TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: October 12, 2022

### SUBJECT: September 21, 2022 Staff Senate Meeting Minutes

**In Attendance:** Peggy Doolittle, Melissa Eckenrode, Cheryl Evans, Kym Fetsko, Kristi Klien, Andrea Malia, Pauline Palko, Brenda Amato, Grismeiris DeJesus, Bertha Ludwikowski, Pete Sakowski, Lynn Andres, Gerianne Barber, Shawn Beistline, Kelly Cook, Lucia Grissinger, Meg Hambrose, Rose Ann Jubinski, Jonathan Kirby, Bernard Krzan, Mark Murphy, Meghan Nowakowski, Mike Ritterbeck, Donna Simpson, Traci Vennie, Patricia Tetreault, Dan Cosacchi, Julie Brackeva-Phillips and Diane Kennedy.

**Not in Attendance:** Amy Black, Richard Buchanan, Jerry Peck, Daniela Teneva, Joseph Wright, Ericka Lavelle, Patricia Savitts and Janet Schieber.

**Welcome:** Mr. Murphy called the meeting to order at 2:05 PM. Ms. Hambrose offered the opening prayer. Ms. Malia 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 August 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)** – Dan Cosacchi, Vice President of Campus Ministries

* Dr. Cosacchi introduced himself and invited all to visit him in his office located in DeNaples 200
	+ Dr. Cosacchi started 2 months ago.
	+ He looks forward to strengthening relationships with the University community.
	+ He has an open-door policy and encourages all to stop in for a visit.
* Julie Brackeva-Phillips provided a presentation on Yammer
	+ Yammer could possibly eliminate need to pay for 3rd party software, since it is part of the Microsoft suite of applications.
	+ A recently formed Group of Champions has been testing applications included in the Microsoft suite.
	+ Yammer is a social network only for faculty staff and students at The University of Scranton.
		- The intent is to allow us to collaborate more.
		- It will replace bboard.
		- Groups – everyone has access to groups. Groups can be private or open.
		- Instructions will be provided to those who want to maintain a community.
		- Participation is optional.

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

* Board of Trustees
	+ Fr. Marina and Dr. Maldonado attended the IAJU Conference
		- The conference attendees included provosts and presidents
		- The conference emphasized a focus on collaboration and cooperation between Jesuit colleges and universities to further our mission.
	+ The provost search has started
		- A position profile has been created to share with interested parties.
		- The position will be advertised soon.
	+ Bobby Davis started as Vice President for Advancement this week
	+ Lauren Rivera is serving as Interim Vice President for Student Life and Dean of Students.
	+ Faculty have affirmed a 3-year contract
	+ Trustees were invited to participate in the Ignatian Pilgrimage to Spain.
		- There will be an additional pilgrimage for faculty and staff.
* Cabinet
	+ A 4% salary increase for staff members was announced.
	+ Cyber-Security awareness training is ongoing
		- Essential for all to be aware of potential hacking tactics.
	+ A Flu Shot Clinic will be offered on September 30.
* HR
	+ Optional online training is being pushed out on a monthly basis.
	+ Plans to consolidate TIAA and Transamerica retirement plans are moving forward
		- The underlining fees will be less and updated/additional investment funds will be offered.
		- Information sessions will be held later this fall.
		- Individual advice sessions will be made available during the spring semester.
	+ There was a productive open discussion on employee retention and staff apathy.
		- Some staff have reached the top of their salary grade and only receive a lump sum check without consideration of inflation.
			* Salary grades are being adjusted.
			* A small number of employees will still exceed their maximum salary grade.
			* Salary grades represent the market range for the position.
			* Ms. Tetreault is open to the idea of presenting a forum to explain the salary grades and how employees are impacted.
	+ There was a discussion on “Why are people leaving?”
		- What makes a person look and what makes a person accept an offer are sometimes different.
		- Salary is often a factor
			* The University of Scranton also wants to protect our medical benefits.
		- Some are disheartened by the fact that faculty compensation is obtained through collective bargaining while staff compensation is an annual decision.

**President’s Report**

* Congratulations to Dave Zwanch, Net. Adm., Infrastructure. & Security Services, Meg Cullen-Brown Magis Award for August.
* Guest for October, Ed Steinmetz, Sr. VP Finance & Administration Treasurer’s Office.

**Previous Business**

* None for this meeting.

**New Business – Due to time constraints a motion was made to table the rest of the agenda and adjourn the meeting. The motion was seconded and approved.**

* Trustee committees: Education Lucia Grissinger and Enrollment Management Rose Ann Jubinski
* Council for Diversity and Inclusion: Tyler Bauer, Residence Life
* Committee on Gender Equity (Clerical Representative): Melisa Gallo, Interlibrary Loan and Collections Assistant
* Committee on Gender Equity (MTTP Representative): No nominations were received.
* Flag Lowering Policy and its application
* Discuss reviewing and suggesting updating search committee make-up.

