### TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: October 28, 2020

### SUBJECT: October 21, 2020 Staff Senate Meeting Minutes

**In Attendance:** Peggy Doolittle, Salisa Brown, Sue Shimsky, Pauline Palko, Kristi Klien, Amy Driscoll McNulty, Cheryl Evans, Geri Barber, Mark Murphy, Andrea Malia, Patricia Tetreault, Rebekah Bernard, Melissa Eckenrode, Gina Butler, Meg Hambrose, Renee Giovagnoli, Patrick Mullarkey, Pete Sakowski, Rosemary Striefsky and Rose Ann Jubinski.

**Not In Attendance:** Ryan Puksta, Barbara Barletta, Kevin Rude, Christine Black, Nicholas Truncale, Jose Sanchez, Tracy Muth and Ryan Sheehan.

**Welcome:** Gina Butler called the meeting to order at 10:04 AM, the meeting was held as a zoom meeting due to COVID-19. Ms. Butler offered the opening prayer. Ms. Bernard will offer the opening prayer at the next meeting. Attendance was checked, a quorum was not met based on the revised definition of a quorum (14 senators). Note: A quorum was met during the meeting as more senators joined.

**Review of Previous Month’s Minutes:** The minutes from the September meeting were reviewed. No corrections were made.

**Review of Agenda:** Ms. Butler asked that UGC be added to the President’s Report and Essential Personnel -Snow Days be added to the agenda and Rebekah Bernard be removed from the listing as the finance committee chair. The agenda was accepted and approved.

**Guest (s)** – None

**Liaison Report**: Ms. Tetreault

* Cabinet
	+ Cabinet has been monitoring COVID-19 cases and continue to discuss this serious topic as updates are provided.
	+ Continuing review of finances and budget impacts
		- Staff Retirement Window Program – 45 staff members met the window, 22 have taken opportunity of the offer. Two individuals are being extended beyond 12/4/2020. The open positions are being reviewed.
		- A question was asked - Could the names be provided so that we can wish them well? H/R is discussing options for releasing a list of retirees.
	+ The Time Donation Policy was sent to the Cabinet and will be reviewed by Cabinet.
* Human Resources
	+ The usual vacation carry over is still in place. Exceptions need to go through your supervisor.
	+ Open Enrollment will begin soon, Human Resources is discussing details. Emails will go out by 11/2/2020. No major benefit changes are anticipated. If Open Enrollment packets are needed by anyone, they can contact HR.
	+ Paid Time Off – related to COVID
		- If a staff member is sick or tests positive, they will use their own benefit time.
		- If a staff member travels or is exposed to COVID outside of the University and needs to quarantine, they will use their sick or vacation time if they are not able to work remotely.
		- If a staff member is identified as being exposed through University Contact Tracing, H/R will work with you based on your individual work circumstances and ability to work remote.
	+ A question was asked, why is ARA not being tested? ARA is a separate entity and not included in University testing. Ms. Tetreault will check to see how they are addressing testing for COVID.
	+ A question was asked, are there any staff available to support the effort Student Life is doing to support students? Ms. Tetreault indicated that Mr. Davis spoke with Cabinet and asked for support. There is an ongoing need for meal delivery and support at the Chapman Lake Conference Center. Chris Whitney is coordinating meal delivery. Anyone interested and able to help is welcome.

**President’s Report:**

* Lunch and Learn Flyer
	+ The Office of Equity and Diversity is hosting a Lunch and Learn session on the positive impact of Diversity and Inclusion on Monday, November 9, 2020.
* Board of Trustees Meeting
	+ The new trustees were welcomed.
	+ Several trustees acknowledged the heroic acts of support from staff with regard to COVID, indicating “We have a story that needs to be told.”
	+ The Strategic Plan is moving forward.
	+ Financial Projections – There is still a deficit (approximately 2.7 million).
	+ The Presidential Search is moving forward.
* UPC
	+ The UPC has been focused on finalizing language for the objectives found under the previously established Strategic Plan goals.
	+ UPC is also looking at the Diversity and Inclusion Plan.
* UGC
	+ UGC is discussing Diversity and Inclusion as well as plans for faculty teaching spring 2021.
	+ Susan Bowen presented the Acceptable Use Policy and asked members of UGC to have their constituents review it.
* Welcome to New Senators – Kristi Klien
	+ We are excited to welcome new senators.
	+ The new senators were announced.

### **Previous Business:**

* Shared Governance Definition – This has moved ahead to the Cabinet.
* Staff Handbook Grievance & Corrective Action Policies
	+ This is with HR. There are still some items that need to be address following previous Senate review.
* Remembrance – University Flag - vote
	+ Ms. Butler presented the proposal to UGC for discussion.
* Graduate Tuition
	+ The Senate asked Ms. Tetreault to revisit this topic with Fr. Pilarz by early Spring, before a new president is selected.
* Aramark Survey – Response from Dr. Davis
	+ This topic has been temporarily tabled. It will be revisited once we return to some normalcy.
* Essential Personnel - Snow Day
	+ This is a matter to be handled between supervisors and HR. Staff Senate does not have jurisdiction over this. How facilities will handle this issue has not yet been determined for this year. Senate remains willing to assist as needed to help navigate this matter should an employee needs support.
* Time Donation
	+ Implementation of this policy is ongoing and is with the Cabinet at this time.

### **New Business:**

* Committees
	+ - Senators should contact Ms. Butler with their requests to participate on ~~at least two~~ committees. Ms. Butler sent documentation outlining the functions of each committee to the new senators.
* Elections Process
	+ - We need to elect a VP
	+ No nominations were made, we hope to have one or more nominees for the next meeting.

### Staff Senate Operations/Priorities

* + Given current circumstances, we need to think outside of the box for forums in 2020-2021.
	+ Roundtables – We need to plan the roundtable discussions.
	+ Consider other options for charity since the annual Christmas lunch will not be possible this year. Some suggestions were made:
		- Dress down days to raise money for charity.
		- We Care Wednesday – Departments have been donating food and uplifting messages each Wednesday to provide lunch to a charitable organization.
	+ Suggestions for guests for the year:
		- A discussion of the Strategic Plan.
		- The new dean of CAS.
	+ Meetings will be held via Zoom unless otherwise noted.

**Standing Committee Reports**

### Communications – ~~Elizabeth Geeza~~

* + No Updates
* Elections and Membership – Kristi Klien
	+ No additional updates beyond previous discussions of the election.
* Finance – Chaired by the vice-president
	+ No updates.
* Social Events & Community Building – Ryan Sheehan
	+ No updates.
* Staff Development – Renee Giovagnoli and Meg Hambrose
	+ No updates.
* Staff Recognition & Excellence Awards –Patrick Mullarkey and Peggy Doolittle
	+ All Magis Award winners have been approved for to have $50 in dining dollars added to their Royal Card from ARA for those who won during our closure (March-July). ARAMARK continues to support this effort.

### **Ad Hoc Committees**

* By-Laws – No updates
* Time Donation – No Updates
* Assessment – No updates

### **New Business**

* Ms. Doolittle asked if we could we come up with way to celebrate exceptional people who are going above and beyond handling the COVID issues on campus.

The meeting was adjourned at 11:14 AM