

TO: Staff Senate
FROM: Pauline Palko
DATE: July __, 2015
SUBJECT: Minutes of the July 8, 2015 Meeting

In attendance: Ms. Notarianni, Ms. Mecadon, Ms. Palko, Ms. Schofield, Ms. Klien, Mr. Barrett, Ms. Edwards, Mr. Griguts, Mr. Pilger, Mr. Sakowski, Ms. Shimsky, Ms. Thomas, Mr. Fedoryk, Mr. Hallock, Ms. Bevacqua, Ms. Butler, Ms. Cook, Ms. Densvich, Ms. Grissinger, Ms. Hollingshead, Ms. Strickland, Mr. Krzan, Mr. Wetherell.

Not in attendance: Ms. Tucker, Ms. Cali, Mr. Roginski, Ms. Barnoski, Ms. Driscoll-McNulty, Ms. Johnson, Mr. Murphy, Mr. Sheehan, Ms. Vita.

Guests: Thomas Coleman.

Welcome:

- Mr. Wetherell called the meeting to order at 10:10 am, in the PNC Bank Board Room, Brennan Hall. Ms. Bevacqua offered the opening prayer, Ms. Notarianni volunteered to offer the prayer for the August 12 meeting.
- Attendance was checked, quorum met for voting purposes.
- Mr. Wetherell announced that Ms. Cherra has removed herself from the Senate citing professional schedule conflicts. Kristi Klien, the clerical alternate that had received the most votes during the spring election will fill the vacant seat.

Review of June meeting minutes:

Ms. Tetreault noted an error in the Liaison Report as reported by Mr. Wetherell. Hildebrandt is currently accepting applications for students to attend the learning center at the Quincy Avenue location, not accepting applications for employment at that site as reported in the minutes. Change was noted and Minutes approved with the change.

Approval of Agenda:

Agenda approved.

Liaison Report:

The Rehabilitation Center construction is on track for fall opening. Furniture will be moved in at the end of July and offices will move in shortly after. The building will be dedicated in September.

The Hildebrand Learning Center and Graduate Student Housing construction is moving forward but not as quickly as hoped. Focus now is on licensing and proper paperwork in order.

The bluestone for placement in the area of the Weinberg Library will arrive next week and stonework will be completed for the fall semester opening.

Comprehensive Resource Review-Hiring managers looking at positions and reviewing requests for restructure. Part of larger compensation review.

Goal of the review is to update our compensation plan and salary ranges, pay grades, job descriptions as compared to the market. Simpson has completed the matching phase of the comp study as of July 7, 2015. This is where the responsibilities of our jobs are benchmarked to salary survey for similar positions.

Sibson looked at 500 jobs. If 70% of the job is similar to others of the same type in the area, it is benchmarked to that salary. Only a dozen or so had responsibilities vastly different and were not able to be benchmarked.

Sibson now working on pay grades and drafting the pay policies.

Sibson will present their findings to the Staff Senate focus group in August.

Senators asked when adjustments would be made if Sibson found discrepancies. Ms. Tetreault stressed that it depended on the total cost. Due to budget restrictions, mostly likely would have to be phased in over time.

Senators asked about compensation for years of service for long-time employees. Response: In general, someone who has been in the same position for 3-5 years and are fully functioning in their responsibilities should be at the mid-point of the salary range for that position. This aligns with the market for that position. Those who have been in longer would probably be at the maximum level. There would be no reduction in pay. No answer on those who are maxed at their range. Some companies do a lump sum payment. Ms. Tetreault agreed with Senator that the drawback of a lump sum payment is that the employee's retirement benefits are not impacted and should be. She could not comment on leadership's preference for handling these cases.

Mr. Nottelmann has been working to move the University away from a time card system to an automated system, but it will take time to get us to that point. In the interim and before the start of the fall semester, the green time cards will transition to a yellow time cards. The yellow cards capture the same information but have been redesigned. Use of these will move us forward toward the automated system for time and attendance.

