

TO: Staff Senate
FROM: Rose Ann Jubinski
DATE: April 11, 2023
SUBJECT: March 15, 2023, Staff Senate Meeting Minutes

In Attendance: Amy Black, Peggy Doolittle, Kristi Klien, Andrea Malia, Pauline Palko, Bertha Ludwikowski, Pete Sakowski, Daniela Teneva, Joseph Wright, Lynn Andres, Gerianne Barber, Shawn Beistline, Lucia Grissinger, Meg Hambrose, Rose Ann Jubinski, Mark Murphy, Meghan Nowakowski, Patricia Savitts and Patricia Tetreault.

Not in Attendance: Melissa Eckenrode, Cheryl Evans, Kym Fetsko, Brenda Amato, Grismeyris DeJesus, Jerry Peck, Kelly Cook, Jonathan Kirby, Bernard Krzan, Ericka Lavelle, Mike Ritterbeck, Donna Simpson, Janet Schieber and Traci Vennie.

Welcome: Mr. Murphy called the meeting to order at 2:05 PM. Ms. Doolittle offered the opening prayer. Ms. Nowakowski will offer the opening prayer at the next meeting. The Land Acknowledgement Statement was read by Mr. Murphy. Attendance was checked, a quorum was met.

Review of Previous Month's Minutes: The minutes from the February 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 accept the agenda. The motion was seconded, and the agenda was approved.

Guest (s) – None

Liaison Report – Patricia Tetreault

- Cabinet
 - The Cabinet is working on the budget to be ready to present it to the board in May.
 - Fr Marina had visit from the Provincial and received good feedback from the province on how The University of Scranton is doing.
 - Spring convocation had a nice turnout.
 - Fr. Marina and the Cabinet have agreed to attend the Staff Senate Communications Symposium in April.
 - Mr. Zaboski gave an update on his trip to India to formulate relationships with schools.
 - Cabinet will be discussion the future of the COVID vaccine requirement. The CDC has rolled back on their guidance, removing guidance for universities. A trustee trustee who works in the field was consulted. Cabinet is considering lifting the vaccine requirement, possibly in the next few months.
 - There was a productive discussion of the pros and cons. Some families visiting campus have expressed their desire to make their own decisions regarding the vaccine. The decision will also impact job applicants.
- HR
 - The retirement transition is on track to have all employees on TIAA-CREF.
 - The Staff Senate link is now on the HR Page.

President's Report

- Trustee Meeting
 - The grant of 16.6 million dollars was discussed at the Trustee meeting. Planning is in the early stages.
 - The honorary degree recipients and commencement speaker were announced at the Trustee meeting. This will be shared with the University community soon.
 - Three students gave presentations on how attending The University of Scranton impacted their faith.
- UPC
 - The Annual Report is now open. There have not been any changes. Those completing the report are reminded to include any monetary requests.
- UGC
 - The Cabinet and Board focus is on the new building. Dr. Maldonado is meeting with STEM chairs to discuss potential use and design.

- The building will not be entirely inward facing. The federal grant includes K through 12 outreach and workforce development.
- Dr. Maldonado presented a revision of the broadcast email policies.
- The Academic Calendar was approved by UGC.
- The student government is piloting a restructuring for spending guidelines.
- Student concerns include tutoring, advising, and counselling. A meeting is scheduled with Dr. Maldonado.

Previous Business

- Mr. Murphy sent a note to Dr Maldonado suggesting revisions to the wording of the Search Committee structure. This needs to go to faculty handbook committee which meets twice a year.
 - There was some discussion regarding why Staff representation was changed from 2 to 1.

New Business

- Staff Senate Election
 - A note will be sent out this week requesting nominations. We will not plan a meet and greet.
- Review Broadcast Email Policy
 - The modified policy was attached to the meeting invitation.
- Time Donation Policy review
 - Some employees are making last-minute donations. We will review the policy again.
- Recent restructuring and position eliminations
 - Ms. Jubinski read a note from a staff member expressing concern over the recent restructuring and position eliminations.
 - Ms Tetreault offered to meet with the person who submitted the note. Ms Jubinski will pass on the offer to this person.
- Is there a policy or guidance on Planting a tree, installing a plaque, or bench in memory of an employee?
 - Senators were asked to bring suggestions to the next meeting.

Standing Committee Reports

- Communications – Amy Black and Michael Ritterbeck
 - The Communications Symposium is scheduled for April 25.
- Elections and Membership – Rose Ann Jubinski and Kristi Klien
 - Nominations will open this week for the 2023 election.
- Finance – Kristi Klien
 - The total cost of the roundtables has not yet been finalized.
- Social Events & Community Building – Kristi Klien and Kelly Cook
 - No updates
- Staff Development – Traci Vennie and Geri Barber
 - An event the committee was planning needs to be cancelled.
- Staff Recognition & Excellence Awards – Andrea Melia and Bernie Krzan
 - The committee is trying to identify someone who can engrave the bells that are given to officers and committee chairs.

Ad Hoc Committee Report

- Assessment – Geri Barber
 - The committee hopes to have a draft plan prior to the end of the spring semester.
- Remote Work Policy Development – Traci Vennie, Mark Murphy, Meghan Nowakowski, Kelly Cook and Jonathan Kirby. Brian Loughney assisted the committee.
 - The first draft was distributed. Feedback should be sent to Traci Vennie.

Items from the Floor

- A suggestion was made to place a Gazebo on campus large enough to host events.
- Ms Jubinski will not be attending the April meeting. Ms. Hambrose volunteered to take minutes.

Motion to Adjourn

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