

TO: Staff Senate  
FROM: Kristie Klien  
DATE: August 21, 2024  
SUBJECT: Staff Senate Meeting Minutes

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**In Attendance:** Brenda Clarke, Bridget Conlogue, Peggy Doolittle, Jill Eidenberg, Autum Forgione, Lucy Grissinger, Rose Ann Jubinski, Bridget Judge, Denise Kuzma, Patricia Savitts, Traci Vennie, Bri Clark, Melissa Eckenrode, Melisa Gallo, Sybil Keris, Kristi Klien, Janice Mecadon, Brenda Amato, Jessica Hughes, Sandina Meo, Hollie Roscioli, Daniela Teneva, LeeAnn Toth, Alex Wasalinko, Patti Tetreault.

**Not in Attendance:** Gerianne Barber, Shawn Beistline, Tammy Manka, Janet Schieber, Bryn Schofield, Kym Fetsko, Melinda Finnerty, Joseph Medina, Melissa Sherrill.

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

**Review of Previous Month's Minutes:** Orientation was held at the July 17, 2024 meeting.

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

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

##### **Cabinet Report:**

Tim Doyle the new CFO is onboard and started in July. Our financial position remains strong primarily due to our endowment of over 300 million. However, we do have enrollment challenges and they continue and are likely to continue. Our incoming class is lower and an increased financial aid has resulted in net tuition decline. The amount of tuition revenue per student is not growing at a fast pace and with less students results in less revenue. In balancing the budget, they had to rely on one-time sources of revenue which is not typical such as supplementing with gift or grant money. Inviting Tim Doyle to meeting would be able to explain more to senate. Budget approval was done in the Spring and was taken back to the board due to enrollment and it has been approved. The last report was 898 for the incoming class. Projection was for well over 900.

Transitioning away from our long time online Graduate Education Partner. Launch of new website for graduate programs. In the coming year they are going to work with other vendors to bring as much of the graduate online Programs functions inhouse.

Weiss Hall – On track for completion in Fall 2025. Final steel beam will be installed this Friday. Father Marina and David Marx, serving as our Acting Provost have asked Dr. Michael Jenkins to serve as Project Liaison for Weiss Hall. He will help with communication and transitioning moving the Departments.

Updated Title 9 Regulations – mandatory training for employees and OED will be sending it out next week. This will be online training and you will have two weeks to complete it. They will be working with those that do not have a workspace all the time to complete the training.

Jesuit Center – Dan Cosacchi wanted to assure everyone that even though the Center does not have a director at this time that he, Father Redington, Bryn and Dave Dzurec will be working together to plan events and continue throughout the year.

Acting Provost David Marx – Michelle Maldonado has stepped down from the position as Provost. Dr. Marx was the Associate Provost and has stepped into the role on an acting basis while Father Marina determines who will fill the role on an Interim basis for the Academic Year. A regular search will be launched for permanent provost. Interviews for the Interim Provost have begun.

Graduate Tuition Remission – is on agenda and some additional work has been done. Spoke with Father Marina and will be speaking to Tim Doyle also.

Human Resources Office – Eileen Notarianni has resigned after 15 years of service. The position has been approved to be replaced.

**Guest(s)** – Chief Don Bergmann and Cathy Sanderson from University Police. Mark Murphy was not available today and was able to put together the presentation. Regarding parking challenges and moving direction to alleviate some of the issues. Cathy presented slides with changes and addition to parking around campus. Lot #1 - 26 spaces have been added to lot where the NRC building was torn down next to The Houlihan-McLean Center for staff. This may change in future to staff and commuter parking. Lot #2 – 27 additional spaces will be available once Weiss Hall is completed. No designation yet as to who will be allowed to park, this new Hall will also need visitor parking. Lot #3 – Temporary gravel lot on Linden Street has 22 spaces, 10 are for faculty. This will remain until Summer 2025 and then may close. Lot #4 – Rear of Montrone, start of construction for Resident students of 32 spaces. Across the street on Mulberry and Quincy is 19 spaces and will expand to 60 spaces. Lot L – Madison lot is for commuters and staff. Residents have been using this lot and have not been ticketed. Once other resident lots are completed then they will begin ticketing. Approximately 20 resident students have been using the lower lot a day. Plan to pave and line Lot #1 – 26 spaces. Realize that staff and commuters in Brown, Leahy and McGurrian need these lots to park. The Parking Office sells approximately 2800 parking permits total and there are 1837 spaces on campus. At no time has the parking been at capacity. Before the construction started there were 100 spaces where the buildings were demolished. Resident students that rent an apartment need space to park by their apartment and these students are our customers. If they can't find a resident spot near them, they resort to parking on the street and this creates a domino effect with off campus students needing street parking. These lots under construction is a \$750,000 investment. The cost for one parking space is \$8000.00. Relief is coming and they ask for patience. They issue approximately 1350 parking tickets a year and tow 20-25 cars for repeat offenders. Questions regarding parking were for Lot #3 – the 12 spaces after faculty designation is for staff and commuters. Why will the lot close in Summer 2025 – there may close if the talks with Elm Park Church land Swap does happen. It is only in talks right now. Please note that first and second year students do not get parking privileges. Even if they request them the office works closely with the OED and Dean of Students before approving and are very strict on issuing permits. Would another parking garage be considered? With the current climate we don't anticipate being able to do so. Will the Upper Madison lot will be kept for Resident parking? Depending on the spaces needed they may be able to use 10 spaces for staff and commuters.

