TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: January 5, 2021

### SUBJECT: December 15, 2021 Staff Senate Meeting Minutes

**In Attendance:** Peggy Doolittle, Melissa Eckenrode, Kristi Klien, Pauline Palko, Rosemary Striefsky, Richard Buchanan, Grismeiris De Jesus, Peter Sakowski, Anthony Sgarlata, Joseph Wright, Lynn Andres, Geri Barber, Gina Butler, Kelly Cook, Amy Driscoll McNulty, Rose Ann Jubinski, Mark Murphy, Michael Ritterbeck, Donna Simpson, Traci Vennie and Patricia Tetreault.

**Not in Attendance:** Denise Kuzma, Andrea Malia, Bertha Ludwikowski, Jerry Peck, Brandon Petroski, Daniela Teneva, Christine Black, Jenna Bruchalski, Ruth David, Renee Giovagnoli, Jose Sanchez and Nicholas Truncale.

**Welcome:** Ms. Butler called the meeting to order at 2:00 PM. The Land Acknowledgement Statement was read by Ms. Butler. Ms. Cook offered the opening prayer. ??? will offer the opening prayer at the next meeting. Attendance was checked, aquorum was not met.

**Review of Previous Month’s Minutes:** The minutes from the November 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 has appointed Gerry Zaboski Senior Vice President for the Office of the President.
  + A new position, Vice President for Enrollment Management, has been approved. The search will begin soon.
  + Susan Bowen will be leaving The University of Scranton for a position in the community college sector.
    - Carl Hurst will serve as interim CIO.
  + Cabinet has been discussing COVID safety measures for spring 2022.
    - No definite decisions have been made regarding requiring booster shots. HR may re-open the employee attestation application.
    - Cabinet continues to monitor CDC guidelines.
    - Masks continue to be required indoors.
  + A question was asked; Is Student Life considering re-entry testing for students returning to campus?
    - Student Life is considering re-entry testing. No decisions have been finalized.
  + A question was asked; Will surveillance testing be done again?
    - This has been discussed, no definite decision has been made.
  + Cabinet is working on Enterprise Risk Management
    - Cabinet members look at the risks The University of Scranton faces.
      * They assess the risks and determine how to report to the board.
      * Cabinet meets once a year with The Board to discuss risks.
  + A work session is scheduled for January to discuss the budget, capital expenditures and mission.
  + A Board retreat is scheduled for February.
    - Topics will include mission, diversity and inclusion and characteristics of a Jesuit education.
  + The minimum starting wage has been Increased from $11.00 per hour to $13.50 per hour.
    - Individuals receiving an increase were notified. Everyone under $13.50 were brought up to $13.50.
    - Some additional salary adjustments were made for compression.
    - Approximately 140 people received an increase.
  + The goal of the Compensation Plan is to adjust the minimums for all grades and adjust for compression.
* HR
  + End of year vacation rollover requests are being processed.
  + Leave Donation; Forty staff members have donated 1,122 hours amounting to $35,951.32 of leave time as of the meeting.
    - HR had 2 requests for time. Both applicants meet the IRS requirements.
  + HR is rolling out an employee referral bonus program for facilities and UPD. Employees will receive a $250 bonus for referring someone who is hired.
  + SursumCorda is on track. Award moving forward for presentation at the Spring Convocation.

**President’s Report**

* University Planning Committee
  + The committee is discussing the Strategic Plan and defining metrics to share with departments.
* Senators – update
  + Ruth David and Traci Vennie will serve, replacing the opening left by senators who were not able to complete their term.
  + Hugh Doyle has been asked, but is unable to serve as an alternate.
  + An additional alternate is needed. The Election Committee will reach out to staff at large.
* Thank you from CCSJ
  + Ms. Butler received a thank you for the donation. The donation served 5 families for Thanksgiving. The remaining amount will be used to assist families at Christmas.
* Holiday Event
  + Thank you to everyone who contributed to the successful event.
  + The raffle raised $1,362; $250 was given out for the 50/50 cash prizes; $1,112 will be donated to for Royal Experience Internship Program.
  + At least ten boxes and bags full of non-perishable goods were donated to the Student FoodPantry.
  + ARA quoted over $3,000 for cookies, hot chocolate and hot cider to serve at the event. Ms. Butler contacted Gertrude Hawk.They were very receptive. The committee purchased 300 packs of chocolate bars, 3 in each pack, for $1400. Left over candy bars will be used for other events or fundraisers. The drinks were purchased from ARA.
  + Cider and candy bar packages were dropped off for 3rd shift. They sent a thank you to Ms. Klien.

**Previous Business**

* Employee Resource Document
  + Needs have changed. The committee is discussing the possibility of a Frequently Asked Questions document to replace the resource document.
  + Ms. Andres asked senators to review the resource document and send list of ‘must have’ portions that need to be retained.
* Assessment Committee status/clarification
  + The committee met and plan to come up with a strategy plan for assessment.
* Diversity and Inclusion Report - responses
  + No individual responses were received by Ms. Butler.
  + Ms. Butler reported back to the committee, indicating Staff Senate supported the document and feedback was sent individually through the survey.

### **New Business**

* Committee on the Status of Women - update
  + Ms. Palko shared a restructuring announcement from the committee (see attachment). The committee unanimously voted to become the Committee on Gender Equity. The Provost approved the change.

**Standing Committee Reports**

* Communications – Nick Truncale and Denise Kuzma
  + The Communications Forum was the major focus.
* Elections and Membership – Amy Driscoll McNulty and Rose Ann Jubinski
  + No additional updates.
* Finance – Kristi Klien
  + Approximately $2,000.00 was spent. An exact account will be given once receipts are compiled.
* Social Events & Community Building – Kristi Klien and Ryan Puksta
  + The Holiday Event was very successful.
* Staff Development – Lynn Andres and Pauline Palko
  + The Career Development event was well attended.
* Staff Recognition & Excellence Awards – Lynn Andres and Donna Simpson
  + Sursum Corda – There were not a lot of nominees. There was a discussion of why this may be the case.

### **Items from the Floor**

* Mike Collins was employed by The University of Scranton for several years. A gofundme account has been created to replace his handicap accessible van that is no longer in working condition and can’t be repaired.

**Motion to Adjourn**

* A motion was made to adjourn at 3:05 PM. The motion was seconded and approved.