

TO: Staff Senate
FROM: Kristi Klien
DATE: April 16, 2025
SUBJECT: Staff Senate Meeting Minutes

In Attendance: Jill Eidenberg, Lucy Grissinger, Denise Kuzma, Traci Vennie, Melissa Eckenrode, Kristi Klien, Gerianne Barber, Brenda Amato, Janice Mecadon, Tammy Manka, Melinda Finnerty, Bridget Judge, Shawn Beistline, Peggy Doolittle, Rose Ann Jubinski, Bri Clark, Joseph Medina, Patti Tetreault, Alex Wasalinko, Daniela Teneva, Hollie Roscioli, Autumn Forgione, Sybil Keris, Jessica Hughes, Sandina Meo, Bridget Conlogue, Sandina Meo

Not in Attendance: Janet Schieber, Melissa Sherrill, Melisa Gallo, Bryn Schofield, Brenda Clarke, Bridget Conlogue, Patricia Savitts, LeeAnn Toth

Welcome: Kristi Klein called the meeting to order. Brenda Amato offered the opening prayer. Volunteer needed for opening prayer at the next meeting. The Land Acknowledgement Statement was read. Attendance was checked, and a quorum was met.

Review of Agenda: A motion was made to accept the agenda and minutes. The motion was seconded, and the agenda was approved.

Liaison Report: Patricial Tetreault

Budget

- **Deadline:** The balanced budget needs to be presented at the Board of Trustees meeting on May 9th.
- **Challenges:** The team is working hard to finalize a financial plan for the new year, with Tim providing more context at the Communications Symposium next week.

Enrollment

- **Positive Trends:** Enrollment efforts are showing promising results, with good attendance at accepted student day programs and deposits ahead of previous years.
- **Impact:** While a strong first-year class is great, it doesn't solve all financial challenges. Tim will discuss enrollment and revenue in more detail on Tuesday.

AI Policy

- **Umbrella Policy:** An overarching AI policy is being developed, with specific procedures for different areas like academic affairs and HR.
- **Development:** Dr. George Aulisio and Dr. Tracy Stewart are leading this initiative, and more details will be shared as it progresses.

Website Overhaul

- **Review:** Simpson Scarborough reviewed the university's website and recommended reducing the number of pages from 33,000 to no more than 1,500.
- **Action:** This will likely involve significant restructuring to streamline the site.

Website Overhaul

- **Streamlining Information:** The goal is to make the public-facing website more customer-focused, while internal information will be moved to an intranet or portal.
- **Uniform Appearance:** Ensuring all pages have a consistent look to improve user experience, especially given the challenges with departmental site maintenance.

AICUP Meeting

- **Discussion Topics:** Presidents of independent colleges and universities in Pennsylvania discussed federal funding challenges and the future of higher education.
- **Group Purchasing:** AICUP also explores group purchasing arrangements and benefits, providing valuable resources for member institutions.

Tim Doyle's Departure

- **Next Steps:** Father Marina is working on plans to address Tim Doyle's departure, with his last day being May 9th. Tim will still present at the upcoming session on Tuesday.

Provost Search

- **Search Partner:** The search for a new Provost is officially underway with Koya as the search partner.

Provost Search

- **Listening Sessions:** Open forums and meetings with different groups (staff, faculty, students, union leadership, faculty Senate leadership, etc.) to gather input on the characteristics desired in the next Provost.
- **Survey:** A survey will be available next week for those who can't attend in person.
- **Timeline:** The goal is to post the position by the end of June, start recruiting over the summer, and conduct interviews in the fall, with finalists visiting campus after the holidays.

Prodeo Luncheon

- **Ten-Year Celebration:** 31 individuals reached their ten-year milestone, with 22 attending the luncheon on April 2nd.

- **Twenty-Year Program:** Scheduled for May 2nd, with 16 individuals being honored. Bridget Judge is assisting with the event.

Clerical Team Luncheon

- **Event Details:** HR and the Jesuit Center are hosting a luncheon next Wednesday, with 52 RSVPs out of 90 invites.

Presentation - Brian Loughney

Staff Handbook Updates

- **Free Assembly:** Incorporating existing university policy into the staff handbook for reference.
- **Indemnification:** New language added to clarify that the university carries liability insurance to protect staff and administrators against third-party claims for wrongful acts performed in their capacities as employees. This includes coverage for damages, judgments, settlements, and defense costs, but excludes deliberate, criminal, or fraudulent acts.

Example Scenario

- **Event Liability:** If an employee sponsors an event and follows all procedures for alcohol use, the university's insurance policy would protect them from personal liability for any accidental harm or damage caused by attendees.