**Standing Committee Reports**

* Communications – Amy Black and Michael Ritterbeck – update sent by email after the meeting
	+ Communication Symposium
		- We booked Brennan 228 for a fall symposium on Thursday, November 10 at 11:30 AM.
		- We plan to revisit the spring topic of the DEI Strategic Plan and Sustainability Initiatives.
	+ Staff Senate Newsletter
		- We will begin reaching out for newsletter content soon and plan to release the newsletter by mid-November
	+ Social Media
		- The committee is exploring creating a Staff Senate group on Yammer to engage the campus community along with Instagram and Facebook.
	+ Website Update
		- We are working to bring the website up to date along with continuing to update with meeting agendas, minutes, etc.
* Elections and Membership – Rose Ann Jubinski and Kristi Klien – update sent by email after the meeting
	+ Tyler Bauer, Area Coordinator in Residence Life, is the staff representative on the Council of Diversity and Inclusion.
	+ Melisa Gallo is the staff representative on The Committee on Gender Equity.
	+ No MTTP staff volunteered for the opening on the Committee on Gender Equity.
	+ Lucia Grissinger is the Staff Senate representative for the Board of Trustees Education Committee meetings.
	+ Rose Ann Jubinski is the Staff Senate representative for the Board of Trustees Enrollment Management Committee meetings.
* Finance – Kristi Klien
	+ No updates.
* Social Events & Community Building – Kristi Klien and Kelly Cook
	+ No updates.
* Staff Development – Traci Vennie and Geri Barber – update sent by email after the meeting
	+ Geri Barber and Traci Vennie met via zoom to brainstorm ideas for events for the committee to sponsor.
		- Goals were wellness; resiliency; mental wellbeing; finding your joy. Wonder; Wellness: Wisdom
		- Holding more than one event, goal to show and prove value of the topic and people. Meet/sponsor three small events to drive home the theme chosen.
		- Ideas: paint your own rock; coloring page; Tonka tool type event; message in a bag – paper clip for … marble to represent… rubber band … Hershey Kiss
	+ 9/12/22 Full Committee Meeting
		- Staff agreed they like the idea of it not being a one and done event; fostering a feeling of being valued and appreciated.
		- Employee Resource Document brought up. While it was voted to be gone last semester, Amy was not aware and has been working on updating it and some are happy. It is felt that is should be printed and given to all new hires as it communicates knowledge, awareness and skills.
		- Staff Mentoring Program was brought up and voiced it would like to be revived. Discussion on offering a lunch ticket to encourage use; new employee had to initiate on their own. How to track new hires was a concern, would HR let us know? Would we have to follow job postings and directory to determine who was new? HR acknowledges all new at Spring Convocation, but we do not want to wait and do it once a year.
		- We would like to have Staff Senate (SS) added to the Staff and Administration Handbook.
		- Thoughts / Concerns
			* Development – form a connection, a community, is a Staff Senate lounge possible?
			* Staff Senate time allotted to each employee on a regular (maybe monthly) basis
			* What is the mission of SS? How are we marketing our mission? Are we doing what we say we are doing?
			* How do we reach ALL constituencies? Need physical papers for MTTP that do not access PC regularly.
	+ 9/24 Full Committee Meeting
		- Rewrote the description of The Staff Development Committee for the Staff Senate website.
		- Discussion about what our goals are and how we will achieve them. Ideas were to include Liz Garcia and/or Julie Brackeva-Phillips for events. Group likes the idea of a series of short talks. Ideas included educating staff on how pay grade and levels worked based on SS meeting last week. Asking Julie to talk more in depth about Yammer. This was popular and many hoped we could make it interactive by obtaining a room with computers for all to use or a large group auditorium for better visualization. Shooting for October 11 at 3pm.
		- Talk of a SS calendar to help committees book events without overlapping. Geri to talk to Phil Erb.
		- Next topic was low stress holiday talk. Ideas: CHEW students, Ben Willis on personal wellness, Jesuit Center rep, and/or Joe Wright has pastored in the past and is willing to talk. Idea to paint an ornament within this to help practice low stress activities.
		- Best days for MTTP are Tuesday, Wednesday, Thursday at 3pm/shift change.
		- Talk of a stress series, a once-a-month event. Stress and money/finances after the holidays; winter blues; dealing with expectations in the workplace.
		- Talk of making it a regularly scheduled event, i.e., … First Thursday or second Wednesday. Potluck snacks to help bring people and get them sharing and talking
* Staff Recognition & Excellence Awards – Andrea Melia and Bernie Krzan
	+ No 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**

**Motion to Adjourn**

* A motion was made to adjourn at 3:35 PM. The motion was seconded and approved.