**Staff Work Life Committee Minutes**

**November 20, 2020, 1:00 p.m. (via Zoom)**

Attendance: Rita Mannelli, Jon Fleming, Thomas Keilman, Ann Knaak, Stacey Stehle, Valarie Wilson

 *Ex officio:* Cynthia Cusimano (HR Representative), Patrick Richey, Cathy Stevens

 Absent: Jazzmyn Ivery-Robinson

1. Approval of October 16, 2020 minutes.
2. Updates:
3. Wegman’s vending machine is now available in the lower level of Shults Community Center.
4. Positive feedback on the virtual Coffee Break with Beth Paul on November 5, 2020. There were 30 zoom participants. The staff commented that it was good way to get acquainted with Beth on a personal level. A “Chocolate Break” theme is being plan in January 2021.
5. Oak Tree Food Pantry is Nazareth’s on-campus food pantry, serving students, staff and faculty. The committee would like to restock the pantry by collecting canned goods (soups, veggies, peanut butter, pasta, etc.) so that it is stocked and ready for, when the students return in January. Donations boxes will be outside of Central Mail Services (Tom Keilman) and in GAC174 (Stacey Stehle). Request for donation will be submitted through NAZ@Work.
6. Items of Concerns brought forward to the Committee members:
* Reduction of 403(b) matching percentage—Patrick Richey said that he had nothing to add to what was shared by President Paul and the Senior Staff at the Town Hall meeting last October 29, 2020, explaining that the College is experiencing challenging times, to name a few, such as:
* Room and board revenue decrease as a result of adjustments due to COVID-19
* COVID related expenses
* Enrollment continues to be a challenge into the spring semester

Compensation will be revisited as soon as it is financially feasible for the College and is a top priority of President Paul.

* 2021 Summer Hours and half day Fridays— Too early to predict what next year brings due to COVID
* Tuition Exchange Impact—No change this year (the coming in and out are balanced)

Enrollment at SJFC/Nazareth – no change

* Faculty Senate equivalent to Staff – Faculty members have a fiduciary role to the College. They share governance and are responsible for the curriculum for the students. The Staff Work Life Committee has an advocacy role and can bring forth concerns of staff members to the Administration.
1. Other Items:

Tabled for next meeting discussion: Virtual 5K self-participation, run or walk and can be completed by participating anywhere over range of time.

Without setting precedent, the College will observe “late fall hours” for the three full weeks beginning Monday, November 30th and concluding on Friday, December 18th. With half day on Fridays, the next meeting of the committee will be in January 15, 2021.

The meeting was adjourned at 2:00 p.m.

Respectfully submitted,

Erminda Hugh