Maintenance/Catering/Contractors parking in reserved or handicap spots. If a reserved spot allows another person to park in their spot such as a volunteer they will not be ticketed. Call University Police for those parking in Handicap and they will work with Contractors to find a space for them.

## **President's Report**

Pat Savitt's is not able to be Secretary this year due to some work constraints. Lucy Grissinger agreed to be the secretary.

Ice Cream social sponsored by the Jesuit Center and Human Resources was held on August 15<sup>th</sup>. It was well attended and received. Total cost was \$785.00, Andrea Malia only asked for \$100.00 donation from Staff Senate and Human Resources. Originally budgeted and approve motion for \$500.00.

Guest for September will Carolyn Barry, the new Dean of the College of Arts and Sciences. Kristi will be asking Tim Doyle to be our guest in October.

## **Previous Business**

Graduate Level Tuition benefits for Staff dependent's – A letter was found written by Amy Driscoll McNulty who was president 3 terms ago and minutes from 2012 with this topic discussed. Will be drafting a new letter and attach this letter and the minutes. Will give to Patti to review and then once motion is passed in agreement will have her to take to Father Marina. This has been over a decade now with no answer.

Spring Break Hybrid Work Policy – It has been suggested to draft a proposal to add an addendum to the current policy and create ad hoc committee to review academic calendar for additional time. Motion made by Traci Vennie to create committee and seconded by LeeAnn Toth and Rose Ann Jubinski. Asked Rose Ann to send an email to the senate asking for volunteers for the committee. Ideally with a representative from each constituency.

Board of Trustees Committee Representative – had several volunteers. Rose Ann Jubinski will continue to be the Enrollment Representative and Melisa Gallo will also continue to be the Education Committee representative.

## **New Business**

Review and Ratification of Committee Membership and Leadership – no changes suggested. Motion to approve by Autumn Forgione and second by Peggy Doolittle. Motion passed and will give to Communication Committee to update the website.

Meg Cullen Brown Magis Award – Issue with the donation match with Aramark. When Aramark reduced the amount last year to \$25.00 the Senate voted to donate \$25.00 each month to keep the award at \$50.00. Since Aramark does not have a university budget we cannot transfer funds to them. Any money given to an employee must be reported to Accounts Payable and then gets taxed. We are being billed \$40.00 for the donation and \$15.00 is tax. I have talked to Patti and discussed having the Jesuit Center also sponsor the award and split the \$40.00. Patti wants to discuss with new CFO Tim Doyle first. We do have the funds now in our account however, we would rather use to sponsor community building events for all staff. If a department purchases a gift card with a purchasing card it must be reported and taxed.

## **Standing Committee Reports**

**Communications** – first meeting is in next couple of weeks

**Election and Membership** – send an email for Ad Hoc Committee volunteers

**Finance** –Traci Vennie - Good since we have just started the year. Still have little over \$1500.00 in the Agency Account and that was a carry-over from Covid and we should probably use up this year. If anyone has some events in mind, we should have it. Our budget each year is just under \$11,000.00 and only few charges so far. We currently have \$10,632.99. Brainstorm for event ideas. Since the Christmas Luncheon is in December then possibly have something similar in the spring. We have had a BBQ in the past.

**Social Events and Community Building** – discussed gift card tax issue. For the Christmas Luncheon gift baskets, we be will encouraging them to donate gift cards and not purchase with University budget.

**Staff Development Committee** – No report

**Staff Recognition** – continues sending monthly emails for Magis award and receives several nominees.

**Assessment** – No report

**Items from the floor** – Traci Vennie suggested to start thinking about Roundtables. Only one was held last year. Each constituency should organize.

**Motion to Adjourn** - The motion to adjourn was made and seconded.