

**University of Puget Sound Staff Senate**  
**Agenda for December 9, 2020, 12:20pm**  
**Via Zoom**

Senators Present: Alison Tracy Hale (Faculty Senate liaison), Aubrey Shelton, Bob Kief, Carol Odland, Cathy Purcella, Cindy Matern, Connie Baird, Deborah Hope, Emily Holloway, Erin Ruff, Francisco Perez, Greg Pfeiffer, Heather Bailey, Jake Nelko, Jamie Spaine, Janessa Caminos, Jason Rotchstein, Jenee James, Jessica Hartenstine, Krista Johnson, Landon Wade, Lisa Garrett, Mary Powell, Moe Stephens, Nicole Cariño (ASUPS president), Sabrina Shepherd, Sarah Johnson, Shannon Carr, Tami Hulbert

I. Call to Order and Welcome – Holloway called the meeting to order at 12:21pm, opening statement of balancing respectful, constructive engagement with critical review of concerns on campus

II. Consideration of Minutes from November 11, 2020 – motioned, seconded, and approved minutes

III. Announcements

1. Shannon Carr noted December 22 is first round of undergraduate admission decisions, moving from physical gifts to allowing admitted students to apportion \$25K to Tacoma charities (similar amount to the cost of physical gifts in years past), see appendix for slides presented at meeting *(to be added when received)*
2. Strategic Enrollment Planning town hall, Thursday, December 10, 1-2pm

IV. Questions of Officer, Committee, and Representative Reports

- Chair: continue to meet with President Crawford, reminder of President Crawford's holiday Zoom, December 11, 12-1230pm; initial bylaw review meeting with Joanna Cleveland Carey, E&G committee members, and executive committee scheduled for January 7, 2021
- Faculty Senate liaison: continuing thoughts of Curriculum Task Force work which include Core/Approaches to Knowing models and impact for staff; advisory group of faculty to work with Provost Behling to review faculty levels in keeping with fewer students
- ASUPS president: students are tired and Zoomed out, looking forward to Sp21, ASUPS emergency fund being used (and still/always accepting donations) as well as food pantry, already thinking of ASUPS executive team transition
- Human Resources representative: open enrollment closed successfully, Sp21 professional development calendar forthcoming from Denise Powell
- Vice Chair: will be in contact with committee chairs to attend committee meetings
- Treasurer: The balance for the scholarship has not changed (\$606.37), and the general budget is now at \$2432.47. This continues to grow due to gifts made to the staff senate.
- Secretary: none
- Human Resources Policies and Practices: Staff Senate and the HRP&P Committee would like to highlight and recognize the improvements that the Human Resources Dept and University leadership has made for the betterment of staff.
  - **Telework Policy:** Policy was implemented on August 20, 2020. There was no existing policy prior to this date and it is a great addition to workplace flexibility for staff.
  - **Sick Leave Policy:** In light of the pandemic, HR made the following additions to the sick leave policy in August of 2020; Upon hire, full, part-time, and long term temporary staff

positions receive 12 days of sick leave; Additionally, a negative sick leave balance (maximum of 96 hours) may be carried for full, part-time, and long term temporary staff positions.

- **Increases to medical premiums:** While medical premiums will increase 20% in 2021, the university will continue to pay 100% of that cost for all eligible staff and faculty.
- Bonus days/Sp 21 “spring break” days, long time from MLK to Memorial Day so looking at possibilities for days off
- We thank university leadership and especially HR for these efforts.
- Elections and Governance: bylaw review forthcoming, committee chair needed
- Special Events/Staff Recognition: Jason Rotchstein completing Senate term this month, committee chair needed
- Public Relations: previewed senator-hosted themed conversations and feedback forum
- Compensation: Budget Task Force proposal presented December 4, thanks for feedback from campus community which was used to finalize proposal

#### V. Old Business

- Bylaws review ad hoc committee approved, scheduling underway
- Finalize committee chairs (E&G and Special Events/Staff Recognition)

#### VI. New Business

- Themed open sessions for staff comments, communication: ways for staff to discuss informally and promote ideas for Senate actions, specific topic for each session to give structure for conversation, ideas of workplace safety, compensation, benefits, Sp21 operations; M/S/A

#### VII. Other Business

#### VIII. Adjournment – M/S/P 1:05pm

Appendix: Undergraduate Admission update

*(to be added when received)*