TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: September 29, 2021

### SUBJECT: September 15, 2021 Staff Senate Meeting Minutes

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

**Not In Attendance:** Christine Black, Bertha Ludwikowski, Jenna Bruchalski, Jerry Peck, Brandon Petroski, Patrick J. Mullarkey, Renee Giovagnoli, Richard Buchanan and Ruth David.

**Welcome:** Ms. Butler called the meeting to order at 2:04 PM. Ms. Butler offered the opening prayer. Ms. Doolittle 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 August 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

* Ms. Butler informed Staff Senate that Edward Steinmetz, scheduled as a guest for this meeting, has postponed until the November meeting. Mr. Steinmetz noted the budget will be discussed with the Board of Trustees at the next meeting and he will be in a better position to provide information on The University finances after that meeting.

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

* Cabinet
	+ Cabinet is preparing for the Board of Trustees meeting, scheduled for next week.
		- Board of Trustees committees include Academics, Student Life, Advancement, Governance, Finance and Mission committees.
		- The Finance Committee will be reviewing the budget
			* Some adjustments have already been made. Additional adjustments will be made based on the final attendance numbers.
		- Diversity, Equity and Inclusion efforts have been planned and will be discussed.
	+ A question was asked about the final count for the incoming class.
		- Ms. Tetreault indicated the count was approximately 823.
	+ A question was asked if there are any thoughts on reason class is lower.
		- Ms. Tetreault anticipates this will be a discussion topic at the board meeting.
		- Ms. Butler added that dynamics are changing for higher education in general. Also, some students were accepted at their reach schools,
* Fall Convocation
	+ Fr. Marina gave remarks, including an acknowledgement of staff.
* HR
	+ Employee attestations are at 97%. There are a small number of exclusions, 2%. A handful of employees are almost done with their vaccinations.
		- HR conducts weekly PCR tests in HR for those not fully vaccinated.
		- Two employees reported testing positive. Proper guidelines are being followed.
		- HR continues to monitor CDC guidelines.
	+ A question was asked regarding working from home if an employee has a breakthrough infection with little symptoms.
		- Accommodations will be discussed on a case by case basis.
	+ A question was asked: Will the University offer a flu clinic this year?
		- Mr. Ritterbeck indicated there is a flu vaccine clinic in the works.
	+ HR is also monitoring booster shot guidelines.
	+ HR is working with Elizabeth Garcia on Diversity and Equity Guidelines for hiring managers.
	+ A question was asked regarding the faculty contract.
		- The faculty contract has been extended by 1 year.

### **President’s Report**

* Father Marina’s gifts
	+ The proclamation is complete. It will be framed and sent to Fr. Marina prior to the Inauguration.
		- Mr. Murphy read the proclamation to the group.
	+ The print was complete and the final version has gone to copy.
		- The plan is to present it to Fr. Marina at the October meeting.
* Inauguration 9/24/21
	+ The Inauguration is scheduled to be held on Dionne Green.
	+ Ms. Butler will give remarks on behalf of the staff.
* Fall semester opening
	+ Student Life is doing a wonderful job adjusting to changing conditions and meeting the needs of our students.
	+ Move in day was very successful.
	+ The group was asked if there were any other matters/issues pertaining to the opening of the fall semester – there were no further comments.
* Goals for the year: Assessment; acknowledge Survey responses: time of events
	+ Assessment and evaluation will be a focus.
	+ Ms. Butler suggested selecting one attainable item as a start.
		- Possibly adjust the timing of events sponsored by the Staff Senate – (i.e. roundtables.)
* Roundtables: breakout sessions @ end of meeting
	+ A breakout room will be available for each constituency to plan for their roundtable at the end of the meeting.

### **Previous Business**

* Survey: ad hoc committee on assessment
	+ One Senator has volunteered. We need 4 additional volunteers.
* Status of Staff Senate Initiatives
	+ Status of Flag Remembrance policy – UGC sent the policy to Cabinet;
	+ Status of Time Donation Plan – with Cabinet and President;
		- We are hoping to roll this out soon.
		- HR will discuss with Staff Senate details regarding an announcement.
	+ Graduate student remission for dependents
		- This topic is with Cabinet. Fr. Marina has asked for additional information

### **New Business**

* Committee assistance needed – Committee on the Status of Women
	+ The Committee needs a representative from MTTP.
* A chair or co-chairs is/are needed for the Staff Recognition Committee.

**Standing Committee Reports**

* Communications – Nick Truncale and Denise Kuzma
	+ The Staff Senate Newsletter mid-October.
		- Please email committee updates to Ms. Eckenrode.
	+ Minutes and agendas from past meetings have been updated on the website.
	+ A Communication Symposium is planned for Thursday 11/4 at 11:30 AM.
		- The Committee is planning for a Q&A on Royals Back Together updates and next steps.
* Elections and Membership – Amy Driscoll McNulty and Rose Ann Jubinski
	+ The Committee for Status for Women needs a representative from MTTP.
	+ Staff Senate representatives for the Board of Trustees meetings were finalized.
		- Ms. Barber will attend the Education Committee meetings.
		- Ms. Andres will attend the Enrollment Committee meetings.
* Finance – Kristi Klien
	+ We have money. Invoices for printing and framing will be submitted for payment.
* Social Events & Community Building – Kristi Klien and Ryan Puksta
	+ The Committee will schedule a meeting.
* Staff Development – Renee Giovagnoli and Lynn Andres
	+ The Committee is working on updating employee resource committee.
	+ They are discuss the possibility of Career Development offering a session on Refreshing Your Resume.
* Staff Recognition & Excellence Awards – Patrick Mullarkey & Peggy Doolittle
	+ The Magis Award continues.
	+ The committee will begin planning for Sursum Corda awards and the May awards and recognition event.

### **Items from the Floor**

* None

**Motion to Adjourn**

* A motion was made to have constituencies go to breakout rooms and adjourn the meeting once discussions are complete. The motion was seconded and approved.