TO: Staﬀ Senate

FROM: Traci Vennie

DATE: November 1, 2023

SUBJECT: October 18, 2023, Staﬀ Senate Meeting Minutes

**In Attendance:** Brenda Amato, Geri Barber, Amy Black, Brenda Lee Clarke, Bridget Conlogue, Grismeiris De Jesus, Peggy Doolittle, Melissa Eckenrode, Lori Flynn, Kym Fetsko, Autumn Forgione, Melisa Gallo, Lucy Grissinger, Rose Ann Jubinski, Sybil Keris, Jonathan Kirby, Kristi Klien, Denise Kuzma, Tammy Manka, Sandina Meo, Mark Murphy, Meghan Nowakowski, Peter Sakowski, Patricia Savits, Patricia Tetreault, and Traci Vennie.

**Not In Attendance:** Shawn Beistline, Rebecca Dzikowski, Meg Hambrose, Bernard Krzan, Andrea Malia, Janet Schieber, and Daniela Teneva.

**Welcome:** Mr. Mark Murphy, President, called the meeting to order at 2:03 PM. Geri Barber oﬀered the opening prayer. Pat Savitts will oﬀer the opening prayer at the next meeting. Mr. Murphy read the Land Acknowledgement Statement. Attendance was checked, an alternate quorum was met.

**Review of Previous Month’s Minutes:** The minutes from the September 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:** Rose Ann Jubinski, Business Applications Analyst, Enterprise Application Services

Rose Ann offered a preview of the new my.Scranton portal look with a "go live" launch of mid-January. Ms. Jubinski stated the completion of the project is required by March. She suggests departments send a request for demonstrations. Additionally, the site changes can be viewed by going to this link: [https://experience.elluciancloud.com/uos22/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fexperience.elluciancloud.com%2Fuos22%2F&data=05%7C01%7Ctraci.vennie%40scranton.edu%7Cf2d11a8efe314d00d12b08dbd95e8336%7Ca8edc49a41f14c699768a7f6d7c3b8c3%7C0%7C0%7C638342772190567101%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=y44EHv0gcOpdbtoxribFacim9VY%2Buj%2BlKdk57sEzVGE%3D&reserved=0).

**Liaison Report:** Patricia Tetreault

**Father Marina** –

* Father recently travelled to the AJCU Presidents Conference with a focus on the Mission Priority Examen. This is a mechanism to determine where we are benchmarking against what is expected of a Catholic and Jesuit University. The last report came in 2018, when we prepared a self-report on how we feel we did in various areas. This time the focus is on challenge and opportunities. This data is reported to the Provincial as well as the curia in Rome. This reporting allows us to continue to keep our Catholic and Jesuit Mission at the forefront of our community. The next report will be in 2026.

**Cabinet**-

* No new updates on the new building project. Michelle and Ed continue to finalize the details of what the building will house so the Architects can complete the renderings. This will allow for the financial projections to be completed.
* Staff compensation announcement came out on October 6th with a 5% increase for staff effective October 7th. Staff will see the increase in the Friday, October 27, 2023, pay.
  + Staff over the maximum salary grade will get a lump sum payout. This affects 17 people, and those people were made aware this day. Typically, staff who have a salary at or above the maximum of the grade range have been in this position for a long time.
  + There will be an increase of start rate to $14/hour and adjustments to the minimum grades. HR is looking at compression, and while it is not as bad as 2021 when we saw a jump from $11/hour to $13.50 causing more compression, we still see a change in going from $13.50 to $14/hour. Some staff that are below, at or near the lower end of their paygrade may be affected. Those people will be notified individually and offered a small increase to aid in the compression seen due to the raise in starting pay. The primary focus is on pay grades 1 and 2. Feel free to reach out to Patti for questions.
* Health plan renewal is in progress. There is an expected impact, but HR is still working on it.
  + Beth will likely offer open enrollment early November.
* Remote Workplace Practice Policy was reviewed and cultivated great discussions on a policy and the need for a policy implementation.
  + Strong sentiment to keep staff here when students are here.
  + Cultivate an "Authentic Community".
  + Cabinet request Staff Senate to work on formalizing a January and Summer hybrid remote policy to make it more equitable for staff to take advantage of.
  + Concern for staff being on campus during the weeks of orientation.
  + Patti purposed a meeting with the Ad Hoc Committee to tweak the policy as presented so that it can be updated and put in place for Intersession 2024.
  + **Questions:**
    - Bursar offices cannot work remotely during Intersession or Summer and are disappointed their office would then not be eligible to participate in the policy at all if we are not permitted to use the policy in the Fall and Spring. Patti: This is good feedback; it is important to gather this type of feedback and review those points of disappointment.
    - Certain jobs (MTTPS) do not allow for it due to type of work.
    - Financial Aid would not likely be able to participate due to the late FAFSA this year. Every office has highs and low cycles of busy times, is there a down time that those offices would be able to take this policy as presented to use when appropriate?
    - There was much discussion about the reality or perception and talk of authentic community. This demands people be around. Patti explained that Cabinet is looking to strike balance between staff desire to work remote and what they feel the need is for the University. Preference to contain the times we use it. Suggest getting the work group together and then bring back our feedback to the Cabinet. Concern for parity and operational times.
    - Mark suggested waiting on taking feedback to the Cabinet from the community not just feedback in the room right now.
    - AJCU policies highlight consolidation of space.
    - Hybrid we have experienced has not been without its bumps and issues. People supposed to be working and they are not. Not cooperating on zoom, phone calls, and overall availability.
    - Suggestion of a pilot program possibility to Cabinet for those areas that have high activity during the January and summer timeframes.
    - Impact of a few affects all but additional structure to policy may be required. Look for something structured and could expand in the future.
    - Motion for the committee to continue its work.
    - Request for an articulation of what is desired and envisioned of an authentic community. Patti offered the concept of presence and being present for our students. Can be challenging if offices are dark. Overall, need to improve how all offices present themselves as available. A staff member mentioned that faculty should be held to this same standard.

