TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: November 2, 2021

### SUBJECT: October 20, 2021 Staff Senate Meeting Minutes

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

**Not in Attendance:** Nicholas Truncale, Denise A. Kuzma, Geri Barber, Kelly Cook, Ryan Puksta Jose Sanchez, Jerry Peck, Brandon Petroski, Patrick J. Mullarkey and Renee Giovagnoli.

**Welcome:** Ms. Butler called the meeting to order at 2:02 PM. Ms. Doolittle offered the opening prayer. Ms. Malia 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 September 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)** –

**Rev. Joseph Marina**

* Fr. Marina thanked the Senate for the Proclamation that was presented to him prior to his inauguration. He spoke about trust, saying he will do everything he can to live up to the trust we have given him. He acknowledged the hard work of staff members and commended staff for “rolling with the punches” during this difficult time.
* Fr. Marina emphasized the importance of The University in the community and in relationship to those around us. He has met with several local and state officials as well as officials in the Diocese of Scranton.
* Knowing that collaboration is important, he intends to partner with other Jesuit schools and schools within diocese with a goal of helping us all to become stronger. He referred to Scranton as a “Vineyard in the Valley”, noting that vineyards require hard work and constant attention.
* Fr. Marina noted we have a lot to be proud of as well as great challenges, such as shrinking demographics. We need to partner in servicing students together. The Board and Cabinet are also discussing program innovation. Another focus is on greater diversity and inclusion for all faculty, staff and students. We need to reach out to all and embrace everyone.
* Fr. Marina is also discussing how best to enhance recruitment and enrollment, particularly non-traditional students.
* Some areas of focus for the future include paying extra attention to the Spiritual Exercises of St Ignatius, creating hope in hearts of young, paying attention to refugees and caring for our common earth.
* Fr. Marina mentioned the recent email regarding Staff Compensation. He is hoping next year will be better so that we can return to compensation increases closer to years past. The University is reliant on tuition. We will look to improve cost savings, recruiting international students and raising money. Fr Marina plans to spend time travelling and visiting potential donors, as well as, prospective students at high schools.
* Staff Senate presented Fr. Marina a welcoming gift of a framed print created by a staff member, Kym Fetsko.

**Elizabeth Garcia – Campus-wide Diversity & Inclusion Plan Draft (Kate Yerkes was unable to attend)**

* The plan was put together based on the information gathered by subgroups meeting with a variety of stakeholders. It was presented to President’s Cabinet in August. Meetings were also held with The Council for Diversity and Inclusion. Ms. Garcia and Kate Yerkes plan to meet with all senates and finalize the plan by end of year.
* Ms. Butler will provide feedback from Staff Senate once Senators have read through the draft document.

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

* Cabinet
  + Fr. Marina sent an email to staff regarding a stipend that will be given to all eligible staff members.
    - Cabinet wants to invest money into the Staff Compensation Plan. Goals include raising the minimum compensation, currently $11 per hour. Other goals include adjusting the pay grades themselves – minimum, midpoint and maximum salaries. Also moving people within their grade over time.
  + The health insurance plan will not be changed – co-pay and deductibles will stay the same. There is a small increase to the cost share. Total anticipated spend in 2022 for health insurance is 16 million dollars.
  + A question was asked about a staff member obtaining information on their salary range. They can contact Ms. Tetreault or Denise Gurz.
  + We are doing well with COVID – numbers across The University are down.
  + A question was asked regarding the status of the flag policy submitted by Staff Senate. Dr. Gingrich has feedback from Cabinet.
* HR
  + Employee Wellness – HR is discussing ideas with Stephanie Adamec. A possible topic is a Resilience Program; more information will be coming.
  + HR is working on recruitment initiatives.
    - Some helpful information has been gathered from Exit Interviews.
    - HR will attend the Lackawanna County Job Fair.
    - HR is working with Elizabeth Garcia to connect with the community and reach people who may be interested in being part of our community.
  + Time Donation Policy – An announcement will be coming soon. Sessions will be offered to explain the policy and how staff can donate time.
  + Management training – HR is brainstorming with the Office of Equity and Diversity. Discussions include offering a series of sessions with topics such as Communication and Inclusivity of Your Team.
  + Regarding the Staff Compensation Letter, the pool of funds for the stipends was the same for staff and faculty. The actual amount of the stipends is different due to numbers of each constituency.
  + A question was asked regarding the status of Timeclock Plus. The implementation team is still working with Timeclock Plus to get our 35-hour work week in place. HR is also working on training materials.