Indemnification

- **Protection:** The university's liability insurance protects staff and administrators against third-party claims for wrongful acts performed in their capacities as employees. This includes coverage for damages, judgments, settlements, and defense costs, but excludes deliberate, criminal, or fraudulent acts.

Alcohol and Chemical Substance Abuse

- **Update:** The link to EI Next Gen EP was updated to reflect the accuracy of the name changes.

Retirement

- **Language Update:** References to the Jesuit community were removed, and language specific to the Jesuits through their Providence was updated.

Short Term and Long Term Disability

- **Clarification:** Language was updated to reflect current practices, ensuring university policies may be used towards the staff member's elimination period.

Employee Assistance Program

- **Update:** The link to the name of the My Next Gen EP was updated.

Relocation Expenses

- **Website Update:** The General Services Administration website link was updated for submitting mileage using the GSA government rate.

Sick Time

- **Reinstated Language:** Staff may carry over unused time and accumulate up to a maximum of 130 days (910 or 1040 hours depending on the work schedule). There is no payment for unused sick time upon separation.

Personal Time

- **Conversion:** Personal time above four days will be converted to sick time, ensuring no one has more than four personal days.

Vacation

- **Clarification:** Staff must physically work on their last scheduled workday and cannot use vacation time to extend the termination date.

Bereavement Leave

- **Updated Policy:** The bereavement leave has been expanded to provide up to five paid days for the death of a spouse, child, stepchild, parent, stepparent, sibling, or stepsibling. Three paid days for the death of a grandchild, in-law, or sibling-in-law, and one paid day for the death of an uncle, aunt, niece, nephew, grandparent-in-law, or other persons living in the household

Family Medical Leave Act (FMLA)

- **Clarification:** To receive pay for a university holiday, at least one of the workdays immediately adjoining the holiday must be a paid day. This applies during intermittent FMLA leave and unpaid FMLA leave.

Pennsylvania State Laws

- **Incorporation:** New policies have been added to reflect Pennsylvania state laws, including crime victim leave, emergency responder leave, failure to report during the state of emergency leave, and living donor protection leave

Tuition Remission

- **Updated Language:** Changed from "2 courses" to "6 credits" to provide more flexibility in how credits can be earned.
- **Eligibility:** Eligibility accrual for remission benefits begins on the day of hire, but level of benefit is determined based on the accrual level as of the first day of the semester.

Parking

- **Updated Instructions:** Reflects the new process for obtaining parking through the network.

Weapons Policy

- **Incorporation:** Added to the handbook to clarify that possession of weapons on campus is prohibited, except for small non-serrated pocketknives and kitchen knives used in their intended manner.

Termination Date

- **Clarification:** The last day of work must be a physical workday unless there are special circumstances considered on a case-by-case basis.

Pennsylvania State Laws

- **Pending Approval:** Waiting for general counsel's opinion on the incorporation of Pennsylvania state laws into the handbook.

President's Report

Graduate level tuition benefits for staff dependents. There's not been a final decision made, but it is still an open item.

Budget Allocation

- **Current Budget:** Approximately \$1000 available for spring events.

Options:

- Allocate \$500 to the summer kickoff event and use the remaining \$500 for a spring event like Krispy Kreme Doughnut Day.
- Allocate the entire \$1000 to the summer ice cream truck.
- Allocate \$1000 from the current budget and an additional \$500 from the new budget starting in June for the summer kickoff event.

Event Planning

- **Spring Event:** Possible Krispy Kreme Doughnut Day on May 21st, with doughnuts priced at \$9 per dozen. Consider the number of dozens needed based on staff attendance.
- **Summer Kickoff:** June 10th event, potentially supported by a combination of current and new budget funds.

Considerations

- **Impact:** Decide whether to have two smaller events or one larger, more impactful event.
- **Logistics:** Consider the ease of organizing and delivering items like doughnuts versus frozen treats.

Decision Points

- **Budget Split:** Determine if splitting the budget between two events is preferable or if focusing on one event is more beneficial.
- **Event Type:** Decide on the type of event that will best serve and appreciate the staff.

Ice Cream Truck for Summer Kickoff

- **Decision:** Allocate \$1000 from the current budget to support the summer kickoff event with the Mannings ice cream truck.
- **Future Consideration:** The incoming Senate will decide if additional funds from the new budget will be allocated to cover the remaining cost of the ice cream truck.

AI Policy

- **Approval:** The AI policy was reviewed and approved by the group. Tracy will be informed of the decision.

Election Update

- **New Senators:** Several new senators and alternates have been elected.
- **Next Steps:** In June, new committees will be formed, and elections for president-elect, vice president, and parliamentarian will be held.

