TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: September 5, 2022

### SUBJECT: August 17, 2022 Staff Senate Meeting Minutes

**In Attendance:** Amy Black, Kristi Klien, Amy Black, Cheryl Evans, Andrea Malia, Bernard Krzan, Grismeiris De Jesus, Bertha Ludwikowski, Brenda Amato, Gerianne Barber, Mark Murphy, Joseph Wright, Rose Ann Jubinski, Jonathan Kirby, Kym Fetsko, Lucia Grissinger, Lynn Andres, Meg Hambrose, Meghan Nowakowski, Patricia Savitts, Pauline Palko, Peter Sakowski, Shawn Beistline and Patricia Tetreault.

**Not in Attendance:** Donna Simpson, Ericka Lavelle, Kelly Cook, Peggy Doolittle, Melissa Eckenrode, Richard Buchanan, Daniela Teneva, Janet Schieber. Jerry Peck, Traci Vennie and Michael Ritterbeck.

**Welcome:** Mr. Murphy called the meeting to order at 2: PM. Ms. Savitts offered the opening prayer. Ms. Hambrose will offer the opening prayer at the next meeting. The Land Acknowledgement Statement was read by Mr. Murphy. Attendance was checked, aquorum was met.

**Review of Previous Month’s Minutes:** The minutes from the July 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 acceptthe agenda. The motion was seconded, and the agenda was approved.

**Guest (s)** – None

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

* Cabinet
  + Fr. Marina is preparing to launch the search for our new Provost.
  + Tom MacKinnon, Vice President for Advancement announced his resignation.
  + Faculty contract negotiations are close to being wrapped up.
  + Cabinet will meet regarding COVID protocols this week
    - The discussion will include how contact tracing and testing will be handled.
  + Salary Increase – It is the hope of Fr. Marina and Cabinet to pass on a salary increase.
    - It is on the agenda for the September meeting.
* HR
  + The summer hybrid work schedule has ended.
    - HR is considering doing a survey regarding the summer hybrid schedule.
      * Ms. Nowakowski suggested the survey include those who did not take advantage of the policy as well.
    - Brian Loughney and Ms. Tetreault are happy to be involved in the Staff Senate Remote Work Committee.
      * Ms. Tetreault referenced the Rutgers University policy as an example the committee may want to review.
  + Elizabeth Garcia, Executive Director of the Office of Equity and Diversity and Dr. Michelle Maldonado, Interim Provost are discussing the potential of offering voluntary training sessions to faculty and staff.
    - This may be in the form of a training bank of sessions.
  + BethAnn McCartney and Ms. Tetreault are looking at an opportunity to consolidate The University of Scranton retirement platform by combining TIAA CREF and Transamerica.
    - This would expand the options available to participants and may reduce fees attached to investments.
    - Faculty and staff would have access to extensive education and communication plans.
    - Faculty and staff would have the option to seek advice from independent, certified individuals.

**President’s Report**

* Congratulations to Peggy Doolittle, winner of the Meg Cullen-Brown Magis Award for July.
* We received a thank you letter from St Vladimir Church for our donation to support Ukraine.
* Potential guests for our fall meeting include September meeting – Vice President for Enrollment Management Shannon Zottola, Vice President for Mission and Sr. Vice President for Finance Edward Steinmetz.
* Ridge row will be open for Move-In Weekend. The road will eventually need to be closed again for paving.

**Previous Business**

* End of year celebration –
  + The Staff Recognition Committee attempted scheduling the celebration twice. Responses were low both times.
* There was discussion of the climate throughout staff.
  + There seems to be quite a bit of apathy.
  + A question was asked - What is causing people to leave that could be instructive?
    - HR conducts an Exit Interview when someone resigns from The University. Feedback included:
      * The new opportunity offered a higher salary.
      * Leadership has been focused on crisis.
      * Some employees expressed having difficulty with their direct supervisor.
* Remote Work Policy Development Committee
  + Volunteers include Jonathan Kirby, Donna Simpson, Lynn King Andres, Meghan Nowakowski, Kelly Cook and Traci Vennie.
  + The initial goal is to have a rough draft around December with the possibility of presenting to HR in 2023.

**New Business**

* Provost search committee request for professional staff member to fill position.
  + Mr. Murphy volunteered to be the representative.
* We need to identify a Staff Senate representative to attend the Board of Trustees Enrollment Management Committee meetings and the Education Committee meetings.
  + The Staff Senate representative does not actively participate in the meeting. Their role is to take notes and answer questions posed to them from a staff perspective.
  + The Elections Committee will send an email asking for nominations and a statement of intent.

**Standing Committee Reports**

* Communications – Amy Black and Michael Ritterbeck
  + No updates.
* Elections and Membership – Rose Ann Jubinski and Kristi Klien
  + No additional updates.
* Finance – Kristi Klien
  + No updates.
* Social Events & Community Building – Kristi Klien and Kelly Cook
  + No updates.
* Staff Development – Traci Vennie and Geri Barber
  + No updates
* Staff Recognition & Excellence Awards – Andrea Melia and Bernie
  + No additional updates.

**Ad Hoc Committee Report**

* Assessment – Geri Barber
  + A meeting will be scheduled.
* Remote Work Policy Development
  + A meeting will be scheduled.

### **Items from the Floor**

* Ms. Andres noted that a staff member requested Staff Senate look at the Parental Leave Policy.
  + Some places present an opportunity for a parent other than the birth mother to have time off.
  + There is currently no parental leave for the biological father.

**Motion to Adjourn**

* A motion was made to adjourn at 3:30 PM. The motion was seconded and approved.