

Staff Senate Round Table Meeting Minutes

Professional/Para-professional Constituents

Date: December 14, 2016

Time: 11:45pm

Attendees: 23

Emcees: Mark Murphy and Mary Ellen Pichiarello

Discussion Items

1. Staff Senate President's Report (Mark Murphy): Strategic Plan Innovative Funding, Middle State Staff Senate Progress Update: (wellness time, staff graduate tuition benefit), Ad Hoc Committee for Leave Time Donation, Communication improvement efforts on campus, electronic time card submission,
2. Staff Senate Website: Staff Senate agendas, meeting minutes and by-laws can be found on the Staff Senate website.
3. Staff Compensation Study: Phase 1 will most likely be released before the end of 2016-2017. Discussion: what part of the compensation package is being reviewed- Q: Is it salary and/or also vacation/time-off being considered? A: It was confirmed that only salary was reviewed as part of this study.
4. Para-professional vs. Professional classifications: Has there been discussion of eliminating the classification para-professional? There are no current plans for either classification to change at this time.
5. PhD reimbursement for staff: There is no current PhD tuition reimbursement policy or process for staff. Discussion: faculty members have had their PhD paid for by the University.
6. Part-time staff use of Recreational Facilities: Cost is \$125 per month due to the number of part-time employees and limited space available.
7. Revision of Employee Handbook: It was brought up that there was a need for the staff handbook to be reviewed and updated. Specific topic review includes: staff tuition reimbursement, position elimination (process, employee rights, pay, etc.), time card entry system.
8. Electronic Timecard Submission: HR recognized that the paper time card system utilized by non-exempt employees is outdated and finding a solution is a project that will be under review in the upcoming year.
9. Graduate school benefit: Raising age of graduate tuition reimbursement/benefit for children from 24 to 26; Discussion: HR suggested prioritizing other graduate benefit initiatives as this affects a relatively small number of university employees, tax reimbursement policy/law,
10. Weekly contract negotiation updates: Faculty/union contract email updates were suggested; however, it was decided that no action will be taken on this given the confidentiality required by the process.