

TO: Staff Senate
FROM: Kristi Klien
DATE: February 15, 2024
SUBJECT: January 17, 2024, Staff Senate Meeting Minutes

In Attendance: Brenda Amato, Gerianne Barber, Shawn Beistline, Grismeir DeJesus, Peggy Doolittle, Rebecca Dzikowski, Melissa Eckenrode, Autumn Forgione, Lucia Grissinger, Sybil Keris, Kristi Klien, Denise Kuzma, Tammy Manka, Sandina Meo, Mark Murphy, Meghan Nowakowski, Peter Sakowski, Patricia Savitts, and Patricia Tetreault.

Not in Attendance: Amy Black, Brenda Clarke, Bridget Conlogue, Kym Fetsko, Lori Flynn, Melisa Gallo, Meg Hambrose, Rose Ann Jubinski, Jonathan Kirby, Bernard Krzan, Daniela Teneva, Janet Schieber, and Traci Vennie.

Welcome: Mr. Murphy called the meeting to order at 2:05 PM. Ms. Forgione offered the opening prayer. Ms. Doolittle will offer the opening prayer at the next meeting. The Land Acknowledgement Statement was read by Mr. Murphy. Attendance was checked, a quorum was met.

Review of Previous Month's Minutes: The minutes from the December 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 accept the agenda. The motion was seconded, and the agenda was approved.

Guest(s) – There were no guests at today's meeting.

Liaison Report – Patricia Tetreault

- Fr. Marina sent out an end of semester email communication listing recent happenings on campus.
- Announcement of the new College of Arts and Sciences Dean, Dr. Barry will join us in July.
- Senior VP/CFO search is officially underway and should wrap-up in April.
- The Board of Trustees will meet in February and will approve the 990 and will review the 5-year financial plan.
- Convocation is scheduled for February 15 at 11:30 am in the DeNaples Ballroom. The Sursum Corda Award presentation will take place and lunch will be served. Please RSVP if you plan to attend.
- The employee celebration was January 13. Patti thanked Peggy Doolittle, Frani Mancuso and Bridget Judge and everyone involved in the planning for their work on the event.
- With the update of the self-service portal, the intention was to add a new supervisor approval step for exempt staff. The current practice does not include an approval process, which is not best practice. The change will require supervisors of exempt staff to go in at the end of the pay period, if there is time entered, and sign off on the timesheet. The email was sent to all supervisors today, January 17. Brian Loughney and IT created step-by-step guidelines, a video, and offered live zoom sessions for training. As we work through the process, Mr. Loughney will follow-up with supervisors. Payroll, IT, and HR all worked together on this project.
 - Questions?
 - Is there any talk of moving hourly employees to this platform?

- We could move in that direction, for those who have easy access to a computer.
 - Is there an alert to supervisors to approve time?
 - Yes
 - Is this time entry system for everyone?
 - Only those who do not fill out a timecard.
- Patti shared a draft version of the Employee Handbook on the screen to discuss the updates. The updated topics include:
 - Laudato Si' – added language and a web link
 - Notice of Non-Discrimination and Equal Opportunity, updated language per OED
 - Sexual Harassment and Sexual Misconduct, updated language per OED
 - Responsible Employees – Reporting Obligations, updated language, per OED
 - Responsibilities of All Staff and Administrators, updated language to include respect and integrity, as well as added new language specific to retaliation.
 - Categories of Employees, Expanded the definition of part-time regular status, and added a definition of per diem status
 - Normal Business Hours, added language to clarify non-exempt start/end of workday
 - Meal Periods, added language to encourage non-exempt staff to take meal break away from workspace
 - Lactation Support, updated language per current regulations
 - Recording of time, added language for recording exempt staff paid time off
 - Alternate Work Schedule, added language from policy to clarify eligibility for AWS
 - Teaching by Staff, updated language
 - Probationary Period, updated term Probationary Period to Introductory Period
 - Job Opportunities, added a reference to additional hiring resources
 - Benefit Participation, clarified general benefit eligibility and benefit eligibility for full-time long-term temporary staff
 - Medical, Dental, Vision Insurance, clarified dates for plan election changes
 - Benefits Summary, added a category for weekly wellness classes
 - Retirement Plan, updated language to reflect single vendor (TIAA)
 - Relocation Expense, updated and expanded language
 - Sick time, added language that sick time may not be used to extend employment date upon separation of employment
 - Durations of Leave, made a separate section in the Handbook
 - Tuition Remission, updated FAFSA due date to April 15
 - Checklist for Leaving, clarified requirement to return IT equipment upon separation

President's Report

- There were no UGC meetings, they are schedule for spring.
- There were no UPC meetings, they are not yet scheduled.
- Roundtables generate a lot of good ideas that are very important/policies/issues. Should we change how they happen? We can discuss more under new business.
- Suggestion of jackets or ¼ zips for all senators, like what we have received in the past. Think about it and perhaps obtain samples of possible options.

- Mark spoke about guest presenter suggestions. Mark has reached out numerous times to the Multicultural Center and has not received a response. A suggestion was made to invite the dean's of each college, Liz Garcia and Tara Hamilton Fay.

Previous Business

- None for this meeting.

New Business

- Brief discussion about Staff Senate Roundtables and whether holding one roundtable for all constituencies per year could be considered. No decision was made.

Standing Committee Reports

- Communications – Melisa Gallo and Denise Kuzma
 - Currently working on the next Communication Symposium
 - Possible topics: Leahy Clinic re-opening/medical school collaboration
- Elections and Membership – Shawn Beistline, Rose Ann Jubinski, and Kristi Klien
 - Met to discuss the number of senators vs. employees and the calculations. Came up with a few options, which will be presented at the next meeting.
- Finance – Traci Vennie
 - No new updates
- Social Events & Community Building – Melissa Eckenrode and Lucy Grissinger
 - No new updates
- Staff Development – Geri Barber and Meg Hambrose
 - Committee has not met. Going back and forth about an event to replace the BBQ to celebrate staff and their side hustles
- Staff Recognition & Excellence Awards – Kym Fetsko
 - Met to discuss the Communication Symposium and Meg Cullen Brown nominees

Ad Hoc Committee Report

- Assessment – Geri Barber
 - No new updates. The committee is gearing up and hopes to have an outline next month.

Items from the Floor

- None

Motion to Adjourn

- A motion was made to adjourn at 3:35 PM. The motion was seconded and approved.