

## Staff Senate Agenda

August 28, 2024

Location: G137 11:20am – 12:35pm

1. Call to Order/Roll Call
  - a. Karin Kallert motioned to call the meeting to order at 11:20AM, Michael Pestritto seconded
  - b. The following senators were absent from the meeting: Donna Hauer, Kate Spalding, Vic Conover, Patricia McConville, Julie Shockley, Grace Talion, Renee Tolliver, David Walsh
2. Approval of Minutes
  - a. July minutes will be approved at the September meeting
3. Ombudsperson Karen Reardon
  - a. Karen Reardon introduced herself to the Senators and attendees, giving an idea of the role and purpose of ombuds services:
    - i. The Ombuds is a confidential resource at Stockton, so employees can share concerns and get feedback from a neutral party. The Ombuds does not represent Stockton or the visitor/employee, and acts as a resource and means-by-which to troubleshoot issues in the office. If issues are of a more serious concern that you want to elevate without your name associated, the ombuds can elevate your concerns to the proper administration while maintaining confidentiality.
      1. Three notable exceptions to confidentiality:
        - a. Child abuse
        - b. Violation of court order
        - c. Imminent threat of harm to any part of Stockton/greater community
      2. The Ombuds Office is an informal office, no records on your specific visit are kept. General records for reporting purposes are created, but not individual case files.
      3. The Ombuds Office is located in L-208. The best way to set up meetings is via email ([Ombuds@stockton.edu](mailto:Ombuds@stockton.edu)), after which you will receive confirmation and protocol documents.
        - a. Karen Reardon is currently a part time worker, but does try to accommodate meeting times/needs including after hours or on Zoom.
4. President's Report
  - a. Flexible Work Procedure update
    - i. The Flexible Work Procedure was sent to employees from Dr. Craig Bickley before the Staff Senate meeting started on August 28, 2024. Staff Senate was included in the procedure's formation before Cabinet approval.
    - ii. Dr. Craig Bickley reiterated: Staff Senate has been in contact with about different scenarios/situations that could happen with the procedure. The

procedure needed to be set up and in place before Human Resources (HR) could have conversations with supervisors. Now that the procedure is in place, Staff Senate can work with Dr. Bickley and HR to have those conversations. HR will work to the best of their ability with managers to work out flexible work options for staff. HR plans to have stronger discussions with managers on the definition of “operational needs” within individual offices and determine what can be adjusted so the structure of the duties can be adjusted properly for office needs as well as productivity.

1. Biggest change/shift in implementing this policy: “let’s sit-down and talk” mentality. There is a need to move to open communication and collaboration. Ultimately, individual office needs will be a management decision, but the focus should be on changing the way conversations happen.
2. For timing, staff can continue to operate on their current schedule. As this procedure begins, staff can go back and make sure they complete the Remote Work Agreement, so the university has the proper records. When staff decide to change moving forward, then the timelines as outlined in the procedure come into play.
3. If there are issues communicating with managers related to the Remote Work Procedure, staff can email HR, Dr. Bickley, or Staff Senate.

b. FAO compressed work week update

- i. On or about August 22, 2024, Don Hudson sent an email to the Division of Facilities & Operations (FAO), stating that through work with CWA and IFTPE, the Administration came up with an equitable solution for staff in FAO trades to work 4-day compressed workweek.

Official statement from the Staff Senate:

“The staff senate learned of the compressed work week option for our staff in FAO on August 21st. Having spoken after the fact with both the IFPTE president, Dr. Bertolino, and Dr. Sass in detail about this option, Staff Senate leadership fully supports this for our trades people in FAO.

While we understand since this option is not applicable to other divisions, people may view it as inequitable. We ask that you understand equity looks different for each office, and that it does not mean everyone receives the same thing.

Another positive take away from this is we have an administration which is fair and open-minded. This bodes well for the future of expanding the flexible work week options.”

c. President Joe’s Staff Address- September 4, 2024

- i. 3:00pm-4:30pm on September 4. Please make every effort to attend, even if the event begins after your scheduled work hours.

d. CCDIE (Committee of Campus Diversity & Inclusive Excellence)

- i. Need a Senate volunteer to serve on CCDIE for FY 2025.
- ii. Valerie Hayse gave an overview of expectations:
  1. Committee meets four times a year.

2. An advisory *and* an implementation committee.
    3. One of the subcommittees produces celebrate diversity digest.
  - iii. More information: <https://stockton.edu/diversity-inclusion/diversity-equity.html>
5. Vice President's Report
    - a. The University Budget Planning Committee Meeting Date: September 25, 2024 after the regular September Staff Senate meeting
  6. Treasurer's Report
    - a. The Staff Senate budget for FY 25 was received: \$1,700, which mirrors Faculty Senate.
  7. Secretary's Report
    - a. N/A
  8. Historian's Report
    - a. The Research Historian informed Senators that they should now be able to access SharePoint and should use the drive to store documents, etc.
  9. Parliamentarian Report
    - a. N/A
  10. Ex-officio updates (CWA and IFTPE)
    - a. N/A
  11. Standing Staff Senate Committee Reports
    - a. CWA/IFTPE - President Viani asked for clarity regarding the FAO four-day compressed work week and if it applied to all staff in the division or just those in the trade shops.
    - b. Elections Committee
      - i. Chad Roberts is moving t faculty. The Committee is planning a meeting next week to discuss next steps in finding a new chair and moving forward.
        1. President Viani will put together a list of all positions that need to be filled.
    - c. By-Laws Committee
      - i. Staff Senate will need to schedule an election for a By-Laws Committee Chair.
    - d. Information Technology Committee
      - i. Request has been made to make distribution lists for divisions, so Senators have access/ability to contact their constituents directly. They should be separate mailboxes, but each Senator should have access to that email inbox and distribution list. The distribution list updates automatically with a change of staff positions.
    - e. Diversity and Inclusion Committee
      - i. Chair Diana Allen, on behalf of the committee, is working on the inclusive scheduling calendar with Valerie Hayes, Laurie Griscom, Loukaia Taylor, and Joe D'Agostino. They are preparing to launch the calendar and go live on January 1. The DEI Committee will send a summary of action items soon and will reconnect with Jovin Fernandez, Director of the Multicultural Center, to make sure they are utilizing the correct resources for including the proper holidays/information etc. The Staff Senate DEI Committee will be responsible for updating the material on the calendar.
    - f. Event Planning Committee
      - i. The meeting planned for last week was postponed.

