

TO: Staff Senate
FROM: Pauline Palko
DATE: July
SUBJECT: Minutes of July 16, 2014 Meeting

In attendance: Ms. Mecadon, Ms. Barrett Notarianni, Ms. Palko, Ms. Tucker, Ms. Kocis, Ms. Barnoski, Mr. Barrett, Ms. Edwards, Mr. Pilger, Mr. Roginski, Mr. Sakowski, Ms. Shimsky, Mr. Davitt, Mr. Hallock, Ms. Bevacqua, Ms. Butler, Mr. Casabona, Ms. Freeman, Ms. Hollingshead, Mr. Murphy, Jr. Wetherell, Ms. Cook, Ms. Tetreault.

Not in attendance: Ms. Cherra, Ms. Rupp, Ms. Klein, Mr. Fedoryk, Mr. SanMartin, Ms. Driscoll-McNulty, Ms. Johnson, Mr. Oakey, Mr. Porter, Mr. Sheehan, Ms. Vita.

Guests: Mr. Thomas Coleman

Welcome:

- Mr. Wetherell called the meeting to order at 10:11 a.m. in the PNC Bank Board Room, Brennan Hall
- Ms. Palko offered the opening prayer
- Attendance was checked and it was agreed that there was quorum for voting purposes
- Mr. Wetherell requested a volunteer for the August meeting prayer; Mr. Roginski came forward

Review of June meeting minutes:

A motion was made by Ms. Bevacqua to accept the minutes. Mr. Roginski seconded the motion.

Approval of Agenda:

A motion was made by Mr. Murphy to accept the agenda, Ms. Hollingshead seconded the motion

Liaison Report:

- Ms. Tetreault offered to answer any questions regarding the recent changes in Presidential Senior Leadership Reorganization
- No firm timeline on dissolution of CGCE (College of Graduate and Continuing Education) as was announced in the University President's recent Communication to the University Community
- General impacts of announced leadership changes: less direct reports to the President allows Fr. Quinn more time to focus on advancement initiatives laid out by the Board of Trustees; streamlines academics into a more cohesive unit; returns Human Resources

reporting to Finance where it had been in the past; creates a better working system for the University

- Ms. Jennifer LaPorta, the acting interim Director of Office of Equity and Diversity has been selected as the permanent director for that office effective July 15, 2014
 - As a result of the recent organizational changes, the Director of Office of Equity and Diversity (Ms. LaPorta) will report to Ms. Tetreault in Human Resources
 - OED office on the first floor in IMBM (next to Alumni Memorial Hall) will remain in its current location
- Mr. Clay Nottelmann and Ms. Barrett Notarianni, Human Resources will be working with the Staff Senate Professional Development Committee to upgrade the orientation program for new hires
- Human Resources has convened a Fiduciary (Pension Plan) Committee to review our retirement plan options and make sure they are operating according to current federal laws, evaluate fee structure, and working to the benefit of the plan participants
 - Committee evaluated fees structure of TIAA Cref and Trans America. We see opportunity to save money on Trans America plans as Trans America has upgraded some fund options to be more cost effective, more productive. More information to come in August. May bring consultant in to present to the Senate. Direct questions to HR

Committee Ratification:

All committees were ratified; Mr. Roginski, Mr. Coleman, and Ms. Margaret Hynosky (volunteer) were added to the Social Events & Community Building Committee

Mr. Barrett will send roster of Wellness Committee (ad hoc) members to Ms. Palko for posting to website

President's Report:

- Staff Handbook — If there are any particular items in the Staff Handbook that you feel need attention, please contact Human Resources; Staff Development committee will revisit as part of that committee's projects
- Telephone Capability for Emergencies
 - Mr. Murphy and Mr. Sakowski meeting with Ms. Lisa Notarianni July 16, 2014 to discuss Cisco IP Phone options regarding emergency notification to University Police Communication Center without picking up the receiver. Based on Ms. Notarianni's recommendations, Mr. Murphy and Mr. Sakowski will take suggestions to Mr. Don Bergmann, Chief of University Police and Director of Public Safety, and possibly the University Safety Committee
 - Ms. Shimsky noted that the phones in the hallways of Loyola Science Center are not Cisco IP Phones and suggested investigation into their capabilities as well

- Mr. Davitt suggested Mr. Murphy and Mr. Sakowski discuss with Chief Bergmann and Captain Cadugan the emergency system’s capabilities to receive text messages; noted that the system would have to be monitored
- Ombudsman Report
 - Ms. Palko has edited the report compiled by the ad hoc committee
 - Mr. Murphy stated that ombuds functions were handled differently at each institution, value of report is that it outlines the history of the Ombuds question at the University of Scranton, reveals the efforts made toward providing ombuds functions within various offices within the University
 - Mr. Wetherell asked everyone to read the report before the August meeting
 - Mr. Wetherell stated that the Senate would vote on passing report to UGC
- Roundtables—Mr. Wetherell intends to build time into the August meeting for each constituency to meet and choose dates for their roundtables
- IT Policy— Mr. Wetherell noted that the new IT Policy currently in effect was not presented to the Senate for review prior to implementation because content and language were mandated by the government and industry requirements; primarily non-negotiable but please review and bring any concerns to Senate
- Wellness Report—Mr. Barrett stated that his committee is finishing up their presentation and report
- Tuition Exchange Policy—Mr. Wetherell called attention to the now equitable Tuition Exchange Policy and noted that the updates to the policy was attributable to the Staff Senate who began pursuing a more fair tuition exchange policy several years ago when Fr. Quinn first arrived on campus
- Presidential Forums—taking a long time to get off the ground, will have more information by next meeting; forums will be hosted by Staff Senate but both faculty and staff will be invited; suggestions for presenters included Dr. Boomgarden, Provost and Ed Steinmetz, VP of Finance

