TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: February 8, 2021

### SUBJECT: January 20, 2021 Staff Senate Meeting Minutes

**In Attendance:** Rose Ann Jubinski, Gina Butler, Patricia Tetreault, Amy Driscoll McNulty, Bernie Krzan, Christine Black, Denise Kuzma, Geri Barber, Janet Schieber, Jenna Bruchalski, Jose Sanchez, Julia Leighow, Kristi Klien, Mark Murphy, Meg Hambrose, Melissa Eckenrode, Patrick Mullarkey, Pauline Palko, Peggy Doolittle, Pete Sakowski , Rebekah Bernard, Renee Giovagnoli, Rose Striefsky, Salisa Brown, William Hurst .

**Not In Attendance:** Cheryl Evans, Leah Marsili, Nick Truncale, Ryan Sheehan, Andrea Malia, Kevin Rude, Sam Falbo, Ryan Puksta, Barbara Barletta and Tracy Muth.

**Welcome:** Gina Butler called the meeting to order at 10:02 AM, the meeting was held as a zoom meeting due to COVID-19. Ms. Doolittle offered the opening prayer. Ms. Butler will offer the opening prayer at the next meeting. Attendance was checked, a quorum was met.

**Review of Previous Month’s Minutes:** The minutes from the December meeting were reviewed. No corrections were made. 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)** – Ms. Kate Yerkes and Dr. Jeff Gingerich discussed the **S**trategic **P**lan (see attached presentation)

* The Strategic Plan was passed by the Board of Trustees in September, 2020. Input was gathered through surveys, zoom and discussions with UPC. Additional conversations will be held with the new President.
* Ms. Yerkes shared a PowerPoint presentation.
* The Strategic Plan is student and community centered. The Board approved 5 goals Mid-February.
* College Deans and divisional leaders are leading discussions on their part in supporting the plan.
* The plan is a living document, University Leadership are committed to making adjustments as the need arises.
* Staff Senate input has been integral to the process. Staff Senate has been assisting with communications and involving staff. Senators listen to staff and bring back questions. Ms. Yerkes encouraged participating where and how you can in your own areas.
* How do I integrate with the plan? Encourage everyone to read the plan and think about how they can integrate.
* Ms. Barber noted a potentially a missing piece around the campus community and diversity and inclusion, people feeling disenfranchised. People need to feel safe and report when they do not feel safe.
	+ Ms. Yerkes acknowledged the timely comment. A plan for Diversity and Inclusion is in progress. Dr. Gingerich noted the plan will not be able to move forward if the community doesn’t feel safe, it is important for people to feel safe in communicating.
* Dr. Gingerich and Ms. Yerkes thanked senators for everything that everyone has done to help us be successful during this difficult time.

### **Liaison Report – Patricia Tetreault**

* Cabinet
	+ Cabinet is focused on getting ready for spring. The Royal Safe Together Plan has been updated on an ongoing basis. A forum will be held to discuss plans for spring. Safety measures in fall will continue into the spring. Surveillance testing will be performed again in the spring.
	+ Some community members have already received the COVID-19 vaccine. The University is looking into facilitating access if possible. Nothing is definitive yet.
	+ Cabinet continues to work on the current fiscal year budget. Significant adjustments have been made to the 710 budget lines.
* HR
	+ Leave rollover balances will show soon. It takes time to transition between calendar years
	+ Fifty-nine staff members donated $139,644 worth of vacation time back to the University of Scranton.
	+ Work continues on the Time Share Policy. HR met with Staff Senate Officers and will take the revised policy back to cabinet. Revisions are mainly with regard to tracking donations. The hope is to roll the policy out early in 2021.
	+ Ms. Tetreault thanked Staff Senate for reviewing our budget and giving back 50% of the budget.($4,500)
	+ A question was asked regarding the status of the search for a new president. The search committee is working towards selecting finalists. Ryan Sheehan is the Staff Senate representative on the committee.
	+ A search for the Dean of Library position is also in process.
	+ A question was asked if HR could participate in clearing employees to come back to work after COVID related quarantine. Could HR verify the person has a negative test?
		- Ms. Black clarified CDC Guidelines for clearing patients from quarantine. Some people test positive after as many as 90 days after they have been cleared as no longer being contagious.
		- HR is working with Student Life to review guidelines such as travel. Any employee impacted by COVID is working closely with HR.
	+ Snow Teams – Mr. Caffrey adjusted protocol for snow teams. A Schedule is published so that everyone knows when they are on call for the weekend.
	+ Third shift MTTP - Retirement left vacancies on 2nd shift, open positions are being evaluated. One person moved to 2nd shift to refocus resources.