- ii. Working on “Bring a Friend” event for Staff Senate on September 25, 2024.
- iii. Planning future events for the year include planning an informal meet and greet with Senators and Dr. Sass and President Joe.

## 12. Updates from University Committees

- a. Morale Committee
  - i. Dr. Sass informed Staff Senate that meetings were postponed over the summer to accommodate faculty not on contract during the summer session. The Committee will reconvene in September.
  - ii. The Committee is scheduled to present at the September 11, 2024 Board of Trustees meeting. The Committee will present to the Board the culmination of the Segal survey/recommendations, the climate survey, and the morale group that was formed out of the level of risk that was associated with the campus climate and culture with the auditors. One of the top ten risks identified was: climate/culture/fear of transitions. The Committee will present to the Board what they accepted from each one of those recommendations and what they have already addressed, what they will address, and what will be for a future date.
  - iii. Dr. Sass reiterated: Culture/Change does not happen in a day, month, or year. It took a long time to get here, and it will take time to change. We need to make sure we are managing expectations, and we are working together to get there. We have come a long way from where we were last year. We are not where we want to be, but let’s continue to build on what we have and continue to make improvements.
- b. University Planning Committee
  - i. N/A
- c. Title IX Committee
  - i. Senator Megan Taylor has not heard anything yet, but will follow up with Tammy Saunders.
- d. Expansion Committee
  - i. N/A
- e. Strategic Planning Committee
  - i. President Viani said the Committee met two days ago. Jess Kay and Provost Palladino presented groups/subcommittees. Dr. Palladino is invested in the Strategic Plan for the University and wants to make sure we are presenting the best version of ourselves. He is very thorough, and President Viani is happy to have him at the helm.
- f. Atlantic City Strategic Planning Committee
  - i. President Viani reported that the Committee’s final recommendations were presented to President Joe last week or the week before, so looking forward to hearing from him soon.
- g. Budget Planning Committee
  - i. See Vice President’s Report.
- h. Off Campus Committee
  - i. A Chair for the Committee will need to be elected.

- ii. The Off Campus Committee has been tasked by the President's Office to have a creative way to include the other sites in President Joe's Fall Jam.

#### 13. New Business

- a. Soliciting for new positions – President Viani will send the vacancy list out of what needs to be filled for senators, chairs, committees etc.
- b. Announcement of new task force members
  - i. FLEXIBLE WORK TASK FORCE
    - 1. Teresa Barone and Karin Kallert, Co-chairs
      - a. Members – Trinee Parsons, Kate Hazelton, Kate Spalding
- c. Bring a Friend to Staff Senate Meeting Day, tasked to the Event Planning Committee

#### 14. Old Business

- a. Senator Retreat hosted on August 7, 2024.
- b. The results of the OHR audit will be presented to the board at the September 11, 2024 meeting, and then we will get further information after that time.

#### 15. Open Floor

- a. Questions to Dr. Sass and Dr. Bickley included clarification on the September 1 deadline listed in the Flexible Work Procedure.
  - i. Dr. Bickley stated that the deadline for this year is not solid, so HR will be working through it. Dr. Bickley has been meeting with different leaders on campus to see how we can move forward on the process and communicating expectations. The announcement on August 28, 2024 was to make sure there is continuity for the future, since this will be the procedure moving forward.
- b. Questions to Dr. Sass and Dr. Bickley included clarification on the Remote Work Agreement, regarding the use of office equipment, hardware, software, needs for remote work. Will these expenses come out of the department budget?
  - i. The answer is no. As long as staff are using cloud-based data they can use personal equipment. If staff are using university specific equipment, that is when further discussions regarding university equipment vs personal equipment will be held. ITS already took an inventory with division heads about what was needed. If staff feel they need something on a personal level, please reach out to ITS to see what can be arranged.
- c. Questions to Dr. Sass and Dr. Bickley included clarification on why Help Desk staff are no longer given the option for remote work.
  - i. These concerns have been brought to Dr. Bickley's attention, and he will revisit this communication/conversation with the manager and employees.
  - ii. Dr. Sass reiterated: The concept of equity needs to be understood. Remote work and flexible work does not look the same for everyone, so managers need to make sure they are having those conversations with their staff as to why things can happen for some and not others.
- d. Staff can bring further questions/concerns about flexible work to President Viani/Staff Senate and they will be discussed with Dr. Bickley. Dr. Sass recommended staff also utilize the services of the Ombuds Office to facilitate conversations with managers.

#### 16. Adjournment

- a. Ashley Jones motioned to adjourn at 12:30PM, Loukaia Taylor seconded.

