

To: Staff Senate
From: Cindy Tokash
Date: February 15, 2017
Subject: Minutes from the February 8, 2017 Staff Senate Meeting

In attendance: Tamara Bautista, Kristi Klien, Janice Mecadon, Cynthia Tokash, Ann Barnoski, Timothy Barrett, Ryan Puksta, Kevin Roginski, Susan Shimsky, Stephanie Adamec, Julie Brackeva-Phillips, Gina Butler, Kelly Cook, Rose Ann Jubinski, Amy Driscoll McNulty, Lucia Grissinger, Caitlyn Hollingshead, Bernie Krzan, Mary Ellen Pichiarello, Mary D. Sheils, Sheila Strickland, and Kevin Stanford

Patricia Tetreault (liaison)

Not in attendance: Lisa Bealla, Kelli Calli, Lori Flynn, Bryn Schofield, Chris Carter, Stephen Hallock, Gene Kohut, William Pilger, Michael Rorick, and Gerry Loveless

Guests: Marie Decker, Susan Bowen, and Fr. Patrick Rodgers

Welcome: Mr. Murphy called the meeting to order at 10:04AM, in the PNC Bank Board Room, Brennan Hall. Gina Butler offered the opening prayer. Janice Mecadon will offer the prayer at the March meeting.

Review of January meeting minutes:

Minutes were approved with no changes

Approval of Agenda:

Agenda was approved with no changes

Guest introduction:

Mr. Murphy welcomed Fr. Patrick Rodgers, Jesuit Center Director, to the meeting.

Fr. Rodgers has been a Jesuit since 1992, so he is celebrating his 25th anniversary in the society. Fr. Rodgers is not new to Scranton, he lived in the Jesuit residence from 1997-99 on campus, but worked at Scranton Prep. He is familiar with the area and excited to be back. He was impressed with the new construction on campus.

Fr. Rodgers is originally from Annapolis, Maryland. He was born and raised there. He studied music as an undergraduate, he was a clarinet performance major.

This year the Jesuit Center will be doing a self-study and peer review process identified as a Mission Priority Examen. The Father General in Rome, Fr. Arturo Sosa, has asked every Jesuit University in the United States to really examine itself, to see how it is following Ignatian, Jesuit values and Catholic values and where might we do better in that. In some senses, it is going to be a yearlong process of basically affirmation, but also looking at the areas where we could do better. At some point, all departments will be brought into this process. Their first meeting is a week from today to discuss who will be working with which departments/faculty, etc.

The Jesuit Center will also be sending out emails once a month to inform everyone of what's happening in the Jesuit Center. During Lent they will be tweeting or putting on Facebook the daily readings or reflections for the day.

The Jesuit Center also has an Open House this Friday, February 10th from 4:00-6:00pm.

Guest Presentation:

Susan Bowen has been at the University for four months now and has spent that time working with her leadership team. They have been meeting and talking about what as a division they feel they should be doing and looking for gaps.

Everyone in the division is part of the re-alignment. They have re-aligned the positions and some of the areas of responsibility within the department with a focus of service to everyone in the community (students, faculty and staff).

The re-alignment of positions has resulted in budget savings. This is a help to the Comprehensive Resource Review.

The division changed their name from Information Resources to Information Technology. All of the department names have services after it. The focus is on service.

There will be a new position, a chief technology type person. That person will be the Associate Chief Information Officer, a technical person that will help with large projects across the division and the institution. The position will be posted and Mr. Murphy will be asked for a representative from the Staff Senate to serve on that search committee, preferably someone with a technical background.

Departments within the division have also been renamed.

- Technology Support Services includes the Technology Support Center, IT Training and IT Communications, manager, Julie Brackeva-Phillips.
- Database Management Services includes Database Management, ERP Framework Management, and Identity & Access Management, manager, Maureen Castaldi.
- Client Services includes Desktop Management, Computer Labs and Endpoint support, manager, Deanna Beyrent.
- Systems Infrastructure Services includes Enterprise Servers and Storage, Directory Services and Authentication, Virtualization and Cloud Technologies and Application Support, manager, Chris Krall.
- Academic and Media Services, a new area, new title, is where changes are occurring. This is a department that not only works with faculty and CTLE, but in addition handles all of the classroom technology and will become more involved with event support and help with the media production and things that are needed for event support. They will be adding a staff member who will be working a 12:00-8:00 shift Tuesday-Saturday.
- Enterprise Application Services includes Banner and all associated products, manager, Cindy Hricko.
- Network and Security Services, security used to be a separate entity they are moving it together. They are currently working with a consultant. They are doing a security assessment.

They've done some vulnerability testing. They are going to put together a road map for how we as an institution are moving forward with information security.

Liaison Report:

Ms. Tetreault had a couple of notes from Cabinet.

