TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: March 26, 2021

### SUBJECT: March 17, 2021 Staff Senate Meeting Minutes

**In Attendance:** Rose Ann Jubinski, Amy Driscoll McNulty, Gina Butler, Patricia Tetreault, Andrea Malia, , Cheryl Evans, Christine Black, Denise Kuzma, Geri Barber, Jenna Bruchalski, Jose Sanchez, Julia Leighow, Kristi Klien, Kevin Rude, Mark Murphy, Meg Hambrose, Melissa Eckenrode, Pauline Palko, Peggy Doolittle, Pete Sakowski, Rebekah Bernard, Renee Giovagnoli, Salisa Brown and William Hurst.

**Not In Attendance:** , Aaron Lichtenwalter, , Janet Bernick, Bernie Krzan, Nick Truncale, Patrick Mullarkey, Rose Striefsky, Ryan Puksta, Ryan Sheehan, Janet Schieber, Leah Marsili, Barbara Barletta and Sam Falbo.

**Welcome:** Gina Butler called the meeting to order at 10:04 AM, the meeting was held as a zoom meeting due to COVID-19. Mr. Murphy offered the opening prayer. Ms. Hambrose 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 February 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)** – No Guests

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

* Ms. Tetreault spoke about our shared grief in the loss of Fr. Pilarz. All felt the strength and love that Fr. Pilarz brought to The University of Scranton. His energy, strength and spirit were blessings given to all of us. His spirit will always be with us.
  + The funeral mass was beautiful. It is available for viewing.
* Cabinet
  + Planning is underway for the end of the spring semester as well as summer and fall.
    - Discussions include how best to hold graduation and orientation.
  + COVID testing continues, we are grateful that positive cases have been manageable. A very small number of employees have tested positive.
    - The University of Scranton continues to seek vaccine opportunities.
  + The budget continues to be a major topic.
    - Cabinet is looking at expected revenue from tuition and room & board and also the feasibility of any camps and conferences during the summer.
    - Cabinet is also looking at expenses in order to reconcile revenue with expenses.
  + The vacation / sick time donation policy has been approved by the Cabinet and Acting President.
    - A small group will discuss announcing and roll-out of the policy.
* HR
  + We will have the Sursum Corda awards, details for a virtual event will be determined.
  + Time Clock Plus implementation continues.
    - The implementation is currently in a pilot phase, identifying gaps in functionality.
  + HR is looking at the retirement plan for investment opportunities.
    - HR monitors expenses related to your investment choices in the plans.
    - Opportunities will be announced.
  + Faculty contract negotiations have started.

### **President’s Report**

* Board of Trustees Meeting: February 19
  + Fr. Keller did a presentation on Catholic Education.
    - He highlighted involvement in mission based decision making.
    - He noted that many of our past and current leaders were Jesuit educated.
  + Greg Jordan, from the Humanities Center, had student fellows give presentations to the Board.
  + Dr. Gingerich noted that faculty and staff are going above and beyond to address our ever-changing environment.
  + Education Committee – Ms. Barber
    - New programs were approved.
      * Graduate: Applied Behavior Analysis and Undergraduate: Communication and Sciences Disorders
* UPC Meeting on March 12
  + The annual report cycle opens April 1
    - The focus is on key performance indicators, tying back to standard 6 of the Middle States Report
  + The committee discussed preparations for the viewing and funeral of Fr. Pilarz.
* UGC Met February 26
  + The University’s Governance Principles were updated.
  + The Acceptable Use Policy was approved.
  + The proposed academic calendars were discussed. All senates agreed to the timeframe and endorsed the draft.
    - Spring Break for 2024 will be determined after further discussion.
  + The Flag Remembrance Proposal was approved by all senates.
    - Dr. Gingerich will bring it to Cabinet for approval.
    - The University Flag was at ½ mast on Thursday, following the death of Fr. Pilarz.
* A mass will be held for Joe Wetherell on Thursday April 8th @ 12:05 pm in Madonna Della Strada.

### **Previous Business**

* The Flag Remembrance Proposal is with Cabinet.
* Employee Resource Document
  + Ms. Butler met with Ms. Tetreault and Ms. Bowen. She emphasized need for information to be accessible.
    - The document is in portal under Staff Senate
  + They discussed incorporating it into orientation and possibly sending an annual reminder.
  + The Staff Development Committee will ask for volunteers to update the document.
  + Recommendation to change the formatting to CMS rather than a PDF to allow for dynamic updating.
* Sursum Corda
  + The Staff Recognition Committee worked with HR to gather additional nominations.

### **New Business**

* Remembrance /Honor Father Pilarz
  + Suggestions included: planting something; a plaque on a bench; a word cloud.
  + Senators were asked to send ideas to Ms. Butler.
* Staff Senate Election
  + It will open on April 6 for a week, the bylaws state we have to hold election by April 15.
  + The Election Committee is meeting on March 18.
  + The call for nominations will go out the week before Easter.
  + Senators are encouraged to reach out to potential candidates.
  + There was discussion of how best to engage MTTP constituents. Many have difficulty attending zoom sessions. Some work 2nd shift. There are 8 openings from MTTP.
    - Possibly have small group meetings March 24 when no classes are held. There are nine different groups in MTTP.
    - Possibly have short meeting with Mr. Gaffney.
* Staff Senate Survey
  + The survey is anonymous. Names submitted for a gift card are not attached to the survey.
  + Discussion was held
    - Regarding the topic of targeted surveys for each group, Ms. Barber noted that from a research standpoint, the survey needs to be a core set of questions.
      * Differentiating questions can be added if necessary.
    - We could possibly follow up with focus group discussions or targeted interviews.
      * A suggestion was made to send an email after the survey closes, asking if people would be interested.
    - The timing of the survey has not yet been finalized.

### **Standing Committee Reports**

* Communications – Nick Truncale and Rebekah Bernard
  + Invitations for the April 13th Communication Symposium will go this week.
  + The newsletter was published.
* Elections and Membership – Kristi Klien and Amy Driscoll McNulty
  + No additional updates
* Finance – Amy Driscoll McNulty
  + No spending occurred
* Social Events & Community Building – Ryan Sheehan and Kristi Klien
  + The committee is in the process of getting the funds collected from the December Spirit Days.
* Staff Development – Renee Giovagnoli and Meg Hambrose
  + Planning of Roundtable Discussions is underway.
* Staff Recognition & Excellence Awards – Patrick Mullarkey & Peggy Doolittle
  + The Magis Award continues to be popular in spite of COVID.
  + The committee is discussing how best to recognize people traditionally honored at the year end luncheon.

### **Ad Hoc Committees**

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

### **Motion to Adjourn**

* A motion was made to adjourn at 11:33 AM. The motion was seconded and approved.