TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: August 4, 2022

### SUBJECT: July 20, 2022 Staff Senate Meeting Minutes

**In Attendance:** Amy Black, , Kristi Klien, Andrea Malia, Donna Simpson, Ericka Lavelle, Grismeiris De Jesus, Mark Murphy, , Joseph Wright, Rose Ann Jubinski, Jonathan Kirby, Kelly Cook, Kym Fetsko, Lucia Grissinger, Lynn Andres, Meg Hambrose, Meghan Nowakowski, Patricia Savitts , Pauline Palko, Peter Sakowski, Shawn Beistline, Traci Vennie and Patricia Tetreault.

**Not in Attendance:** Brenda Amato, Peggy Doolittle, Melissa Eckenrode, Cheryl Evans, Richard Buchanan, Bertha Ludwikowski, Daniela Teneva, Gerianne Barber, Bernard Krzan, Janet Schieber. Jerry Peck and Michael Ritterbeck.

**Welcome:** Mr. Murphy called the meeting to order at 2:01 PM. Ms. Malia offered the opening prayer. Ms. Vennie 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 June 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
  + A Cabinet meeting was not held in July.
  + COVID protocol will be discussed prior to the start of the fall 2022 semester.
  + Fr. Marina is scheduling receptions with various areas across campus.
  + Admissions is still reporting very strong numbers, approximately 1,068 students are confirmed.
* HR
  + Six full time staff were hired in June, 5 in July and 9 full time positions are currently posted.
  + The Provost search will be launched soon.
  + The Summer hybrid work schedule completes August 12.
    - A question was asked – Will it continue in the fall? The summer schedule was across campus. The potential to continue some type of hybrid schedule during the summer and between fall and spring semesters will be discussed with leadership.
  + COVID
    - HR continues to track COVID. The numbers are updated on the Employee Portal every Monday.
  + Staff Compensation Plan
    - Staff increases are typically determined in the fall. It will most likely be September before any information will be available.
    - The Staff Compensation Plan is still active.
  + A question was asked regarding graduate education remission for staff. There is no update as of July 2022. It is still on the radar.
  + A question was asked - How are faculty negotiations progressing? One meeting was held in June. The negotiation team is hopeful all parties can come together prior to the start of the fall semester.

**President’s Report**

* Mr. Murphy thanked those who came together to present the orientation those working on committees.
* Mr. Murphy thanked Ms. Doolittle for her work on the Meg Cullen-Brown Magis Award.
* Ed Steinmetz will be invited to a future meeting.
* Other possible guests are Fr. Marina, the new Vice President for Campus Ministry and the new Vice President for Enrollment Management.
* The Flag Policy was passed.

**Previous Business**

* Committee Sign Up – A motion was made to accept the committee membership and leadership. The motion was seconded and unanimously approved.
* End of Year celebration this summer
  + The Employee Recognition lunch is scheduled for Thursday, August 11 in the Rose Room.
* Remote Work policy: – discussion, motion to create an ad hoc committee
  + All areas of Staff Senate should have input into the policy.
  + It is important to represent both student facing depts and depts in areas more behind the scenes.
  + Mr. Murphy made a motion to create an adhoc committee to look at creating a remote work policy. The motion was seconded and approved unanimously.
    - Anyone interested in participating send note to Mark and/or Rose Ann

**New Business**

* An email was sent to professional staff asking for a volunteer to be included in the Provost Search Committee.
  + No responses were received. Mr. Murphy volunteered.
  + A question was asked – Why was the request only for professional staff? The Faculty Handbook states the search committee for academic administrators should include a member of the University professional staff.
    - The verbiage seems outdated. This may be an opportunity to look at the method of requesting representation from staff.
* Review and ratification of committee membership and committee leadership.
  + Motion was made to ratify committee, seconded and

**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 Krzan
  + No additional updates.

**Ad Hoc Committee Report**

* Assessment – Geri Barber
  + No updates.

### **Items from the Floor**

* No items from the floor.

**Motion to Adjourn**

* A motion was made to adjourn at 2:51 PM. The motion was seconded and approved.