TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: December 6, 2022

### SUBJECT: November 16, 2022, Staff Senate Meeting Minutes

**In Attendance:** Amy Black, Melissa Eckenrode, Cheryl Evans, Kym Fetsko, Kristi Klien, Andrea Malia, Pauline Palko, Bertha Ludwikowski, Pete Sakowski, Daniela Teneva, Joseph Wright, Lynn Andres, Gerianne Barber, Shawn Beistline Kelly Cook, Lucia Grissinger, Meg Hambrose, Rose Ann Jubinski, Jonathan Kirby, Bernard Krzan, Ericka Lavelle, Mark Murphy, Mike Ritterbeck, Patricia Savitts, Donna Simpson, Traci Vennie, and Patricia Tetreault.

**Not in Attendance:** Peggy Doolittle, Brenda Amato, Grismeiris DeJesus, Jerry Peck, Meghan Nowakowski and Janet Schieber.

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

**Review of Previous Month’s Minutes:** The minutes from the October 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)** – Brian Loughney, Human Resources Manager and BethAnn McCartney, Benefits Manager

Ms. McCartney and Mr. Loughney explained the Parental Leave Policy that they hope to have approved this year. A draft copy was provided to Staff Senate prior to the meeting.

* The policy allows for a 2-week paid time off period and runs concurrent with FMLA if applicable.
* FMLA is federal protection that provides unpaid job protection.
* The policy applies to full-time staff in cases of birth parent, spouse of birth parent, adoption of a child, placement of a foster child and legal guardianship or custody. The policy provides additional detail on the definition.
* The paid leave needs to be taken within 6 months of birth – during the FMLA allotted period.
* Multiple scenarios were discussed, showing the flexibility of the policy regarding the timing of the paid leave.
* Feedback was requested by December 5. The policy will be presented at the December 13 Cabinet Meeting.
* A non-birth parent will need to complete FMLA documentation to make use of the paid time-off.
* Motion was made to approve the Parental Leave Policy, contingent on the Executive Committee reviewing the updated draft at their meeting on November 29.
  + The motion was seconded and approved unanimously

**Liaison Report – Patricia Tetreault**

* Email from Fr. Marina
  + Staff have been given 2 additional holidays for 2022; November 23 and December 23.
  + The hybrid remote work options that were available over the summer will be available during intersession. Staff should discuss options with their supervisor.
  + Fr. Marina announced the Parental Leave Policy discussed earlier
  + Madison Ave. project.
    - The University of Scranton applied for a federal grant opportunity with an emphasis on workforce development.
    - A facility has been proposed to support workforce development and applied research efforts related to cybersecurity, science, and health.
* Board of Trustees
  + The Board of Trustees will participate in a retreat prior to the December meeting.
    - Discussion topics include communication and discernment.
    - Committee meetings will be virtual to accommodate the retreat
* Cabinet
  + Information Security – IT pushed out training.
    - All staff are encouraged to engage in training videos.
* HR
  + Open Enrollment has started.
    - Preventative Services
      * Nutritional Counseling criteria has been expanded.
    - Upgraded vision benefits
      * Participants can have a yearly eye exam. It was previously one exam every 2 years.
      * Participants can get new lenses or contacts every year; frames are still every 2 years.
    - Enrollment changes need to be in by December 2. Christmas break is the final deadline.
  + Retirement plan information sessions for the 6/1/23 vendor consolidation and investment platform update will be offered.
    - Two webinars will be available on December 2. Video will be posted for those who can’t attend.
    - Another round of sessions to discuss specific action steps for plan participants will be offered in February.
    - Human Resources has been working on this effort for a couple years.
    - Independent financial investment advice will be available for every participant.
      * An advisor will help you to look at the investment lineup and assist you in making more informed decisions.

**President’s Report**

* Updates from the UPC, UGC, and Calendar Committee
  + Julie Ferguson distributed drafts of the Academic Calendar for upcoming years. Senators are asked to review the drafts and provide feedback by November 18.
* Update on roundtable discussions

The Clerical Group had a productive roundtable event.

* Planning is underway for the holiday luncheon.
* Princeton Review – The University of Scranton was selected as one of their Green Universities.

**Previous Business**

* None for this meeting.

### Previous Business

* Feedback on Academic Calendar (vote)
  + Students expressed a desire to have the last day to drop a class and get a W grade moved back.
    - This date may be dictated by federal regulations.
  + A motion was made to accept the academic calendar. The motion was seconded and passed unanimously.
* Discuss reviewing and suggesting updates to the search committee make-up wording in the Faculty Handbook.
  + The Executive Committee will draft a recommendation for changes.
* Maternity, Family, Paternal leave discussion (tabled until 2023)
  + This goal has been accomplished. Fr. Marina announced the approval of 2 weeks of parental leave beginning in 2023.
* Update on Staff Recognition event – Andrea Malia and Bernie Krzan
  + The 2022 event may be cancelled. Previous attempts resulted in low enrollment.

**New Business**

* Investigate reinstating Connextions Program with HR
  + Staff Senate member goes to orientation, talks about staff senate
  + Buddy system – New employees were paired with volunteers.
    - The Buddy System is no longer active
      * There was a mix of new employees not participating and people leaving.
* Recommend Staff Senate presence in Staff Handbook – Traci Vennie
  + Ms. Vennie read the explanation of staff senate description and purpose to the group.
  + A motion was made to offer addendum to HR to be included in the Staff Handbook. The motion was seconded and passed.

**Standing Committee Reports**

* Communications – Amy Black and Michael Ritterbeck – update sent by email after the meeting
  + The committee is working on the newsletter.
  + An email will be sent to Staff Senators asking for a bio page to be filled out.
* Elections and Membership – Rose Ann Jubinski and Kristi Klien – update sent by email after the meeting
  + No new updates
* Finance – Kristi Klien
  + Very few expenditures have been made.
* Social Events & Community Building – Kristi Klien and Kelly Cook
  + A in person lunch is planned for December 14.
    - Staff Senate Committees are asked to sponsor baskets.
    - Two seating options will be offered, rsvp is required and will be checked at the door.
    - Each seating will allow for 200 attendees.
    - Raffle tickets will be available. Presale will also be available.
    - Raffle winners will be announced later in the day.
    - Attendees will be asked to bring travel size. toiletries, socks, and t-shirts, packaged underwear.
* Staff Development – Traci Vennie and Geri Barber
  + No new updates.
* Staff Recognition & Excellence Awards – Andrea Melia and Bernie Krzan
  + No new updates.

**Ad Hoc Committee Report**

* Assessment – Geri Barber
  + No new updates.
* Remote Work Policy Development
  + The committee is meeting next week.

### **Items from the Floor**

* None

**Motion to Adjourn**

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