

TO: Staff Senate
FROM: Pauline Palko
DATE: November 5, 2014
SUBJECT: Minutes of the October 8, 2014 Meeting

In attendance: Ms. Mecadon, Ms. Palko, Ms. Rupp, Ms. Kocis, Ms. Barnoski, Mr. Barrett, Ms. Edwards, Mr. Fedoryk, Mr. Pilger, Mr. Roginski, Mr. Griguts, Ms. Shimsky, Mr. Hallock, Ms. Butler, Jr. Knicely, Ms. Freeman, Ms. Johnson, Mr. Murphy, Mr. Oakey, Mr. Porter, Mr. Sheehan, Ms. Cook, Ms. Vita.

Not in attendance: Ms. Cherra, Ms. Barrett Notarianni, Ms. Tucker, Ms. Klien, Mr. Sakowski, Mr. Davitt, Ms. Bevacqua, Ms. Driscoll McNulty, Ms. Hollingshead, Mr. Wetherell.

Guests: Mr. Coleman, Ms. Tetreault.

Welcome:

- Mr. Murphy, Parliamentarian, presided over the meeting in Mr. Wetherell's absence, and called the meeting to order at 10:11am, in the PNC Bank Board Room, Brennan Hall. Mr. Murphy thanked everyone for their participation.
- Ms. Mecadon offered the opening prayer; Mr. Roginski volunteered to offer the prayer at the November meeting
- Attendance was checked, quorum met for voting purposes.

Review of September meeting minutes:

- Ms. Rupp pointed out two misspellings on page 3, noting that personnel should replace personal in two instances.
- Motion made by Ms. Rupp to accept the minutes with noted changes, motion seconded by Mr. Roginski

Approval of Agenda:

Motion made by Ms. Butler to accept the agenda, motion seconded by Ms. Cook

Liaison Report (Ms. Tetreault):

- The Loyola Science Center has received a Gold LEED Certification for sustainability, a coveted distinction from a sustainability standpoint.
- The Rehabilitation Center is currently on time and on budget. The goal is to enclose the structure by December so work can continue indoors during the winter months. Completion is expected to be on time for Fall 2015 opening.
- Fr. Quinn announced an across-the-board staff salary increase effective October 4, 2014 with the increase showing in the October 24th paychecks.

- Human Resources proposed to the President's cabinet that HR would take over the United Way Campaign and make it a more prominent campaign. University donations to United Way have decreased in recent years in part because there was no dedicated internal resources to manage the campaign. HR asked to become involved in a different way than they have in the past. Activities are scheduled for later in the fall, including Fan Day for which staff & faculty would make a small donation for the privilege to wear sports regalia in support of their favorite team, and a drawing for a free Makeover for both a male and a female staff members which Lavish Salon has graciously partnered with us. Goal of events is to let people know what United Way is all about and increase donations. The U of S should be involved, because their services echo our mission. Beth McCartney, Cathy Schneider, and Jenn Pennington are all working on this campaign. More information will be forthcoming in the next few weeks.
- Open enrollment for Health Plans begins in November, more information will be coming on that in November.
- Retirement Plans with Trans America Investment Fund Platform upgrade
 - 350 Staff participate in Trans America
 - October 28, 2014 Information Sessions throughout the day, CAP Trust our consultant on the plan will be on campus to talk about the cost savings for participants and changes to the plan.
 - There will be a special session for facilities staff at their regular staff meeting.
 - Fund changes go into effect November 5, 2014, Fee structure changes in effect December 1, 2014
 - Encourage staff to participate in these information sessions as they will address the fund changes, fee structure changes, and addition of new products available to staff, one of which pairs you with a fund manager to work with you toward your target date for retirement to help you meet your goals. The intent for the new products and changes to the funds is to be easy on the participants. No action is needed unless you want to change funds or take advantage of new products. In November there will be one-on-one meetings available for participants available.
 - Refer questions to HR; can't offer you advice but can give you phone numbers and contact information.
 - Mr. Barrett noted that several funds are from Vanguard has the lowest fees in the industry.
 - Ms. Tetreault stated that moving the plans to TransAmerica saves the staff and faculty \$100,000 annually overall.

Mr. Murphy noted that retirement savings plans and investments was brought up last winter at Staff Senate and it's nice to see the positive changes made to benefit all employees in that regard. Mr. Murphy expressed gratitude to HR and their committee

for working to help employees save as much of their invested money as they possibly can.

Presidents Report:

Thank you to Ms. Mecadon and Ms. Barrett-Notarianni for keeping the ball rolling on the Spirit Award, a staff recognition initiative started two years ago.

