edu. This is all we can share at this time. If updates are available in time for our upcoming Staff Senate meeting, we will share those at that time.
* Staff Development – Lynn Andres and Pauline Palko
	+ We will host a program on Tuesday, December 7th at 3:30 p.m. in the Pear Auditorium. Guest speaker is Chris Whitney who will present on how folks can polish up their resumes/cover letters
	+ We worked with Sara John, the University’s Marketing Specialist, to better understand how many folks are utilizing the Employee Resource Document. Here’s what we determined:
1. Not many people have used the document in the past few years
2. Employees can find the information more easily on the portal than in the document
3. It will take a tremendous amount of work to update it.
4. It becomes outdated quickly.

For these reasons, we recommend doing away with the document.

* + We received word that Renee Giovagnoli has resigned from Staff Senate. I’m sure you’ll agree that we will all miss her upbeat, positive contributions to Senate.
* Staff Recognition & Excellence Awards – Lynn Andres and Donna Simpson
	+ Donna Simpson has agreed to serve as co-chair with Lynn Andres.
	+ Meg Cullen-Brown Magis Award will continue to be managed by Peggy Doolittle
	+ The Sursum Corda Awards call for nominations will go out after Thanksgiving with a reminder scheduled for on or around December 6th. Nominations will be due December 10th.
	+ The Spring Recognition and Awards Luncheon is scheduled for May 18th Noon – 2pm.

### **Items from the Floor**

* None

**Motion to Adjourn**

* A motion was made to adjourn at 3:41 PM. The motion was seconded and approved.