

TO: Staff Senate
FROM: Rose Ann Jubinski
DATE: June 8, 2023
SUBJECT: May 17, 2023, Staff Senate Meeting Minutes

In Attendance: Amy Black, Peggy Doolittle, Melissa Eckenrode, Kym Fetsko, Kristi Klien, Andrea Malia, Pauline Palko, Grismeyris De Jesus, Peter Sakowski, Joseph Wright, Lynn Andres, Shawn Beistline, Gerianne Barber, Rose Ann Jubinski, Kelly Cook, Lucia Grissinger, Meg Hambrose, Bernard Krzan, Jonathan Kirby, Mark Murphy, Michael Ritterbeck, Patricia Savitts Traci Vennie, and Patricia Tetreault.

Not In Attendance: Cheryl Evans, Brenda Amato, Bertha Ludwikowski, Jerry Peck, Daniela Teneva, Ericka Lavelle, Meghan Nowakowski and Janet Schieber.

Welcome: Welcome: Mr. Murphy called the meeting to order at 2:05 PM. Mr. Murphy offered the opening prayer. M 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 April 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:

Liaison Report: Patricia Tetreault

Cabinet:

- Ms. Tetreault thanked the Senate on behalf of the Cabinet for the well-attended Communication Symposium.
- The budget was presented to the board and approved.
- The 2023-2024 staff holiday calendar is available on the HR website.
- New regulations on sexual harassment will be available in May – now postponed until October 2023. The Office of Equity and Diversity will update our policy accordingly.
- Shannon Zottola reported that admissions has exceeded the target for the incoming class and the discount rate is a bit lower than last year.

HR:

- The federal government is revisiting the salary threshold for an employee to be paid hourly.
 - If a change is made, HR will need to review current exempt positions that fall below the threshold and possibly reclassify people.
- Governor Shapiro wants the PA minimum wage to be \$15 per hour. It is currently \$7.25.
- An architect has been hired for the new building and will be meeting with various departments.
- The retirement vendor transition is underway.
- The Pro Deo ceremony was held in April. Twenty-eight employees were recognized for 10 years of service, 13 for 20 years, 9 for 30 years and 4 for 40 years.
- HR is collaborating with the Office of Equity and Diversity on training for managers. Training will be mandatory.

President's Report: Mark Murphy

- Mr. Murphy thanked Ms. Hambrose and Ms. Jubinski for last month's minutes.

- An update was given on the Trustee meetings (see addendum for report on the Enrollment and Finance committee meeting).
- Mr. Murphy recognized Ms. Jubinski, Ms. Klien, and the election committee for a successful Staff Senate Election.

Previous Business:

- Remote work policy survey next steps.
 - The draft policy was discussed. A motion was made to approve the draft to move forward. The policy will need to be submitted to Cabinet for review and feedback. The motion was seconded and approved with 1 Senator voting against the motion.
 - A supervisor asked how to handle a situation where an employee has an unplanned event come up and requests approval for working remote that day. Ms. Tetreault indicated the Alternate Work Schedule Policy can be applied to such a situation.
- Discussion of a policy or procedure to donate something in memory of a deceased employee was tabled until the June meeting.

New Business:

- What benefits or opportunities are available to employees who cannot work remotely?
 - The topic was tabled until June.
- Guest presenters for the coming academic year.
 - Suggestions included a motivational speaker, Ed Steinmetz, Michell Maldonado, Shannon Zottola, and officers from Student Government.

Standing Committee Reports:

- Communications – Amy Black and Michael Ritterbeck
 - The newsletter will be finalized and distributed.
- Elections and Membership – Rose Ann Jubinski and Kristi Klien
 - The list of Senators was distributed following the April election.
 - Ms. Jubinski suggested revisiting the number of Senators defined in the bylaws.
 - Nominees are being collected for a staff opening on the Council for Diversity and Inclusion.
- Finance – Kristi Klien
 - A portion of the budget will most likely be returned at the end of the fiscal year.
- 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 committee did a great job. The May 17th event was very successful.

Ad Hoc Committee Report:

- Assessment – Geri Barber

- no report
- Remote Work Policy Development –Traci Vennie, Mark Murphy, Meghan Nowakowski, Kelly Cook and Jonathan Kirby.
 - Staff Senate voted to move forward with the draft policy.

Items from the Floor:

- An orientation needs to be planned for newly elected Senators.
- Elections will be held for Senate Officer positions.

Motion to Adjourn

- A motion was made to adjourn at 3:00 PM. The motion was seconded and approved.