University Governance Council Reorganization: Provost, Dr. Boomgaarden is now the chair, Dr. Harrington, his senior officer, is now Kate Yerkes, handling scheduling. Mr. Murphy will be talking with Mr. Wetherell to push to get the UGC meetings started. Imperative to our communications on campus that the three Senates are represented and heard. Valuable part of our governance.

Board of Trustee meeting held September 26; first trustee meeting where the Faculty Senate President, Staff Senate President, and Student Government President had a seat at the table for the Regular Board Meeting not just a sub-committee meeting. This is a significant step forward for governance at the University because it adds another level of credibility for the senates.

Committee Reports

Election and Membership:

- Stephen Hallock has accepted the vacant senator position
- Brian Griguts has accepted the vacant alternate position

Staff Development

- No new initiatives

Communications Committee

- Mr. Murphy praised the skill and work completed by Ms. Driscoll McNulty on moving the communications committee forward electronically. Ms. Driscoll McNulty updated the Royal Drive access rights to be current with existing senators, eliminated some security issues, created a Staff Senate Facebook page and has added some updates, and is working on a Twitter account along with compiling the Fall newsletter. Mr. Murphy also noted Ms. Rupp's contributions to keeping the webpage current.
- Mr. Murphy reminded committee chairs to submit articles for the newsletter to Ms. Driscoll McNulty, noting that only one committee has sent an article so far and the due date has passed.

Social Events & Community Building Committee

- Ms. Freeman reminded the senate that the Christmas Luncheon is December 16,

- Has confirmed with Community Outreach that there will be a Community Christmas Morning Breakfast again this year,
- The committee will sponsor a Sock Drive November 1 – 14 with all socks collected being disturbed by Community Outreach at the Christmas Breakfast. Pat Vaccaro (Community Outreach) states there is a particular need for adult socks,
- **Please confirm to Ms. Freeman that your committee will be donating a basket to the Christmas Luncheon.**

Recognition and Excellence

- Ms. Mecadon thanked Mr. Wetherell and Ms. Jamie Hayes for sharing details on the Spirit Award so the committee can continue recognizing the good works of staff.
- The October winner is Gretchen Kukuchka, Business Consultant, Small Business Development Center. Other nominees were Kay Lopez, Archives Assistant and Public Services Librarian; Andrea Mantione, Director, Leahy Health/Family Center; Madonna Savage, Manager, Scheduling and Operations; Linda Smith, Faculty Secretary, Theology.

Ad-hoc Wellness Committee still compiling their report.

Items for Discussion:

University Dress Code

Mr. Oakey stated that his constituency has talked to him several times about the daily dress code, specifically for middle management, that today's professional business climate is more relaxed than past years and working without neckties, agree appropriate for meetings at upper level, citing that even the President of the United States doesn't wear a tie all the time when he speaks at press conferences and State of the Union Addresses, yet some supervisors are clinging to the tie as a necessary part of the professional dress code. Also some note that dress code doesn't apply the same to female applies. Mr. Oakey also stated that some view this as an inequality issue as the Faculty don't have an enforceable dress code.

Ms. Tetreault read the paragraph from the Staff Handbook relative to dress code:

“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. Supervisors may express particular preferences in their areas. The University may declare certain days or periods as casual dress days.”

Ms. Tetreault stated that the Staff Senate could propose more specifics to the dress code, but must include supervisors' discretion and work of the department or division. Agreed that in some cases culture speaks louder than verbiage.

Mr. Oakey stated that supervisors stipulate their employees must wear a tie.

Mr. Murphy suggested that the people who are interested in changing the dress code investigate other universities and professionals in the area.

Ms. Butler questioned the constituency's stance that there is an inequality between men and women in the dress code, when the statement in the handbook is so ambiguous and general in nature.

Mr. Oakey stated it is a perceived inequality, and will take the comments generated from the discussion back to those who raised the topic to him.

Items from the Floor:

- Question was raised as to how to get an item on the agenda. Mr. Murphy responded to email Mr. Wetherell or Ms. Palko at least two weeks prior to the Executive Committee meeting, so proper research can be done.
- Ms. Butler asked about the healthcare plans costs following the implementation of Obama Care.
 - Ms. Tetreault responded that she has no information yet. Cadillac tax goes into effect in 2018 and are working to be strategic in how that is covered.
- Mr. Murphy announced that we would adjourn the meeting and then break into Roundtable discussion/planning groups.
- Mr. Roginski motioned the meeting be adjourned; Ms. Freeman seconded.
- Meeting adjourned at 11:55am.