TO: Staff Senate

### FROM: Rose Ann Jubinski

### DATE: February 1, 2023

### SUBJECT: January 18, 2023, Staff Senate Meeting Minutes

**In Attendance:** Peggy Doolittle, Kym Fetsko, Andrea Malia, Pauline Palko, Brenda Amato, Bertha Ludwikowski, Grismeiris DeJesus, Pete Sakowski, Joseph Wright, Lynn Andres, Lucia Grissinger, Meg Hambrose, Rose Ann Jubinski, Jonathan Kirby, Bernard Krzan, Mark Murphy, Meghan Nowakowski, Mike Ritterbeck, Patricia Savitts, Janet Schieber and Traci Vennie.

**Not in Attendance:** Amy Black, Melissa Eckenrode, Kristi Klien, Cheryl Evans, Jerry Peck, Daniela Teneva, Gerianne Barber, Shawn Beistline, Kelly Cook, Ericka Lavelle, Donna Simpson and Patricia Tetreault.

**Welcome:** Mr. Murphy called the meeting to order at 2:05 PM. Ms. Savitts offered the opening prayer. Mr. Wright 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 December meeting was cancelled.The minutes from the November 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**

Ms. Tetreault was unable to attend the meeting. She sent an update prior to the meeting:

* Cabinet
	+ 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
	+ In November and early December, HR hosted in-person and virtual meetings to do an initial general announcement about the upcoming retirement plan vendor consolidation and investment platform update which will be effective June 1, 2023. If you missed those meetings, do not worry. There is no action necessary currently. Additional information sessions, with more detail about the upcoming change and any necessary action steps, will be provided throughout the Spring semester. In the meantime, I can answer any general questions at the February Senate meeting. Any staff with a specific question is welcome to contact Beth McCartney or me at any time.
	+ HR implemented the new Parental Leave policy as of January 1, 2023. To date, four employees have been eligible to participate in this benefit.
	+ I’ll provide an update on the 2022 Time Donation Policy usage and donation activity during the February liaison report.
	+ HR plans to offer a supervisor training session in collaboration with the Jesuit Center in Feb/March 2023.
	+ I did not forget about the Senate suggestion to host a refresher/Q&A session on the Staff Compensation Program and will get that scheduled soon.
* Sursum Corda
	+ Many thanks to Andrea and others who worked to generate Sursum Corda nominations. Your assistance is greatly appreciated.

**President’s Report**

* Updates from the UPC, UGC, and Calendar Committee
* There were 50 attendees at the Diversity, Equity and Sustainability event.
* The Board of Trustees report was distributed by email.
* Newsletter and Christmas Luncheon
	+ Mr. Murphy thanked the committee for the very successful Christmas Luncheon.
	+ The newsletter was sent to the all-faculty royal list.
		- Administrators don’t have a royal list. Mr. Murphy compiled a list, and the newsletter was distributed to administrators.
		- Ms. Vennie requested clarification of the lists that should be used to distribute information and invitations.
* A thank you note was sent to Fr. Marina and Ms Tetreault for participating in the discussion.
	+ Mr. Murphy also sent a letter to Fr. Marina on behalf of staff senate thanking him for the additional days off.

**Previous Business**

* Discuss reviewing and suggesting updating search committee make-up.
	+ Mr. Murphy went through handbook and suggested edit. Executive Committee will review and bring to senate for discussion.
* Maternity, Family, Paternal leave approved by Senate.
	+ The Paternal Leave policy was approved and went into effect January 1, 2023.
* Investigate reinstating Connextions Program with HR
	+ Staff Development Committee was looking at it. Overkill, much of the information was redundant.
	+ Limited interest on the new employees.
	+ Mr. Kirby suggested inviting new employees to roundtable.
	+ Staff Development committee will discuss at next meeting.
* Recommend Staff Senate presence in Staff Handbook
	+ Ms. Vennie drafted an edit. Mr. Murphy will submit to HR on behalf of the Staff Senate.

**New Business**

* Filling any senate position vacancies
	+ Amy Black replaced Richard Buchanan
	+ Janet Schieber replaced Donna Simpson

**Standing Committee Reports**

* Communications – Amy Black and Michael Ritterbeck
	+ The newsletter was distributed to staffpersonnelonly.
		- Faculty and administrators are not included in this group.
		- The newsletter was distributed to all-faculty in January.
		- There is no royal list group for administrators. Mr. Murphy identified administrators and distributed the email to them in January.
* Elections and Membership – Rose Ann Jubinski and Kristi Klien
	+ Open positions have been filled.
* Finance – Kristi Klien
	+ No new updates.
* Social Events & Community Building – Kristi Klien and Kelly Cook
	+ The Christmas lunch was very successful.
* Staff Development – Traci Vennie and Geri Barber
	+ Ms. Barber presented at the Restoration, Resilience and Resolutions event on January 5, 2023.
* Staff Recognition & Excellence Awards – Andrea Melia and Bernie Krzan
	+ 2 nominees sent to Ms. Tetreault.

**Ad Hoc Committee Report**

* Assessment – Geri Barber
	+ No new updates.
* Remote Work Policy Development – Lynn Andres Chair, et. All co-chairs
	+ The committee is working to get the initial draft together.
	+ Mr. Murphy volunteered to join the committee.

### **Items from the Floor**

* Ms. Doolittle reminded the group of the Employee Celebration scheduled for Saturday, February 18.

**Motion to Adjourn**

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