May Meeting

- **Agenda:** The May meeting will include discussions on the end-of-year celebration and officer elections.

Parking Updates – Patti and Kristi met with Parking Office

Madison Lot Issues

- **Enterprise Vehicles:** Enterprise has been instructed to drop off vehicles on the roof of the parking garage unless the vehicle doesn't fit. Tickets are being issued for violations.
- **Faculty Spots:** Reserved for faculty due to contractual obligations, and there's little that can be done about unused spaces.
- **Resident Parking:** New lots on Mulberry and behind Montrone are nearly ready, with enforcement starting in the fall.

Redington Lot Issues

- **Resident Parking:** Residents are not permitted to park in Redington, but enforcement has been challenging. 200 tickets have been issued so far.
- **Parking Over Lines:** UPD tickets cars parked over the lines, but the spaces are small. Repainting the lines to make spaces larger would cost approximately \$100,000 and result in fewer spaces.

General Notes

- **Tickets Issued:** 960 tickets have been issued on campus this year.
- **Cost of New Lot:** \$8000 per parking space, totaling \$704,000 for the new 88-space lot.
- **Staff Parking:** 22 spaces next to Houlihan will be available for staff and commuters once construction is complete. Z stickers indicate staff parking.

- **Ridge Row Parking:** If the price for parking in Ridge Row was lowered to \$50 per year and a shuttle was provided in the morning and afternoon, would staff be interested in purchasing that parking sticker?

Ridge Row Parking

- **Signage:** The city is working to replace the no parking signs that were removed during road work on Ridge Row
- **Shuttle Service:** The idea of lowering the parking price in Ridge Row to \$50 per year and providing a shuttle service in the morning and afternoon during the semesters only could be considered. This could make parking more convenient for staff.

Freshman and Sophomore Parking Restrictions

- **Current Policy:** Freshmen are generally not allowed to bring cars to campus. Sophomores may have exceptions if they are in programs requiring off-campus travel

Tiered Pricing for Parking Stickers

- **Discussion:** There is consideration of tiered pricing for parking stickers, where staff might pay more for guaranteed spots in certain lots

Open Forum for Parking and UPD

- **Suggestion:** Hosting an open forum or symposium for staff to discuss parking issues and hear updates from UPD could improve communication and address concerns

Communication

- **Updates:** Regular updates via email about parking changes and improvements could help staff feel more informed and reassured that their concerns are being addressed

Types of Events

- **Community-Driven Events:** These are social events aimed at fostering community and fellowship, such as March Madness, trivia events, and donut days. Including administrators in these events could help build a sense of unity and camaraderie.
- **Policy-Driven Events:** These are events focused on discussions and decision-making, such as roundtables and certain meetings. It might be more appropriate to exclude administrators from these to ensure staff feel comfortable speaking openly.

Communication and Inclusion

- **Email Lists:** Currently, there is no separate email list for administrators, so including them would require using the staff-all email list.
- **Event Invitations:** Clearly delineating which events are open to administrators and which are not could help manage expectations and maintain the intended atmosphere of each event.

Potential Benefits and Concerns

- **Benefits:** Including administrators in community-driven events could enhance relationships and improve communication between staff and leadership.
- **Concerns:** There may be hesitation about the administrators' presence affecting the dynamic of certain events, especially those where staff might want to discuss issues more freely.

Next Steps

- **Decision-Making:** Consider voting on which types of events should include administrators and which should not.
- **Communication:** Clearly communicate the decision and the rationale behind it to all staff to ensure transparency and understanding.
- A motion was made to include Administrators to our social functions. Passed.

Committee Reports:

Symposium

- **Registrants:** There are 163 registrants for the symposium on Tuesday, which is a great turnout.

Finance

- **Budget:** \$1102.62 left in the agency account, which will go towards the summer kickoff event. \$3984.49 left in the budget, primarily for the end-of-year luncheon.

Social Events

- **Planning:** Autumn and Janice are stepping up to help with social events, and preparations for the end-of-year luncheon are underway.

Staff Development

- **Summer Series:** Proposal for a summer series of training sessions via Teams to help staff navigate event setups and room reservations. This could be a valuable resource, especially for new staff.

Staff Recognition

- **Awards:** The President's Award is taken care of, and preparations for certificates and work orders are ongoing.

Assessment

- **Symposium Assessment:** An assessment for the symposium has been developed to gather feedback.

Board Meeting

- **Volunteer Needed:** A volunteer is needed to fill in for the May 8th board meeting.

Items from the Floor

- **Summer Series Proposal:** Discussed the idea of a summer series to help staff with event setups and room reservations, which could fall under staff development.

Adjournment: The meeting was adjourned