- The 2017-18 budget is being prepared, it is being moved from the draft policy to the final document.
 - Some of the things Ms. Tetreault is involved with are salary predictions, benefit items and how to carve out some dollars to help implement the compensation study.
- The Strategic Plan Update for the Board of Trustees Meeting coming up in a few weeks.

Royal Days is taking place on campus. This past Monday, 171 students and their families came out of the 179 that were expected. The following two Mondays are also Royal Days. Ms. Tetreault encouraged everyone to continue to welcome the students and support them as they consider the university for their higher education.

Ms. Tetreault has hired an HR manager who will be starting in a couple of weeks, February 27th. A campus announcement will be made.

Spring Convocation is scheduled for tomorrow. Ms. Tetreault has spoken to Dr. Dreisbach and they are determining whether to delay it one week with the impending bad weather.

Ms. Butler asked if there is any update on the Comprehensive Review, Ms. Tetreault states:

- They have finished the review of the positions.
- They have identified an updated set of grade ranges.
- A structure was already in place, part of this was updating our structure and doing a market check for our positions.
- They are currently at the point of pricing it and determining what they are able to do financially to implement it.
- It does look like we have a number of positions that could possibly see an adjustment in salary.
 - The salary adjustments will not be for the entire university, only a number of positions.
- What this study does is it helps us confirm that we have positions in the right band and paying people competitively in that band.
- Once Ms. Tetreault knows how we can do this financially, an announcement will be made and then she will likely do a couple of Town-hall sessions to allow people the opportunity to come and hear about it.
 - Ms. Tetreault plans to get the Staff Senate focus group back together before she does that.
- Sometimes when you do a Compensation Study and you identify where you have potential for movement, you can't accomplish it all at one time because of the cost of it and it has to occur in phases.

President's Report:

Mr. Murphy thanked Ms. Driscoll McNulty for covering for him last month and running the meeting.

Mr. Murphy wanted to point out some of the items the Senate is working on so that they are on the forefront of everybody's minds.

- We are working on the Smoking Policy with the committee that's working with HR.
- Per Fr. Quinn's request, we are working on a Business Casual Dress Policy.
- Joe Wetherell is chairing the ad-hoc committee researching donating time to other staff members.
- Ms. Butler sent a note with some details that need to be adjusted on our By-laws. There are some things we need to catch up on, some things that our Constitution and By-laws are not matching on. There was one change to the Constitution which was changing requiring two years of employment to one year of employment to serve as a senator. That was changed through a motion and a vote last year, but needs to be changed in our Constitution which requires the approval of the Board of Trustees.
- Roundtable policies which Amy went over in the January meeting.
- Prioritizing things that we are working on.
- There was a meeting with HR regarding The Wellness Participation Time Policy which was attended by Ms. Adamec, Ms. Mascelli, Mr. Barrett, Ms. Driscoll McNulty, Mr. Murphy, Ms. Tetreault and Ms. McCartney. It was a positive meeting and the next step will be conducting a survey during Wellness Day to see how needed the policy may be. There is a concern about putting a policy in place for a solution to a problem that might be occurring in isolated areas. The problem might be solvable via discussion with leadership in those areas.
- Some of the events coming up for spring are:
 - The Spring election
 - The Spring Communication Symposium
 - The Meet the candidates event
 - The end-of-the-year celebration and luncheon
 - Tentatively the employee barbecue

The UGC meeting is this Friday so there is nothing to report at this time.

At the UPC meeting, they discussed the Strategic Initiative which is the \$120K allocated to support new projects related to the 2015-2020 Strategic Plan. The deadline for proposals is coming up within the next week or so.

- There was a presentation on the website for Middle States as far as how it's organized. The impression is that the committees will be active in the beginning of the fall semester.

The Comprehensive Resource Review committee, which is chaired by Mr. Steinmetz, and made up of faculty and staff plans financially for the future so that we don't have stresses and problems. The approach is impressive looking forward so many years to make sure that we don't have any financial problems. The focus was on what sort of new programs could be done, what things are we doing already on campus that we could be taking better advantage of in terms of increasing revenues.

There was an email that went out from Fr. Judge regarding the presidential search. It seemed to have a positive tone and stated that the search is on track and moving forward.

Committee Updates:

Ms. Brackeva-Phillips on behalf of the Communications committee was happy to report that Ms. Jubinski has joined the committee.

- The Spring Symposium is March 30th from 11:30-1:00. They are finalizing some of the speakers so that they can start advertising soon.

Ms. Driscoll McNulty on behalf of the Election and Membership committee states the Annual Meet and Greet is April 5th @11:30. The Meet and Greet is a luncheon in which we invite all staff to meet the nominees.

- The call for nominations will go out in early March.
- The committee will be looking for a representative, preferably with a technology background, to serve on a search committee for the Associate Chief Information Officer position.

Ms. Driscoll McNulty on behalf of the Finance committee asked for the committees that have events coming up to send estimates of the cost of the events.

