TO: Staff Senate

### FROM: Kelly Cook

### DATE:

### SUBJECT: February 15, 2023, Staff Senate Meeting Minutes

**In Attendance:** Peggy Doolittle, Kym Fetsko, Andrea Malia, Bertha Ludwikowski, Grismeiris DeJesus, Amy Black, Lynn Andres, Lucia Grissinger, Meg Hambrose, Jonathan Kirby, Bernard Krzan, Melissa Eckenrode, Mark Murphy, Meghan Nowakowski, Mike Ritterbeck, Patricia Savitts, Janet Schieber, Kristi Klien, Cheryl Evans, Daniela Teneva, Kelly Cook and Patricia Tetreault

**Not in Attendance:** Traci Vennie, Rose Ann Jubinski, Brenda Amato, Pauline Palko, Pete Sakowski, Jerry Peck, Joseph Wright, Gerianne Barber, Shawn Beistline, and Ericka Lavelle.

**Welcome:** Ms Klein called the meeting to order at 2:04 PM. Ms. Hambrose offered the opening prayer. Ms. Doolittle will offer the opening prayer at the next meeting. The Land Acknowledgement Statement was read by Ms. Klein. Attendance was checked, aquorum was met.

**Review of Previous Month’s Minutes:** The minutes from the January 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
	+ Provost search has been concluded and Michelle Gonzalez Maldonado, Ph. D has been confirmed.
	+ VP of Student Life has not yet been determined.
	+ Provost has released an announcement regarding changes to the structure of CTLE and Global Education.
	+ Review of the University 5-year financial (revenue and expense) projections and discussion on the individual components of the projections. This will be presented to the Board of Trustees in February.
	+ Initial discussion and prep for the development of the fiscal year 2024 operating budget (6/1/23 – 5/31/24). Cabinet will devote a significant amount of time on this project over the next few months working within a timeline to present a balanced budget to the Board of Trustees in May 2023.
* HR
	+ Meetings were held before Christmas regarding the consolidation of our retirement plans. This will be effective June 1, 2023. Additional meetings for staff will be scheduled. An outside vendor, CAPTRUST, will be available for individual meetings to help determine how to allocate funds. These may be in person or virtual. We will know more in a month or two. Any staff with a specific question is welcome to contact Beth McCartney or Patti at any time.
	+ Fr. Marina had been travelling to meet with donors and to attend ACCU, AJCU and NICU conferences.
	+ HR plans to offer a supervisor training session in collaboration with the Jesuit Center in March 2023. This training will be optional at the start but based on success may become mandatory.
	+ Ms. Tetreault will give a presentation on staff compensation program in early March.
	+ Both Beth Ann and Eileen continue to communicate to the University community about our extensive benefits.
	+ Still monitoring COVID guidance and waiting for CDC to potentially come out with new guidelines this spring.
	+ Student Life to address when dorms will close for Spring Break. Shamrockin Eve will be Friday, March 10th.
	+ Royal Days is held the four Mondays in February. This year’s attendance has been reported as high.
	+ Office of Equity and Diversity has sent out virtual training emails. While they are recommended, they are not mandatory.
	+ Reminder to exempt staff to stay current on time entry. Possible updated version of Banner that will allow timecards to become electronic.
	+ Determined it is not appropriate to add Staff Senate information in the employee handbook but offered a link on the HR website. To be discussed further.
	+ Time Donation policy has yielded a total of 1300 donated hours since implemented, giving us a balance of $46,129 in the time donation bank.

Eight staff members were able to receive 352 hours of donated time.
There is a concern about staff requesting hours at the end of the year due to not having any other time left to use. We have been asked to review and revisit the policy and its language to be sure we are complying with the spirit of the policy and to prevent anyone from taking advantage.

* Convocation
	+ Sursum Corda awards to be presented at Spring Convocation March 2nd. Reminder that RSVP is required.

**President’s Report**

* UPC meeting – NSSE review. Surveyed first year students and seniors regarding on and off campus engagement.
* UGC – approximately one week from today’s meeting
* Employee Party is this weekend 2/18. Reminder to RSVP.
* An updated list including administrators has been provided. Ms. Tetreault will review to be sure it is up to date.

**Previous Business**

* Discuss reviewing and suggesting updating search committee make-up.
	+ Mr. Murphy went through the handbook and suggested editing. Executive Committee will review and bring to senate for discussion. (Still pending)

**New Business**

* It was suggested that we should have a larger window of time to enter time off on the online system. Patti will refer to payroll and see what, if any, options we have.
* Ms. Evans will be leaving the University. Ms. Fetsko will assume the responsibilities of the Meg Cullen Brown award.
* Motion to round up the Christmas donation from $1468 to $1500. Motion was seconded and approved.

**Standing Committee Reports**

* Communications – Amy Black and Michael Ritterbeck
	+ Spring Communication Symposium planning in progress.
		- Fr. Marina and the entire cabinet will be presenting. Working on a day/time that does not conflict with the members.
* Elections and Membership – Rose Ann Jubinski and Kristi Klien
	+ No current updates. Will work with the Social Events Committee on the Meet and Greet for the Spring election.
* Finance – Kristi Klien
	+ Budget currently at $6800. This is after funding the Christmas Luncheon.
* Social Events & Community Building – Kristi Klien and Kelly Cook
	+ Christmas luncheon raised $1468 dollars which will be donated to the SAFE program.
	+ 15 boxes of toiletries and other items donated to CIC and NEPA Youth Shelter.
* Staff Development – Traci Vennie and Geri Barber
	+ Discussed bringing back the BBQ with facilities. Supervisors in that area declined to participate citing lack of time and interest in past years. Still reviewing other possibilities for a Spring event.
	+ ConneXtions program being re-worked. An idea is to use roundtables to welcome new employees. Still in discussion.
* Staff Recognition & Excellence Awards – Andrea Melia and Bernie Krzan
	+ Planning the in-person awards ceremony for May.

**Ad Hoc Committee Report**

* Assessment – Geri Barber
	+ No new updates.
* Remote Work Policy Development –Traci Vennie Chair, et. All co-chairs
	+ A draft policy has been presented to the committee and Brian Loughney from HR. Revisions underway. A survey will be launched with HR to obtain feedback on remote work. Encouraged all senators to participate and to encourage colleagues.

### **Items from the Floor**

* + Ms. Vennie provided a note from a staff member regarding bereavement leave. The staff member wanted to know if the policy could be reviewed to possibly add aunts and uncles to the policy. This will be revisited at the next meeting.
	+ Concern over lack of staff awareness over recent departmental restructuring. Some staff have been wondering why there was an information session for faculty and not staff. Ms. Tetreault advised that it was a normal meeting with the Provost and faculty and not an exclusive information session.
	+ Campus ministries is hosting Sister Nathalie Becquart, XMCJ on March 29th. Lecture Pope Francis, Women and Synodality
	+ Clerical Roundtable will be 3/14/23.

**Motion to Adjourn**

* A motion was made to adjourn at 3:14 PM. The motion was seconded and approved. The extra time was used for each constituency to meet to plan roundtables.