### **President’s Report**

* A Staff Forum with Cabinet is scheduled for January 27.
* UPC: Diversity & Inclusion Subcommittee
	+ The committee is working on group assignments Next meeting is January 26.
* Ms. Butler provided a letter with the 50 percent of the Staff Senate Budget back to the general budget.
* Senators are asked to review statement with Staff Senate involvement on Strategic Plan.
	+ Senators are invited to submit feedback by Friday, January 22.
* UGC: Acceptable Use Policy; Calendar Proposals (Academic Years 2022-23 and 2023-24)
	+ Staff Senate supported the both items and included a statement that they supported option #3 for the Academic Calendar Proposal

### **Previous Business**

* Staff Handbook – Grievance & Corrective Action Policies
	+ The sub-committee will meet with HR to review.
* Employee Resource Guide: Committee work and volunteers
	+ Some people noted it is sometimes difficult to find. However, there is support to maintain this document and it may be extremely valuable in the current work conditions.
* Roundtables: constituencies need to have a roundtable by no later than March.
	+ Committee leaders are considering combining the MTTP and Clerical roundtables.
* A Communication Symposium will most likely will be held in April.
* Operations/Priorities: Assessment
	+ Revamp Staff Senate survey; incentivize; develop objectives and present to staff members in coming months. Executive committee will review survey and present it to the senate for feedback.
		- The survey will bemailed to each individual constituency (Professional Staff, Clerical, and MTTP). Questions will be targeted to specific constituencies. Most survey questions will be the same, specific questions will be reworded to address each area in a more direct manner.
	+ Review Mission and Purpose Statement –align with the University Mission Statement?
* Items with Cabinet
	+ Time Share/Donation Policy – Officers met with HR to discuss revisions to address questions posed by Cabinet. There was additional clarification of paid time off to meet IRS guidelines so as not to make donations taxable.
* Items with UGC
	+ Remembrance – University Flag – no update, UGC has not met yet.
* Tabled until Spring
	+ Graduate Tuition Remission: An early spring review was requested.
	+ Aramark Survey: Tabled until the summer or until campus functions return to normal.
	+ Discussion on By-Laws amendment – Definition of a quorum and election issues

### **New Business**

* Staff Forum with Cabinet – Re: Spring 2021 January 27th 1:00 p.m. register to join Zoom
	+ An email invitation will be sent soon.
* Sursum Corda
	+ An email was sent to solicit nominations by next Tuesday.
	+ The ceremony may be held in March, it is normally at Spring Convocation (February).

### **Standing Committee Reports**

* Communications – Nick Truncale and Rebekah Bernard
	+ Pauline Palko is working on the newsletter. Send updates by February 14th. The first edition is dedicated to Joe Wetherell – submit photos or memories of how he touched you.
	+ The Staff Senate Website was updated. Denise Henry will handle social media postings.
* Elections and Membership – Kristi Klien and Amy Driscoll McNulty
	+ No updates
* Finance – Amy Driscoll McNulty
	+ Budget transfer of $300 will be made for We Care Wednesday.
	+ Donations of $150 each will be made to Fisher House and St Francis Kitchen in honor of Joe Wetherell.
	+ Money is earmarked for prize drawings as incentives to complete the survey.
* Social Events & Community Building – Ryan Sheehan and Kristi Klien
	+ The December fundraiser brought in approximately $1,225 through online donations. A final total will be coming.
* Staff Development – Renee Giovagnoli and Meg Hambrose
	+ The committee is waiting to hear back on a request for a roundtable on Resilience during Quarantine.
* Staff Recognition & Excellence Awards – Patrick Mullarkey & Peggy Doolittle
	+ Nominations are open for Sursum Corda.
	+ The monthly Magis Award continues.

### **Ad Hoc Committees**

* By-Laws – No Updates
* Assessment – No Updates

### **Items from the Floor**

* None

### **Motion to Adjourn**

* A motion was made to adjourn at 11:29 AM. The motion was seconded and approved.
* Ms. Giovagnoli noted the workplace safety committee is accepting requests to join the committee.