### **President’s Report**

* The Inauguration of Fr. Marina on September 24, 2021 was a wonderful event.
  + Ms. Butler offered remarks on behalf of staff.
* Board of Trustees Meeting (9/23): reports Kristi, Geri and Lynn
  + Kristi Klien – the agenda was robust
    - The incoming class size was 822.The goal is 940 – 960.
    - The search for Fr. Keller’s replacement will begin soon.
    - 98.6% of students have been vaccinated.
    - There have been transitions and reorganization in the Office of Financial Aid.
    - Development is close to their campaign goal.
    - Ed Steinmetz talked about budget, explaining it is a work in progress.
  + Geri Barber – Trustee Committee
    - There was a presentation on the new Masters in Cyber Crime Investigation.
    - Searches are in progress for Dean of the Library and KSOM Dean.
  + Lynn Andres – Enrollment Committee
    - The Committee is looking at peer institutions that are doing better. How can we have a better year?
      * Gerry Zaboski noted one of the keys to enrollment is to get people on campus.
      * Rebranding and updating of our website are underway.
* University Governance Council (9/29)
  + This was the first meeting for this academic year.
  + Fr. Marina attended the first portion of the meeting. He expressed his gratitude for the work done by UGC and his goal to have open communication.
  + The Diversity and Inclusion Plan was discussed. Ms. Yerkes expressed a desire to meet with all Senates in October and November.
* University Planning Committee (10/5) – Mark and Kristi
  + Diversity and Inclusion was discussed at UGC as well.
  + The committee discussed ideas to push strategic plan including how to familiarize people with the plan and how to report on it.

**Previous Business**

* Assessment Committee status
  + We still need an at large senator and 1 from MTTP group.
* Symposium update (11/4)
  + We are up to 75 registrations. Registration is open until 11/1.
* Roundtable dates:
  + Clerical: 10/27; Professional/Para-Professional: 10/12; MTTP has not yet set a date – considering December.

### **New Business**

* Event Idea
  + An idea of a paint and sip event was suggested.

