

TO: Staff Senate  
FROM: Traci Vennie  
DATE: August 16, 2023  
SUBJECT: August 16, 2023, Staff Senate Meeting Minutes

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**In Attendance:** Geri Barber, Shawn Beistline, Amy Black, Bridget Conlogue, Grismeyris De Jesus, Rebecca Dzikowski, Melissa Eckenrode, Kym Fetsko, Autumn Forgione, Melisa Gallo, Lucy Grissinger, Meg Hambrose, Kristi Klien, Denise Kuzma, Tammy Manka, Sandina Meo, Peter Sakowski, Patricia Savitts, and Traci Vennie.

**Not In Attendance:** Brenda Amato, Brenda Lee Clarke, Peggy Doolittle, Lori Flynn, Rose Ann Jubinski, Sybil Keris, Jonathan Kirby, Bernard Krzan, Andrea Malia, Mark Murphy, Meghan Nowakowski, and Janet Schieber, Daniela Teneva, Patricia Tetreault.

**Welcome:** Ms. Kristi Klein, VP Elect, called the meeting to order at 2:17 PM. Bridget Conlogue offered the opening prayer. Geri Barber will offer the opening prayer at the next meeting. Ms. Klein read the Land Acknowledgement Statement. Attendance was checked, a quorum was met.

**Review of Previous Month's Minutes:** The minutes from the July 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:** None

**Liaison Report:** Patricia Tetreault – not present, therefore no report.

**President's Report:** given by VP Elect, Kristi Klein

- Staff senate orientation was held August 16th for all senators at 1:15pm in BRN 500.
- Committee sign-up sheets: A sign-up sheet was passed around with only the committees that could use more help. The changes will be presented to the President and determined if ratification is required.

**Previous Business:**

- Guest presenters for the coming academic year.
  - Mark has sent an invitation to Father Marina to attend and speak at a meeting early in the Fall semester, no response at this time.
  - Mark to invite Ed Steinmetz to speak about the Finances of the University.
  - Mark to ask Michelle Maldonado and Ed to speak on the new building.
  - Mark to ask Jose Sanchez from the Cross-Cultural Center was also recommended as a guest speaker in the Fall.

**New Business:**

- Joe Boyd approached Mark Murphy regarding a reduction to the monthly gift for the employee of the month due to increased costs and the need to cut back where they can. There was discussion at the Executive meeting, and it was suggested to decrease the amount to \$25 from \$50. It was noted that the honoree also receives a certificate and a special parking space in the garage for the month. No concerns were noted regarding a decrease in the amount.

### Standing Committee Reports:

- **Communications Committee**: Co-Chairs: Denise Kuzma and Melisa Gallo
  - The committee has not yet met; Denise is working on gaining access for Melisa to make changes to the website.
- **Election & Membership**: Tri-chairs: Shawn Beistline, Rose Ann Jubinski & Kristi Klien
  - The committee has not yet met; nothing to report.
- **Finance**: Chair: Traci Vennie
  - Working on gaining access to monthly reports.
  - Discussion and education provided to Senate by Kristi noting we do not carry any monies over; annual budget is approximately \$9,600.
- **Social Events & Community Building**: Co-chairs: Melissa Eckenrode and Lucy Grissinger
  - The committee has not officially met, however there has been work on securing dates and location for the Christmas Luncheon.
  - Lucy noted they are working on December 13<sup>th</sup> or 6<sup>th</sup>, however at this time the ballroom is already reserved for the President's Reception and there is a hope that one of the two dates will open up once a determination is made when the Presidents event will be.
  - Last year's luncheon hosted almost 400 people.
  - Budgetary constraints were questioned.
- **Staff Development**: Co-chairs: Geri Barber & Meg Hambrose
  - Review of the definition of the committee due to question of personal or professional development reveals it is both.
  - Some ideas for Fall included a representative from PNC Bank to come to campus to speak on personal finances and how to protect oneself from data breaches.
  - Another idea was to ask our IT staff to do a panel discussion on various tech products to educate staff.
  - In lieu of a Spring BBQ, talk of a Staff Demo where staff can volunteer to teach others a special talent.
  - Talk of taking a survey of staff to find what they would be interested in. Possibly hold small group topics for staff to share knowledge with those interested.
  - Goal of setting dates and reserving spaces ASAP.
- **Staff Recognition and Excellence**: Chair: Kym Fetsko
  - No meeting held yet.
  - 26 nominations received for September to date, indicating the online platform has been very helpful in increasing votes.
- **Ad Hoc**:
  - **Assessment**: Chair: Geri Barber
    - Committee has not yet met. Geri will send out a poll to find best time for all to meet regularly.

- **Remote Policy:** Co-Chairs: Mark Murphy and Traci Vennie
  - The draft policy has yet to be presented to Cabinet, therefore no information or insight at this time.

**Items from the Floor:**

- Question asked: Was the name placard for the President Award ordered for the plaque outside the meeting door? It is believed that Mark had said he would handle it.
- Andrea felt that much of what the Staff Development Committee covered fit nicely into the 7 pillars of the Laudato Si' program and noted that if Committees in general can strive to implement those pillars it can help the overall success of the program.

**Motion to Adjourn**

- A motion was made to adjourn at 2:42 PM. The motion was seconded and approved.