

TO: Staff Senate  
FROM: Kristie Klien  
DATE: October 16, 2024  
SUBJECT: Staff Senate Meeting Minutes

---

**In Attendance:** Brenda Clarke, Jill Eidenberg, Lucy Grissinger, Bridget Judge, Denise Kuzma, Traci Vennie, Melissa Eckenrode, Kristi Klien, Brenda Amato, Sandina Meo, Patti Tetreault, Gerianne Barber, Shawn Beistline, Kym Fetsko, Melinda Finnerty, Joseph Medina, Melissa Sherrill, Autum Forgione, Rose Ann Jubinski, Tammy Manka, Bri Clark, Janice Mecadon, Joseph Medina, Daniela Teneva,

**Not in Attendance:** Janet Schieber, Patricia Savitts, Melisa Gallo, Sybil Keris, Jessica Hughes, Alex Wasalinko, Bridget Conlogue, Peggy Doolittle, Bryn Schofield, LeeAnn Toth, Hollie Roscioli

**Welcome:** Kristi Klein called the meeting to order. Bridget Conlogue offered the opening prayer. Volunteer for 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:** Approval of September minutes will be tabled until the November meeting.

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

#### **President's Report:**

UGC and BOT contains a lot of same information. The 2026 FASFA is delayed until December 1<sup>st</sup>. Faculty negotiations will take place after the new year. Interim Provost will join the university next Monday, October 21<sup>st</sup>. Weiss Bldg. is scheduled to open Fall 2025. We are applying for several grants. We did received a grant to fund equipment and the innovation hub such as, 3D scanners, 3D printers etc. Also funding for Director to collaborate with faculty and the community. Dr. David Marx spoke about some of the articulation agreements that we have now. We now have agreement with Lackawanna College for qualified graduates to transfer credits toward earning a bachelor's degrees for more than 30 programs here at the University. Up to five University of Scranton students can be accepted to their PA program and five Lemoyne students can be accepted into our guaranteed DPT program. We have two agreements with universities in Tiawan. This agreement allows students from both universities to take graduate level courses during their senior year. We have a transfer agreement with Bergen County Community College for transfer into our Criminal Justice program and we are in the process of an agreement with Luzerne County Community College.

Updates to some of our Nursing programs: FNP, MSN, DNP and Psychiatric Mental Health MSN and DNP will move online. Health informatics is moving from online to on ground. Masters degree in our graduate Clinical Mental Health Counseling and Rehabilitation is moving online.

Capital Campaign has raised 130.1 million of 135 million goal. 12 million is in verbal commitments and they will need to secure them. The new focus will be to raise funds to support our operating budget, the current class is 866. The goal for Fall 2025 is 965 with a discount rate between 62.5-63%.

The religious observance policy form has been approved. The alcohol and events policy was moved from the student handbook to a standalone document. There are concerns about responsibility and clarification is needed as to who signs the alcohol form and who is liable.

## **Liaison Report: Patricial Tetreault**

There was no cabinet meeting in October. Father Marina will be sending out and update notice out to campus soon.

The new Interim Provost Tracy Stewart will begin Monday. She will serve for the remainder of the academic year and the next academic year. Father Marina will initiate a search for a permanent Provost.

Mission and ministry put out a note about Jesuit Identity Week and events. Hopefully people has the opportunity to participate.

Title 9 training is due, anyone having challenges can contact Liz or Patti for help. Everyone does need to be trained.

Father Marina announced staff salary increase. It is in the process of being loaded and it will be in the next payroll October 25<sup>th</sup>. The increase was 3.5%. If you over the maximum in your grade, you will receive a lump sum with your retirement contributions. Patti will notify the individuals impacted within the next couple of days.

We are not able to increase staff grade changes at this time. Minimum rate is still \$14.00. The gap between the first 3 grades has become smaller and pushing out the mid-point and the maximums were not able to be the normal spread that they were originally. We are working to do is to push out the midpoint and the maximum particularly for grades one and two.

Health plan renewal is coming up. We will be sending out the open enrollment information in couple of weeks. Will have the information out no later than November 4<sup>th</sup>, but hopefully as soon as November 1<sup>st</sup>. We are not expecting any big plan design changes.

Cap Trust will be back on campus November 5<sup>th</sup> and 6<sup>th</sup>. This is in person appointments. The RSVP is already full. You can call anytime any day and have a virtual appointment.