Budget Guidance from Senate VP:

- Ms. Hollingshead (Treasurer) noted the Staff Senate Budget was approved for 2014-2015; looking at changes for 2015-2016. This year’s budget is the same as last year—\$9600
- Committee chairs are asked to review their intended projects, plans for dollars requested, hopeful projects, events and goals and their anticipated costs, and forward their wish lists, ideas, and estimated costs to Ms. Hollingshead before the August meeting. Executive Committee will review all ideas and prioritize them, then present to Senate for approval. Provide a separate dollar amount for both this year and next year. Ms. Hollingshead will forward committee budgets from last year to new committee chairs for reference.

Items for Discussion —Fairfield Article:

- Mr. Murphy provided the article to the senate believing it worthy of our discussion, hopes we might make some suggestions to senior leadership based on the actions of Fairfield as outlined in the article
- Mr. Murphy stated that the article came to him the afternoon of the June meeting and he found it relevant to the University's economic situation and wondered if the Staff Senate might be able to put some suggestions together in a similar way
- Mr. Casabona stated that it is *necessary* in the current climate to review our current business model, the direction higher education is heading, and the attitudes of potential students given the advancement of technology and distance learning options. Given the climate it would be beneficial for university to act on suggestions from students, faculty, and staff
- Ms. Butler commented that staff are concerned/stressed by the lack of communication regarding the University's plan and vision for keeping the institution relevant in the changing educational climate, and increasing our competitive edge. The University as a whole should work on the next steps and convey to everyone the plan; people are afraid because they don't know what's coming
- Mr. Wetherell suggested that if the President's Forums are done properly, they would serve to relay that information
- Ms. Butler responded that any information would help, especially if it addresses how all members of the community play a part; what else is coming?
- Ms. Notarianni mentioned that the University is offering new degree options and wondered if staff knows that makes us more competitive?
- Mr. Sakowski echoed Ms. Butler's statements indicating that the lack of communication is causing fear and paranoia among the staff, what's next, who, where, why?
- Ms. Butler added that people are hearing on the news about inflated insurance costs, health benefits changes, new taxes and not understanding how or if they will impact us, community needs to understand what changes are coming and how they apply to staff
- Mr. Casabona stated that the university really needs to think about a fundamental change in how the University operates, and really think ahead; expressed concern that the university seemed to be ignoring MOOKS and how that will affect the expectations of potential students
- Ms. Tetreault responded that while not the highest priority at the moment, MOOKS is on the radar of the Board of Trustees as they have looked at it for the past year. She also stated that the flux in leadership slowed down progress on goals and now that new leadership is in place, more work will get done. New provost and VP Academic Affairs, Dr. Boomgaarden has a huge job ahead, developing programs, distance learning, capitalizing on winter and summer intersessions, increase revenues, etc. Interim provost, Pat Harrington was focused on Middle States. Strategic Plan is new focus, believes senates will be included going forward as things progress; acknowledged that Fairfield is really organized and we're not there yet

- Mr. Wetherell suggested the Senate think about organizing a committee to think through what Fairfield has done and possibly create a report to UGC or through Ms. Tetreault to leadership,
- Mr. Murphy also cautioned that an article is not fact although the article sounds wonderful; believes it's a good project on a smaller scale for the Senate to work on a recommendation to the UGC

Open Items from the Floor—

- Ms. Shimsky asked if the policy regarding essential personnel's accrued personal time for each day worked during inclement weather could be reviewed and revised, specifically how unused accrued personal days become sick time. Could a number of accrued personal days be rolled over to the next year instead of becoming sick time at the end of the year? Ms. Tetreault and Ms. Notarianni (HR) will consider further and report back the Senate at the August meeting. Send any ideas on how to do this to Ms. Notarianni before the next meeting
- Mr. Barrett stated that he had been asked by a couple of employees if children of retirees from the University were eligible for tuition remission. Ms. Tetreault responded that if the retiree's situation fit the eligibility requirements (fifty-five years of age + twenty years of service; sixty-two years of age + ten years or more of service; age sixty-five + no service requirement) their children would be eligible for tuition remission

Committee Breakout Sessions: Time constraints did not allow for full committee breakouts, Wellness committee to meet immediately following meeting.

Mr. Murphy put forth a motion to adjourn; Mr. Roginski seconded the motion.

The meeting was adjourned at 11:25 a.m.