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

* Communications – Nick Truncale and Denise Kuzma
  + The communications symposium is confirmed for Thursday Nov 4th at 11:30 in the Moskovitz theater. The speakers have all confirmed: Jeff Gingerich, Patti Tetreault, and Bobby Davis. A light lunch will be provided to in-person attendees that they will take with them after the symposium (a nice bagged lunch). We figured that would be the best way to help mitigate any COVID issues as people won’t be eating in the theater.
    - We have confirmed with IT that we can livestream the event so that those who are uncomfortable attending in person can still watch virtually.
    - We are having all attendees complete a registration form just like we did in the spring. This form will also have a spot where attendees can ask a question in advance and the speakers will have those ahead of time. We do plan on having the audience ask questions live if time permits.
    - Michael Ritterbeck has taken the lead on organizing the symposium. We’ve already emailed the symposium invitation to faculty and staff with a few reminder emails to come as we get closer to the symposium date.
  + The [Fall 2021 - Staff Senate Newsletter](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.canva.com%2Fdesign%2FDAEpcvQ19F8%2FF9w2T5P6QFQDNq1Ydkevew%2Fview%3Futm_content%3DDAEpcvQ19F8%26utm_campaign%3Ddesignshare%26utm_medium%3Dlink%26utm_source%3Dpublishsharelink&data=04%7C01%7Cgina.butler%40scranton.edu%7C41c1c19b7dc442445cb308d98fe4ce8b%7Ca8edc49a41f14c699768a7f6d7c3b8c3%7C0%7C0%7C637699035171619262%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=UjCdiFeJ3PYtiBk0pl4pSj1UU9XIX%2B0Ce1%2FZw%2F61720%3D&reserved=0) is complete and has been sent to all staff personnel. Melissa Eckenrode and I used Canva to create the newsletter.
* Elections and Membership – Amy Driscoll McNulty and Rose Ann Jubinski
  + The Election and Membership Committee has selected three individuals to serve on the search committees for the Dean of PCPS, Dean of KSOM and Assoc. Dean of CAS. The committee also helped fill seats for the Parking Appeal Board.
  + Regarding the Staff Senate Ad-hoc Assessment Committee, we are still looking for a senator from the MTTP group and one “at large” senator.
* Finance – Kristi Klien
  + To date, the charges to the Staff Senate Account total $421.86. The expenses include Staff Senate binders and dividers for newly elected senators, the invoice for the illustration of Fr. Marina; the printing of the welcome gift and proclamation, and the framing of these gifts to Fr. Marina. The remaining budget balance is $10,378.37.
  + The Staff Senate Donation Account started the fiscal year with a balance of $2,833.62. After contributing $1,500 to the Louis Stanley Brown Black Student Union, the Scranton Student Association of the Philippines, and the Spanish Cultural Society, this agency account has a current balance of $1,373.62.
* Social Events & Community Building – Kristi Klien and Ryan Puksta
  + The Social Events and Community Building Committee has not physically met, but has communicated via email to discuss plans for an event near the Christmas holiday. We are in the process of scheduling a zoom meeting to further discuss set-up and details, as well as what type of fundraiser to hold and if we should collect items and for what group. We have discussed several ideas, such as a sit-down lunch with several seating’s (i.e., 11 AM, 12 PM, and 1 PM); a meet & greet set-up offering hors-oeuvres, desserts, and coffee, tea and warm cider in to-go cups. We are also trying to think of ways to raffle baskets without allowing a long line of guests waiting to place their tickets in designated bags. We would like to possibly adjust the time this event is held to accommodate several shifts. While we all want our events to be welcoming and back to normal, we also want to consider the size of the crowd drawn to this event, as well as the number who attend without an RSVP. We want everyone to feel comfortable and safe during any event we host. We have several dates to choose from in the Ballroom. Anyone with an idea or idea(s) for the Christmas Luncheon/gathering/meet & greet, please feel free to email them to me at [Kristi.klien@scranton.edu](mailto:Kristi.klien@scranton.edu).
* Staff Development – Lynn Andres and Pauline Palko
  + The Staff Development Committee is working with Chris Whiney to host a Career Development Sessions. One session will feature how people can improve their job application skills and put their best foot forward, especially when applying for internal positions. Another session will help hiring managers improve their understanding of reading resumes, screening candidates etc.
  + Staff Resource Document: We are reviewing the document and identifying how many people have opened it in the last few years so we can decide next steps.
  + The committee is working on identifying other professional development topics that would be of interest to our staff members.
* Staff Recognition & Excellence Awards – Lynn Andres and Donna Simpson
  + The committee will meet in the next few weeks to discuss *Sursum Corda Award* nominations, as well as, the spring recognition luncheon. Peggy Doolittle continues to manage the *Meg Cullen Brown Magis Award*, and does a spectacular job!
    - Per Peggy: *"All continues to go well with the monthly Magis Award, and staff are very appreciative of the honor. We ask that you continue to promote the award to your departments, while highlighting its purpose is to celebrate those have gone "above & beyond" with a specific deed that month."*
  + *Addendum from the Staff Senate President – Gina Butler: Due to various reasons our long-standing co-chairs, Patrick Mullarkey and Peggy Doolittle, needed to step away from the committee chair roles. Both have asked to remain on the Staff Senate and members of this committee. I know I can speak on behalf of the entire Senate and offer our THANKS to them both for their service, time and efforts! We are very happy that you will remain a part of the Senate and help to serve your constituents and the University of Scranton.*

### **Items from the Floor**

* None

**Motion to Adjourn**

* A motion was made to adjourn at 3:33 PM. The motion was seconded and approved.