

TO: Staff Senate
FROM: Pauline Palko
DATE: December 4, 2014
SUBJECT: Minutes of the November 12, 2014 Meeting

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

Not in attendance: Ms. Klien, Mr. Davitt, Ms. Bevacqua, Ms. Driscoll McNulty, Ms. Hollingshead, Ms. Johnson, Mr. Porter.

Guests: Mr. Coleman, Mr. Cardamone, Ms. Eagen, Ms. Mascelli, Ms. Tetreault.

Welcome:

- Mr. Wetherell called the meeting to order at 10:05 am, in the PNC Bank Board Room, Brennan Hall. Mr. Roginski offered the opening prayer; Ms. Vita volunteered to offer the prayer at the December meeting.
- Attendance was checked, quorum met for voting purposes.
- Mr. Wetherell acknowledged Cathy Mascelli and team for winning a Scranton Chamber of Commerce SAGE award for healthy workplace.

Review of September meeting minutes:

- Motion made by Ms. Cook to accept the minutes with noted changes, motion seconded by Mr. Roginski

Approval of Agenda:

Motion made by Mr. Murphy to accept the agenda, motion seconded by Mr. Oakey

Liaison Report (Ms. Tetreault):

New FMC Planning Committees, Financial Planning Committee and Budget Committee are being established and requested a representative from each Senate.

President's Cabinet approved the Sursum Corda call for nominations. Management will receive the call for nominations this week. Staff recommendations made a huge difference last year in the pool of nominees the committee reviewed. Please submit nominations again this year. Nominations are due December 20, 2014. Sursum Corda Awards are presented at Spring Convocation.

Vacation carry over forms are due by December 5, 2014. Up to one week of unused vacation time rolls over automatically. You must request to carry over any days beyond that one week with approval from supervisor and VP.

Health Insurance Open Enrollment is going on now. Open enrollment materials were distributed electronically with the offer that if you wanted a hard copy you could receive one. Contact HR if you did not receive it. If you want to make any changes to your plan, you must have your Blue Cross and Concordia forms submitted to HR by first week of December for changes to be in effect January 1, 2015.

- There are no coverage changes for 2015.
- Pre-certification for MRI's and CAT scans will be handled differently (outsourced to NIA by Blue Cross Blue Shield) behind the scenes but will be seamless to the user. The University pays an additional charge for the outsourcing.
- If you have health coverage elsewhere and choose to opt out of the healthcare plan, your monthly pay will increase \$125, taxed as income.

Flex Spending Accounts must be renewed every year. Forms due December 8, 2014.

- A Debit Card for the Flex Spending Account is a new option, contact HR for more information.
- Government has increased amount allowed in a flex spending account from \$2500 to \$2550.

Compensation Study officially kicked off November 11, 2015. Focus group member, Mr. Sheehan summarized the purpose of the study as recruitment and retention of quality employees. Mr. Sheehan stated that he had gone to this meeting with some anxiety but his fears were quickly relieved because the consultants emphasized that the end result in higher education is never cuts to staff or a diminishment in pay. Measuring our jobs and corresponding pay structures against others in the industry/marketplace and making appropriate adjustments keeps the University attractive to high quality potential employees and able to retain those quality employees once hired.

Ms. Tetreault added that she saw this study as an opportunity for employees to better understand the University's compensation plan. That plan was put in place back in early 2000s. Now we are in 2014. We (The University) need to periodically check our plan with the market. Given the length of time since the plan was put in place, this is long overdue. Most organizations routinely (every 5–7 years) undertake these studies to keep their organizations aligned with the market. During this process we take our pay rules, our philosophy on compensation, and get feedback from our focus group on what the University is doing well, what it needs to modify, etc. The process has several phases. Phase one is to compare current plans and philosophy of compensation. All feedback is taken into consideration. The next phase consists of market checks, some nationally, some regionally. The consultants will benchmark some jobs using skills, education, etc. and compare those to comparable jobs elsewhere in both higher education and in some cases, corporate or non-profit. Using the data, the consultants

will put together a report with proposed values (grade) for each position and compare to existing structures. We hope we are in line, but may find otherwise, and will have to make those adjustments. Then we have to figure out how we are going to pay for it because those adjustments are going to cost the University money. Ed Steinmetz's department will do analytics (6-9 mos.), then look at what it would take to implement. Cabinet will make a determination based on the implementation proposal. The purpose of this is NOT a way to identify positions or people to be eliminated. It is part of strategic planning for recruitment and retention purposes. However, When Ed (Steinmetz) spoke and said he couldn't promise that there wouldn't be any more cuts to staff, it's because we need to do what we have to for financial health of the institution, but it's not directly related to this process. But, those other financial conversations continue. We're counting on the Staff Senate to manage expectations; everyone will not get a raise. Also, keep in mind that maybe we can made adjustments quickly, but maybe it will be more realistic to spread those adjustments over time. It usually takes 3-5 years to implement updates to compensation structures. If anyone has concerns please contact Patti.

Mr. Oakey asked that since this has been on the University's agenda for some time has Ed [Steinmetz] and the Finance Department started planning ahead knowing this is coming?