**President’s Report:**

UGC meeting 10/17/23:

* Each senate offered a presentation on how it is organized and how they function. Parts of student senate was robust and branched off much further than ours and facilities. Staff and faculty are organized similarly.
* Michelle stated the trustee meeting in December will be a retreat at the lake.

Confirmation of guest speakers:

* Ed Steinmetz, November
* Michelle Maldonato, December
* Jose Sanchez and Shaefny Grays, tentatively January

Plaque engraving is in process. Should be back within a week.

# Previous Business:

# Professional Development Speaker – Bethann, HR, is checking on proposed dates for PNC to speak.

# Melisa Gallo volunteered and was chosen to represent Staff Senate at the Trustee Sub-committee for Education.

# Rose Ann Jubinski volunteered and was chosen to represent Staff Senate at the Trustee Sub-committee for Enrollment.

# At the last meeting Father Marina was questioned about the first-floor space in Brown Hall. This sparked conversations and suggestions for its use. It was noted that some staff would love to see the Hope Horn Gallery be moved there.

# Patti recommended we submit a note to Father Marina and copy her. Mark stated it is not official senate feedback and asked Kym to contact Darlene who runs the Gallery for her input on this suggestion prior to our mentioning it to Father.

# Green space and new building updates – the grass is growing and is complete for this phase. Design phase and programming in completion phase and goal to break ground in the spring.

# Request to SS to offer to make up the difference in the decrease to the Meg Cullen-Brown Award from Aramark. Many feel it is a positive thing to keep the gift the same and to not return money at the end of the year. Discussion, motion to contribute $25 a month from the Staff Senate. A motion was made and seconded, the motion is moved.

# Request to make the Ice Cream Social an annual end of the year event for staff. Feedback from staff was positive with the exception of some MTTP staff that have to write up a paper to request to leave their station for a few minutes to go get an ice cream. This is seen as a deterrent therefore some would not go. Patti can help with this.

# Standing Committee Reports:

* **Communications Committee**: Co-Chairs: Denise Kuzma and Melisa Gallo
* Bobby Davis is looking forward to the event. Requested the date be moved to November 2nd, in the Moskovitz theater; HR helping provide lunch; doing take out lunch.
* Newsletter submission date to be November 17th for all written submissions and space for Christmas party.
* **Election & Membership**: Tri-chairs**:** Shawn Beistline, Rose Ann Jubinski & Kristi Klien
* Coordinated the Trustee Sub-Committee search and elected representatives.
* Reminder to look at the numbers per constituency and reevaluate the needs.
* **Finance:** Chair**:** Traci Vennie
  + No expenditures at this point.
* **Social Events & Community Building**: Co-chairs: Melissa Eckenrode and Lucy Grissinger
* Christmas Luncheon confirmed and booked for December 13th.
* Meeting established and planning beginning.
* **Staff Development:** Co-chairs**:** Geri Barber & Meg Hambrose
  + Working on a date to have PNC come and do a presentation.
* **Staﬀ Recognition and Excellence**: Chair**:** Kym Fetsko
* Committee meets monthly.
* Issue with reserved parking space – decided to change this if they do not want the spot, they can gift it, if they do not want it, pull another name of nominees then allowing one of those people to use the spot. Fear of losing the spot if not used regularly.
* 37 nominees thus far for November; the highest so far has been 53 in October; September had 39 overall nominees.
* Sursum corda coming and work with Patti.
* Recommendation of staff reaching milestone years be added to the newsletter.
* Consider inviting milestones awardees to the end of the year celebration.
* **Ad Hoc**:
  + **Assessment:** Chair: Geri Barber
  + Committee has not yet met.
* **Remote Policy**: Co**-**Chairs: Mark Murphy and Traci Vennie
* See section on Patti's report from Cabinet.
* Mark agreed to work on gathering the team to meet with Patti.

# Motion to Adjourn:

* A motion was made to adjourn at 3:29 PM. The motion was seconded and approved.