Presidents Report:

Mr. Wetherell noted that there was no coffee or snacks this morning. Due to the large increase in caterings prices we have opted to discontinue the practice of having snacks at our meetings. We spend approximately \$1,000 each year just in those snacks and that money could go toward the Staff Christmas Luncheon or end of year Home Improvement BBQ, especially since the catering bills for those events will increase too.

Senators agreed that snacks were not necessary at meetings and preferred that the money be better spent at events.

Communications Forum:

The Communications Committee has suggested September 15, 2015 for the fall forum with Dr. Anitra McShea, Vice Provost of Student Formation and Campus Life; and Gerry Zaboski, Vice Provost Enrollment Management/ External Affairs, as speakers. Dr. McShea would be asked to talk about the changes that have taken place in her division, and Mr. Zaboski to talk about the significance of the current class enrollment. How we are going forward with enrollment management going forward.

A senator suggested that Joe Roback, Associate Vice Provost of Admissions, be added to the slate.

Senators also noted that there is a President's Cabinet meeting on the 15th, and that Sister Prejean is in town that week, also the dedication for the new Rehab building is later that week.

Mr. Wetherell noted that the proposed speakers had not yet been invited and it depended on their schedules. He suggested that the Communications Committee investigate other possible dates.

Approval of Committee Rosters

The proposed committee rosters were read and ratified by the senate.

Committee Reports:

Finance: originally, we thought we were within budget but a couple of last minute expenditures have put us over. We are waiting for the transfer of funds to be processed and then we will be set.

Ms. Hollingshead asked committee chairs to email her with their budget requests for this year, noting to be mindful of the increase in catering costs and how that is likely to impact some committees. Most committees didn't change from past years. If drastic change needed, please provide reasoning for increase.

A senator asked if Senate could put something forward regarding these increases since it impacts not only our events but all events university wide, including the student run events. We have been told we have to use catering, but our decreased budgets can't support these increases.

Mr. Wetherell noted that he will talk to Ted Zayac and Terri Aschenbrenner to determine the actual amount of the increase. We will discuss at a later meeting.

Mr. Wetherell asked if a budget request for next year could be submitted to cover these costs, since costs for our events are predominantly catering.

Election and Membership: Ms. Driscoll-McNulty (chair), was not present.

Staff Development: Ms. Bevacqua reported that the committee will continue to work with Human Resources on moving the “ConneXions” Mentoring Program forward.

Communications: As mentioned earlier, the committee is working on the fall communication symposium.

Social Events & Community: Janine Freeman (last year’s chair) has agreed to assist the committee this year as a non-senator volunteer. Committee will meet and set goals within the established model of the past years, combining a fun event with a charitable component.

Recognition and Excellence: Congratulations to Craig Fedoryk the Spirit Award winner for July. Mr. Fedoryk has given up his privilege of the assigned parking space and offered it to be used by an employee who might be in need of a closer space due to a recent injury or illness. If anyone knows of someone who might benefit from this parking space contact Ms. Mecadon or Ms. Notarianni.

Two more bells were purchased after the Recognition Banquet for Senators who had not yet received them: Jason Oakey and Janine Freeman.

Items from the Floor:

Mr. Barrett indicated that he would like to meet with Ms. Tetreault to finish the Employee Wellness Participation study and bring back to the floor this year. Ms. Tetreault agreed to work with him on it.

Mr. Sakowski asked for an update on the Ombudsman issue. Mr. Wetherell asked for it to be added to the UGC agenda for the fall. Mr. Wetherell noted the cancelled meetings from last year and indicated that he would push to have it on the first agenda.

Ms. Palko asked Ms. Tetreault if she had any updates on the Employee Appraisal Format noting the focus group that met with Mr. Nottelmann in the spring. Ms. Tetreault met with Dr. Boomgaarden and Ed Steinmetz, but with faculty negotiations and other critical things going on it was pushed to the side for the moment. The goal is to come up with a format and process that will make it easier for managers to use.

Motion to Adjourn:

Meeting adjourned at 10:55 am