Ms. Tetreault said she couldn't answer for Finance.

Mr. Wetherell hoped that the University would start with the lowest paid employees and work upward through the ranks when making adjustments.

Presidents Report:

Christmas Baskets — Chair persons identify someone to manage your committee's basket. Each committee will receive \$10 Mr. Wetherell toward their basket. Point of contacts should email Mr. Wetherell and he will send them the money.

Way Forward — We've done a lot of good things in the past, and this year we have the opportunity to do important things. Staff Senate representatives are on a lot of very important committees this year. We are there for transparency and for our ideas, examples are Provost's Strategic Planning Committee, Treasurer's Budget Planning Committee, Budget Advisory Committee, etc. Senators are encouraged to send thoughts on strategic planning, particularly ways to save money or new ways to generate funds to Mr. Murphy or Mr. Wetherell. Senators are also on the Classification and Compensation Focus Group, and the Commencement Speaker Committee. Point is that we have the opportunity to make a difference and also to hear and report back to the Senate and our fellow employees on what's going on.

Carryover of Personal Days — Mr. Wetherell has forwarded wording to Ms. Shimsky for review. Ms. Shimsky is working on revisions and will propose at next meeting to be voted on and passed to Ms. Tetreault (HR) for her action.

Committee Reports

Election & Membership – No updates other than requests for committee membership being sent to all staff as requests are received by the Senate. Mr. Wetherell commended Ms. Rupp on the timely delivery of such requests.

Staff Development — No recent meetings.

Communications — Newsletter sent electronically to all, also in Royal News, sent to Faculty, Staff, and Administration. Thank you to all who submitted content, and Ms. Rupp for putting the newsletter together and Ms. Driscoll McNulty for her help and contributions. Mr. Murphy stated that the VP/Presidents Communication Symposium has a tentative date for February.

Social Events — Invitations to the Christmas Luncheon (Dec 16) will be emailed the end of November; only printing a handful of flyers. Spread the word. Sock Drive is underway and will continue until mid-December. Goal is 600 pairs, so far have collected 235 pair. Encourage participation among coworkers. Members of our committee are volunteering to pack and distribute Thanksgiving Food Baskets at Valley View Apartment Complex.

Recognition and Excellence — Focus is shifting to Sursum Corda Awards. Reviewed process of Spirit Awards; whole group will be involved in next process. Deadline for December Spirit Award is November 24, so the winner will have the whole month of December to use their parking space. Are working on getting an alternate parking space near the John Joyce building so winners who work on the upper end of campus don't have to park in the Parking Pavilion and walk all the way up. Mr. Wetherell stated that if there was considerable interest from the MTTP constituency regarding this plan he would talk to Jim Gaffney about making it happen.

Wellness Participation Presentation: How Other Universities Charge Their Time

See report for full details. What follows are some key points.

The Wellness Program at the University of Scranton was originally convened in 2006-2007 to use an excess in the Risk Fund. The intention was to use the money in a way that would benefit everyone at the University. Since then the program has grown and developed.

However, Wellness activities that occur during the work day are not equally accessible to everyone, so this ad hoc committee of the Staff Senate was formed to investigate how Wellness programs at other institutions and companies function; what policies and procedures they have in place for charging employee time for participation.

Loss of work time is balanced out by increased productivity.

The Federal Government has standards for giving time off—reduces health care costs, increases productivity.

No standard inhibits employees from good habits

State Governments are turning to wellness programs.

State of Pennsylvania supports Wellness incentives.

Local Colleges and Universities

- Incentives varied.
- No set policy in place in most institutions, nothing officially reported.
- Instructors propose their own ideas, few are paid
- Larger universities have more incentives.

Jesuit Universities have wonderful Wellness Programs but no official policy regarding how time is used.

Some awarded a monthly Vitality Award or gave gym discounts

Ways time was used/charged:

- Time to participate in Wellness activities was up to the department supervisor's discretion
- Winging it
- Could use lunch hours, but no extra time allowed
- Use of flextime
- Use of personal time

State Universities:

- Fitness Release Program —Time not charged up to 1.5 hours per week, applies to full time employees with at least 6 months of service. Can't carry over time from week to week.
- Wellness Leave — each employee is entitled to 8 hours of additional wellness leave to be used for running a marathon, half marathon, etc.
- Flextime procedure allows employees to take free time with supervisor's approval.
- Each employee gets 1 hour per week to use for wellness time
- Wellness Activity Attendance Request Form. Lunchtime hours are separate from wellness hours.

Mr. Murphy asked about the percentage of participation among the varying institutions. Mr. Barrett stated that percentage of participation was higher at organizations that had established policies.

Wellness Attendance Sub-Committee agreed that the University of Scranton should establish policies for the Wellness Program, and hoped that the Senate would review their report, offer suggestions for policies, discuss at future meetings and forward endorsed recommendations to the UGC.

Please send comments or suggestions to Mr. Barrett.

Motion to Adjourn:

Motion made by Ms. Palko, seconded by Mr. Roginski

Meeting Adjourned at 11:35am