Ongoing since Covid is to fill UPD officer and sergeant positions. One of the challenges that has come up for them is coverage for university holidays. Current policy is if you work on a holiday you get paid time and a half and you can bank the holiday hours. The area is so short that some are picking up overtime and working doubles. Often resulting in having 40 hours by the middle of the week. Consideration situations for an individual who has already worked 40 hours and then they work a university holiday they would actually get double time instead of time and half. This should not happen frequently and don't anticipate that it would impact very many people. This would be for any employee. This was supported by the Senate and will be presented to Cabinet.

### **President's Report Continued:**

UPC update – University Planning committee. It is time to revamp and redo the strategic plan. They are looking for staff input and was to make it as encompassing as possible to guide us for the next five years. Open forum for discussion is October 29<sup>th</sup> and 30<sup>th</sup>. Possible one in November for the Department Chairs and program departments. Also met with Alumni engagement group. The big concern is the enrollment cliff. We do have older staff members that are going to be leaving and how will this affect us. Talked about the fact that employers are looking for critical thinkers so the importance of a degree is still valid. There is a trend towards the trades right now and the college degree is not importance that it used to be. Discussion on the importance of clarity in statements such as “go and set the world on fire”. Discussion on how our students will look in the future. The shift in the landscape of how many students are graduating high school and attending college. Also the value of the degree and so many programs offered online now. Affordability is always big concern. The best way to create a plan is to have everyone's input.

Letter as been sent to Father Marina regarding graduate level tuition benefits for staff dependents.

The spring break and hybrid policy draft went out with the agenda. There was also a letter attached. Motion was made and passed approving the letter and draft. The Ad Hoc Committee will send to Cabinet.

Discussion again regarding the tax fee on the Magis award. Would it be more beneficial to purchase meal tickets? Suggestion to buy travel mugs instead. Prices are being researched. Would also need to confirm price of meal tickets now and possibility to give two tickets. Will try and get feedback on previous winners to see how they liked the meal tickets?

Roundtables – discussion on having one for all constituencies. Would be convenient for Patti to attend one, instead of having two or three separate roundtables. Motion was made and passed to schedule joint roundtable. Kristi will work on the date and invitation.

Krispy Cream donut drop for facilities was held on October 2<sup>nd</sup>. Gesture was well received and appreciated by the facilities staff. There was a mix up with the order and Krispy Cream gave certificates for four free dozen of glazed donuts. Possibly use for Christmas luncheon basket with some mugs?

Patti spoke regarding the Council on Diversity and Inclusion Committee – discussion on possible employee resource group as well as other groups. Would be open to everyone. May be a presentation to the senate.

The Board of Trustee Enrollment Manage Committee meeting was sent as an attachment. Thank you to Roseann for the update she sent in.

Jesuit Identity Week was on the agenda – Kristi was asked to bring up at the meeting. Events are everyday from the 17<sup>th</sup> until the 28<sup>th</sup>.

### **Standing Committee Reports**

**Communications** – Invite for the symposium was sent out. Tim Doyle was unable to present this semester. Shannon Zotolla will present on October 29<sup>th</sup> and discuss the enrollment management issues facing us including the FASFA challenges. Newsletter will be sent out sometime after the symposium.

**Election and Membership** – No new elections.

**Finance** –Traci Vennie – Balance in account is still approximately \$10,000.00. The donut drop receipts will change this.

**Social Events and Community Building** – Christmas Luncheon will be on December 11<sup>th</sup>. As in past will be doing two seatings again. Will be collecting for the Royal Food Pantry and the 50/50 proceeds will be for the domestic service trips. There will be one ticket issued for the meal this year and there will also be servers for the meat portions in an effort not to run out of food again. 10 raffle baskets have been promised so far. Invitation with RSVP will go out before Thanksgiving.

**Staff Development Committee** – Will be meeting November 1<sup>st</sup>.

**Staff Recognition** – Still taking nominations for the October Magis award. Send in your nominations if you know of anyone.

**Assessment** – Will need to start assessments at some of our events. Could be paper or QR code?

**Items from the floor** – Contacted by Avianna Carilli. They are asking for support for fundraising ideas for their service trips. They are considering having babysitting hours for Christmas shopping. They would have games and

provide snacks. Just looking for feed back at this point. Questions regarding child abuse clearances being required for this type of event? Suggestions that they could charge more than \$5.00.

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