Ms. Klien on behalf of the Social Events & Community Building committee will be forwarding the bill from last year's Christmas luncheon to Ms. Driscoll McNulty. The committee hasn't met so there was nothing to report.

Ms. Klien on behalf of the Staff Development committee reported that the committee is working on the barbecue.

Ms. Bautista on behalf of the Staff Recognition & Excellence Awards committee reports that the Staff Spirit Award winner for the month was Alexander Krist from Information Technology Development & Applications.

- Mr. Krist had asked if he could have the name of the person who nominated him so he could thank them.
 - Ms. Bautista had responded back by saying he could send the thank you note to her and she could forward it to the person who nominated him.
 - Ms. Mecadon stated that the same question was asked when she was chairing the committee and she had asked the person who had nominated if it was ok to release their name.
 - Mr. Murphy left the decision making to current committee and stated he would support them.
- The committee also met to start planning the end-of-the-year luncheon and Ms. Butler submitted a question about budget to Ms. Driscoll McNulty.

Ms. Butler on behalf of the Bylaws committee reports that the committee is down to one person. There were people on the committee who are no longer on the Senate. Mr. Murphy asked if anyone is interested in working on the committee to contact Ms. Butler.

The Ad Hoc committee is doing research on other institutions that have time share and the committee is meeting next week.

Previous Business:

The Ad Hoc committee for the Wellness Participation Policy met and it is still moving forward.

- Mr. Barrett reported that they are working on a survey to give out at the end of Wellness Day asking what an employee's ability is to participate in Wellness classes.
 - Ms. Butler suggested considering when the survey will be given. Maybe give out the survey in the beginning of Wellness Day or when information is sent out about Wellness Day.
- Ms. Adamec asked everyone to mark their calendars for March 14th, Wellness Day.

New Business:

Ms. Driscoll McNulty read the initial draft of the Business Casual Dress Policy.

DRESS AND APPEARANCE GUIDELINES

Employees are expected to dress appropriately for their positions. The exercise of good judgment in attire and presentation of self is encouraged in accordance with the business and academic environment of the University. Direct supervisors may express particular preferences in their areas. The University may declare certain days or periods as casual dress days. The guidelines governing dress are as follows.

Professional, Paraprofessional, and Clerical Staff

Casual business attire means clothing that allows staff to feel comfortable at work and yet is appropriate for a professional office environment. Business casual is sharp and must be appropriate for the employee's position. Keep in mind that business casual does not mean weekend or sport casual.

Maintenance, Trades, and Technical Staff

Physical Plant employees should refer to the Facilities Operations Uniform policy.

University Police

Staff members should refer to the Uniform Standards policy housed in the University Police Department's Standard Operating Procedures manual.

Part-time Coaches

Direct supervisors are responsible for interpreting and enforcing dress and appearance within their area of responsibility. For more information, please contact the Office of Human Resources at (570) 941-7767.

- The policy was broken up into different employee categories because different departments require different attire.
- Ms. Tetreault suggested looking into the Athletics department dress policy for the Part-time coaches dress policy.

- Ms. Tetreault said she might want to offer management training of some guidelines for the policy.
- Fr. Quinn's intent is for people to have a professional appearance, but he doesn't want them to feel like they're constricted. He wants the policy to be beloved by staff.
- Ms. Driscoll McNulty suggested that maybe we should list what is acceptable rather than listing what is not. It would give the policy a positive tone.
- Ms. Bautista asked if it was necessary to have the policy in the employee handbook. She asked if the managers could receive guidelines to follow.
- Ms. Tetreault will try to think of some general guidelines to put into the policy. She would also like to talk to some of her colleagues.

Mr. Roginski brought up an issue with healthcare costs that was brought to his attention.

- Individuals on campus are experiencing rising healthcare costs while the cost for married couples working for the university hasn't gone up.
- Mr. Murphy stated that if a couple works for the university they do not have a cost for their health insurance.
 - Ms. Tetreault stated that is the longstanding policy and that they would likely not be changing any deduction structures until January 1. The policy would not necessarily change.
- Ms. Tetreault states that if you have two married individuals, you can put them on one insurance contract.
 - With our insurance we pay an administrative fee, we pay a premium for risk insurance and then we have claims.
 - We always look to see how we can minimize or make our administrative fees, our fixed fees, more efficient.
 - When you put two people on one contract, you're saving an administrative fee and the stop/loss premium.
 - The university is saving money by combining those two people into one contract.
 - They also do not have a cost for their children.

Ms. Butler asked if with the landscaping plans that were brought up at cabinet if there are any plans for the front of St. Thomas.

- Ms. Tetreault states that it has come up, but it wasn't high on the list of priorities.

Motion was made to adjourn the meeting by Ms. Mecadon and seconded by Mr. Roginski @11:25AM.

