

TO: Staff Senate  
FROM: Meg Hambrose  
DATE: April 20, 2023  
SUBJECT: April 19, 2023, Staff Senate Meeting Minutes

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**In Attendance:** Amy Black, Peggy Doolittle, Melissa Eckenrode, Kym Fetsko, Andrea Malia, Brenda Amato, Grismeyris De Jesus, Daniela Teneva, Lynn Andres, Shawn Beistline, Kelly Cook, Lucia Grissinger, Meg Hambrose, Bernard Krzan, Mark Murphy, Patricia Savitts, Janet Schieber, Traci Vennie

**Not In Attendance:** Kristi Klien, Pauline Palko, Bertha Ludwikowski, Jerry Peck, Peter Sakowski, Joseph Wright, Gerianne Barber, Rose Ann Jubinski, Jonathan Kirby, Ericka Lavelle, Meghan Nowakowski

**Welcome:** 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. Ritterbeck. Attendance was checked, a quorum was met.

**Review of Previous Month's Minutes:** The minutes from the March 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.

**Guests:** Four non-presenting guests were in attendance- Meg Sweeney, Jill Eidenberg, Bridget Judge and Cindy Meo.

**Liaison Report:** Patricia Tetreault

Cabinet:

- Fr. Marina sent the University community an update on April 3 announcing the addition of a staff holiday on May 26, 2023, the Friday before Memorial Day and Father has decided to provide a flexible work option, including hybrid remote work, during the summer months from May 29, 2023, to August 12, 2023.
- The Cabinet is working on the FY 24 budget to be ready to present a balanced budget to the Board on May 5<sup>th</sup>.
- Rev. Joseph G. Marina, S.J., and The Board of Trustees have invited members of our University Community to a Celebration of the Eucharist and a University Community Reception Wednesday, May 3, 2023, 4:30 p.m. Mass Madonna Della Strada with a reception to follow on the Estate Lawn. Attendance is encouraged.
- Fr. Marina and the Cabinet are looking forward to participating in the Staff Senate Communications Symposium on April 25<sup>th</sup>.
- Cabinet has decided to lift the vaccine requirement for students and employees. The CDC has rolled back on their guidance, removing guidance for universities.

HR:

- The Pro Deo awards will take place on April 20<sup>th</sup> to recognize the contribution of faculty and staff who are in their 10<sup>th</sup> and 20<sup>th</sup> years of employment. Those in their 30<sup>th</sup> and 40<sup>th</sup> years will also be recognized.
- The staff holiday calendar is in process and will be available soon.
- A supervisor training program about how mission informs the role of a manager was offered on April 4<sup>th</sup>. An additional session will be offered in the future for those who were unable to attend on April 4<sup>th</sup>.
- Compliance training for manager and supervisors will be rolled out this summer.
- Human Resources continues to prepare for retirement plan changes announced last November that will result in an improved investment platform and lower participant fees. An information session is planned for May 2nd 12:30-2:30 followed by a presentation for the Facilities team. More information will follow in the form of a

document that will be mailed to employees' homes. This will include information about how to get questions answered.

- Special thank you to Michael Ritterbeck and Amy Black for their work in organizing the Communications Symposium April 25<sup>th</sup>.

#### **President's Report: Mark Murphy**

- Trustee meeting: No meeting has taken place to report on
- UPC: No meeting has taken place since the March report.
- UGC: No meeting has taken place since the March report.

#### **Previous Business:**

- Mr. Murphy presented a draft of the Remote Work Policy and the survey regarding remote work policy which got a robust response and generated good data. Pros and cons of the policy, generated by the survey were discussed.
- Mr. Murphy reminded the senators that staff senate drafts and work that is in process should be kept confidential until they are voted on and released.
- Ms. Patricia Tetreault offered some preliminary comments on the draft which were noted by the Ad hoc committee for use in revising the draft.
- Broadcast email policy has been addressed.
- Time donation policy- the annual update from HR will be coming at the end of 2023 then we can assess if the policy is being abused and if the implementation is able to meet the spirit of the policy. We can revisit it at the end of the year if necessary.
- Bereavement policy- the senate executive committee has decided not to pursue changes at this time.

#### **Standing Committee Reports:**

- Communications – Amy Black and Michael Ritterbeck
  - Mike Ritterbeck reports that the Communications Symposium is set for April 25th and the RSVPs have been strong at 111 to date. Newsletter is in process for May publication.
- Elections and Membership – Rose Ann Jubinski and Kristi Klien
  - Election is underway and will close Thursday April 20<sup>th</sup>.
- Finance – Kristi Klien
  - no report
- Social Events & Community Building – Kristi Klien and Kelly Cook
  - No updates
- Staff Development – Traci Vennie and Geri Barber
  - The Groovy Baby ice cream truck will be parked at the 2020 Gateway on June 7th, 2-4pm for all to enjoy a treat and music.
- Staff Recognition & Excellence Awards – Andrea Malia and Bernie Krzan

- The end of year celebration planning is underway for May 17, 2023. The catering may be a bit more expensive this year as the per person price has risen as is to be expected. 55 staff were invited.

**Ad Hoc Committee Report:**

- Assessment – Geri Barber
  - no report
- Remote Work Policy Development –Traci Vennie, Mark Murphy, Meghan Nowakowski, Kelly Cook and Jonathan Kirby.
  - This is covered in previous business. The committee is grateful to Brian Loughney for his contribution to the committee’s work.

**Items from the Floor:**

- A suggestion was made that the senate should consider or discuss how the remote work policy might be made more fair to those who are unable to work remotely.
- A senator pointed out that a remote work policy can be viewed as a benefit to University employment and as such there will be employees who are unable to take advantage of every benefit offered as is the case in tuition remission and other benefits that are offered.
- Mr. Murphy pointed out that without a policy it would be very difficult for managers and supervisors to fairly implement the benefit.

**Motion to Adjourn**

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