TO: Staff Senate

FROM: Traci Vennie

DATE: July 26, 2023

SUBJECT: June 26, 2023, Staff Senate Meeting Minutes (meeting held via Zoom)

**In Attendance:** Geri Barber, Shawn Beistline, Amy Black, Bridget Conlogue, Peggy Doolittle, Rebecca Dzikowski, Melissa Eckenrode, Kym Fetsko, Autumn Forgione, Melisa Gallo, Lucy Grissinger, Meg Hambrose, Jonathan Kirby, Kristi Klien, Denise Kuzma, Tammy Manka, Sandina Meo, Mark Murphy, Meghan Nowakowski, Peter Sakowski, Patricia Savitts, Daniela Teneva, Patricia Tetreault and Traci Vennie.

**Not In Attendance:** Brenda Amato, Brenda Lee Clarke, Grismeiris De Jesus, Lori Flynn, Rose Ann Jubinski, Sybil Keris, Bernard Krzan, Andrea Malia, and Janet Schieber.

**Welcome:** Mr. Murphy called the meeting to order at 2:02 PM. Peggy Doolittle offered the opening prayer. Bridget Conlogue will offer the opening prayer at the next meeting. Mr. Murphy read the Land Acknowledgement Statement. Attendance was checked, a quorum was met.

**Review of Previous Month’s Minutes:** The minutes from the June 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.

**Guests:**  None

**Liaison Report:** Patricia Tetreault

Cabinet:

* No Cabinet meeting this month, therefore no report.

Father Marina:

* Father is meeting with all his direct reports to assess individual goals and accomplishment of those goals over the past year as well as developing new goals for the upcoming year.

Other:

* The Finance office is working on closing out the fiscal year. The annual audit, done by an independent firm, will reconcile records and review books.
* New building: Michelle and Ed have confirmed an architect and construction manager have been selected. The team of university staff are now meeting regularly. Anticipate more updates as we move into the Fall semester. This will cause the closure of the Madison Ave parking lots.
* Lauren Rivera sent an email requesting support for conduct matters in the coming academic year. Her office is looking for volunteers to fill the roles of Support Person and University Review Board (URB) Member. Please share this information with your colleagues.
* CAS Dean search will be launching in the Fall term.
* Ed's replacement search to be announced likely later in the Fall/Winter timeframe, this position and posting do not need to follow the academic calendar as we typically see in searches.

HR:

* Melissa is onboarding 20 new faculty and staff hiring continues.
* Supervisor training in August will be strongly encouraged.
* Mission and Community Leave form update; this is not a policy change; only a form change to restructure it to clarify who approves the leave; HR confirms eligibility, the Supervisor confirms approval. HR is asking senate to review the change.

Questions:

* Geri Barber - how many hearings per year and what is the likelihood of being called on?
  + Patti is not aware directly from Lauren, although she has had staff participation in the past. Patti recalls it is a bit of a time commitment for the hearings, several hours in the afternoon and evenings.
  + Peggy Doolittle has experience and says one can drive how much you chose to serve, 2/3 hearings is a busy year for her if she has the time. Sounds somewhat flexible.

**President’s Report:** Mark Murphy

* Staff senate orientation: Kristi, Geri, and Traci are reviewing documents shared to the group from last year. Discussion was held at the Executive meeting, and we agreed that we would hold the Orientation prior to the August meeting and offer pizza to those in attendance. All Senators are welcome, and we strongly encourage new members to attend to receive an overview of our processes and how we attempt to proceed to keep forward motion. August 16th Orientation for all Senators at 1:15pm in BRN 500.
* Committee sign-up sheets: Sheets were circulated at the last meeting and an email was sent asking people to sign up for at least one committee per person, no more than three. Executive Committee reviewed and sent request to Clerical for the Finance Committee as it is required to have a member from each constituency on this Committee. Kym Fetsko agreed to take that spot.

**Officer Elections and Committee Sign-ups:**

* Ratification of committees was motioned, voted, and approved:
* Communication: Co-Chairs: Melisa Gallo and Denise Kuzma; Members: Tammy Manka
* Election/Membership: Tri-Chairs: Shawn Beistline, Rose Ann Jubinski, and Kristi Klien; Members: Pete Sakowski, Pat Savitts
* Finance: Chair: Traci Vennie; Members: Kym Fetsko, Pete Sakowski and Pat Savitts
* Social Events and Community Building: Co-chairs: Melissa Eckenrode and Lucy Grissinger; Members: Lori Flynn, Autumn Forgione, Kristi Klien and Meghan Nowakowski, Daniela Teneva, Traci Vennie
* Staff Development: Co-Chairs: – Geri Barber and Meg Hambrose; Members: Benda Clarke, Pete Sakowski and Traci Vennie
* Staff Recognition and Excellence Awards: Chair: Kym Fetsko; Members: Peggy Doolittle, Meg Hambrose and Sandina Meo
* Ad Hoc:
  + Assessment: Chair: Geri Barber; Members: Shawn Beistline, Peggy Doolittle, Bridget Conlogue, Rebecca Dzikowski, Melisa Gallo, Kristi Klien
* Ratification for the Election of officers was motioned, voted, and approved:
  + Nominations were open for two months, seeing no competition the Executive Committee reviewed and approved single nominations for each position.
  + President Elect: Kristi Klien
  + Vice President: Traci Vennie
  + Secretary: Traci Vennie
  + Parliamentarian: Kym Fetsko

**Previous Business:**

* Suggest guidance or policy in memory of an employee.
  + Patti confirmed a process for notification when we become aware of the passing of a member of the University. A plan is developed depending on the constituency and family requests.
  + Rose Corrigan, Administrative Assistant to the VP of Advancement, handles flowers.
  + Amy Hoegan, Campus Minister, handles Mass cards.
  + Flag lowering is part of the practices and has been added to the operating procedures.
  + There are no Standard Operating Procedures (SOP) for honoring a co-worker with a bench or tree currently. The item being donated in honor of a recipient should be easily maintained by the University.
  + Patti has not brought this to the Cabinet as they did not meet this month.
* Discussion: if you cannot work remotely. What benefits or opportunities are available for you?
  + This has been tabled until we find out if the Remote Workplace Practice Policy will be implemented.
  + Discussion was of the mindset that HR handles Benefits and Senators did not feel Senate should take a role in benefits.
* Guest presenters for the coming academic year.
  + Mark will invite Father Marina to attend and speak at a meeting early in the Fall semester.
  + We will invite Ed Steinmetz to speak about the Finances of the University.
  + Considering asking Michelle Maldonado and Ed to speak on the new building.
  + Jose Sanchez from the Cross-Cultural Center was also recommended as a guest speaker in the Fall.
* Professional Development:
  + Consider seeking an outside speaker for Professional Development.
  + Mark felt the topic was best suited for the Staff Development Committee.
  + Peggy suggested someone to speak on the continued affects of the pandemic on emotion and mental health.
  + Suggestion of data breaches and ways to protect personal information.
  + Meg suggested a survey to see what staff was interested in.

**New Business:**

* None noted.

**Standing Committee Reports:**

• No committee reports since they are newly ratified.

**Ad Hoc Committee Report:**

• Assessment – Geri Barber - Happy to have newcomers to the group and will begin to meet.

• Remote Work Policy – Traci Vennie, Mark Murphy, Meghan Nowakowski, Kelly Cook and Jonathan Kirby.

* + The draft policy has yet to be presented to Cabinet, therefore no information or insight at this time.

**Items from the Floor:**

* + - None noted.

**Motion to Adjourn**

* A motion was made to adjourn at 2:56 PM. The motion was seconded and approved.