

TO: Staff Senate
FROM: Rose Ann Jubinski
DATE: September 30, 2019
SUBJECT: September 18, 2019 Staff Senate Meeting Minutes

In Attendance: Peggy Doolittle, Kristi Klien, Jennifer Kretsch, Andrea Malia, Pauline Palko, Jennifer Pennington, Bryn Schofield, Barbara Barletta, Salisa Brown, Bill Hurst, Ryan Puksta, Kevin Rude, Lynn Andres, Gerianne Barber, Rebekah Bernard, Amy Driscoll McNulty, Elizabeth Geeza, Renee Giovagnoli, Meg Hambrose, Margaret Hynosky, Rose Ann Jubinski, Jonathan Kirby, Bernie Krzan, Patrick Mullarkey and Crystal Ondrick

Not In Attendance: Carlene Coombes, John Harris, Michael Rorick, Sue Shimsky, Michael Tuffy, Gina Butler, Mark Murphy and Ryan Sheehan

Group Photo: A group photo was taken on the stairs of Brennan Hall at 10:00 AM.

Welcome: Amy Driscoll McNulty called the meeting to order at 10:13 AM, in the PNC Board Room, Brennan Hall 500. Ms. Hambrose offered the opening prayer. Ms. Andres will offer the opening prayer at the October meeting. Attendance was checked, a quorum was met.

Review of Minutes: The minutes were approved.

Guest (s) – No guests attended. Dr. Sam Beldona, the Dean of the Kania School of Management, and Greg Jordan, Director of the Center for Humanities, will be contacted about attending an upcoming meeting.

Liaison Report: Ms. Tetreault

- Cabinet Update:
 - The Religious and Disability Accommodation policies were approved and will be distributed.
 - Regarding the Middle States Recommendations, at a recent meeting, Cabinet focused attention on follow up to Standard 7 (Governance, Leadership & Administration).
 - Phase 1 of the Space Utilization Study focused on classrooms and labs. The results will be shared at some point with the University Community.
 - Preparations are under way for the next Board Meeting and the upcoming Board Retreat.
 - Ms. Schofield asked if there was any discussion of the request made by Senate for staff dependents to receive tuition remission. Ms. Tetreault is gathering data for discussion at a future meeting.
- Brian Loughney (HR Manager) worked with Ms. Butler to revise the inclement weather wording, clarifying the responsibilities of staff members. The revised handbook will be sent to Cabinet once the Staff Senate makes a final review of the updated inclement weather wording.
- The Offices of HR, Global Education and the General Counsel have drafted a Work Visa and Legal Permanent Resident Sponsorship Policy. The document outlines procedures for hiring individuals who do not have current authorization to work in the United States and will be shared with Staff Senate for feedback at an upcoming meeting.
- An update was provided on the Wyoming Seminary discount. Wyoming Seminary promised to grandfather faculty and staff currently making use of the discount with a 50% discount if the person is eligible for financial aid; otherwise the discount will be 40% for those grandfathered into the benefit. New enrollees to Wyoming Seminary currently receive a 30% discount.
- Human Resources is working on the staff salary increase and medical benefits. There may be an increase to the medical cost for 2020, but it has not yet been determined. Details will be finalized in late October.

President's Report:

- The Board of Trustees will meet next week. Ms. Doolittle and Ms. Schofield will continue to attend as Staff Senate representatives.

- UGC Meetings will begin in October.
 - UGC will be reviewing the drug free workplace policy to verify that it is consistent with federal law. Anyone advised by a doctor to use medical marijuana should contact Human Resources.

Previous Business:

- Shared Governance Definition – no new updates.
- Aramark Catering Survey
 - The survey is complete and will be distributed this month.
- Pregnancy Policy
 - Ms. Driscoll McNulty sent the minutes of our discussion to Elizabeth Garcia, Executive Director of the Office of Equity and Diversity.
- Staff Handbook
 - The committee formed to discuss the non-discrimination wording will be reconvened.
- Roundtable Discussions have been scheduled.
 - MTTP - October 15 at 2:30 PM in BRN 228
 - Professional & Paraprofessional - October 16 at 11:45 am
 - Clerical - October 15, in the morning

New Business:

- Information Collection/Continuity of Work
 - Research done by committees has not always been passed on to current senators.
 - Ms. Klien made a motion that a SharePoint folder be requested for the purpose of storing information related to Staff Senate. The motion was seconded and approved.

Standing Committee Reports

- Communications – Elizabeth Geeza and Marg Hynosky
 - A Save the Date will be distributed for the Communications Symposium scheduled for November 14.
 - Ms. Geeza will support Instagram and Twitter communications from Staff Senate.
 - Ms. Hynosky will provide updates for Royal News.
- Elections and Membership – Kristi Klien and Bryn Schofield
 - The timeshare committee has been reconvened.
- Finance – Rebekah Bernard
 - We have money
- Social Events & Community Building – Lynn Andres and Ryan Sheehan
 - The Christmas lunch is scheduled for December 17 from 11:30 AM to 1:00 PM.
 - Baskets are needed for the fundraising raffle.
 - A list of upcoming events will be posted to the senate webpage.
- Staff Development – Renee Giovagnoli and Meg Hambrose
 - A meeting will be scheduled
- Staff Recognition & Excellence Awards –Patrick Mullarkey
 - The committee is working on creating a shared mailbox. Nominations for the Meg Cullen-Brown Magis Award will be sent to this mailbox.
 - An administrator was nominated in August and her name was drawn as the winner. The committee redrew a winning name because administrators are not eligible for the Magis Award. Both individuals were recognized in the announcement.
 - There was some discussion regarding the Magis Award nomination process. The process will be discussed further by the committee.

Ad Hoc Committees

- Time Donation
 - The names of the committee members will be sent to BethAnn McCartney.
- Assessment
 - Kate Yerkes requested information based on the Middle States Report.
 - A meeting will be scheduled.

Items from the Floor

- A motion was made to adjourn and seconded at 11: 07 AM.