

TO: Staff Senate  
FROM: Pauline Palko  
DATE: January 29, 2015  
SUBJECT: Minutes of the January 14, 2015 Meeting

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

Not in attendance: Mr. Davitt, Ms. Hollingshead, Mr. Murphy, Mr. Sheehan.

Guests: Mr. Coleman, Ms. Tetreault, Ms. Wormuth.

**Welcome:**

- Mr. Wetherell called the meeting to order at 10:08 am, in the PNC Bank Board Room, Brennan Hall. Ms. Barrett Notarianni offered the opening prayer; Mr. Roginski volunteered to offer the prayer at the February meeting.
- Attendance was checked, quorum met for voting purposes.

**Review of December meeting minutes:**

Minutes approved with minor corrections for spelling errors.

**Approval of Agenda:**

Agenda approved.

**Liaison Report (Ms. Tetreault):**

Ms. Tetreault offered that Cabinet has not met since before the holiday break.

The Strategic Planning Process is in full swing; the planning committee is working on the strategic plan and budget subcommittees will be meeting this week with a focus on balancing this year's budget.

As an added note, faculty negotiations are also beginning.

Pennsylvania ACT 153 — process for compliance has not yet been finalized. (Pennsylvania legislature enacted a legislation that requires all institutions of higher education to do child abuse background checks on all employees, every three years. These background checks include the standard criminal background check with police but also a background check specific to child abuse, and FBI fingerprinting. This applies to new hires beginning January 1, 2015 and requires these checks to be completed for

current employees, volunteers, etc. within twelve months' time.) There are costs associated with each type of background check. It is not our intention to pass these costs on to the employee, therefore we are working to identify only the persons we need to do background checks on; we don't want to spend money for unnecessary background checks. Human Resources is working on the procedure policy for this regulation. Once the procedures are in place, Ms. Barrett Notarianni will be in charge of handling the processing of the background checks. Mr. Farrell's office (Office of General Counsel) is working to clarify some points for us. Within a month or so we should have our plan for proceeding in place.

Ms. Butler asked about the costs associated with ACT 153. Ms. Tetreault stated that the cost depends on how many places of residence each employee or potential employee has lived since 1975. Each type of background check and the FBI fingerprinting has its own cost. In general, Ms. Tetreault estimated \$100 per employee, every three years.

Ms. Tetreault offered to meet with the Wellness Attendance Policy ad hoc committee to offer suggestions (based on their proposed policy). Mr. Barrett accepted the offer.

Mr. Barrett asked if Ms. Tetreault could provide an update on the Job Compliance Study. Ms. Tetreault shared that Human Resources is in the process of inventorying and providing job descriptions to the consulting firm. Sibson Consulting has met with the focus group and the cabinet, and have constructed a compensation philosophy. They have also put together a market comparison group by identifying several data points such as student enrollment numbers, number of employees, and other data points and have identified a group of schools with similar data points with which to compare us. Once that's finalized, Ms. Tetreault will have more information to share. When that portion of the study is complete, the consultants can begin benchmarking our jobs to the market. They were hoping to do that February/ March.

### **Presidents Report:**

Carryover of Personal Days — Carryover of Personal Days Policy has been provided to Human Resources. Mr. Wetherell has been told that at some point there will most likely be a change to the Employee Handbook, though it didn't make it for this past year.

MTTP Roundtable — will be held Thursday, January 22<sup>nd</sup>, Brennan 228, 2-4pm. Mr. Sakowski asked the senators from the MTTP constituency to stay after the close of the senate meeting for a brief roundtable planning meeting.

Mr. Sakowski and Mr. Wetherell noted that there is a problem with emails for those employees with a T3 category, a technical part-time, possibly temporary. The issue is being looked into. If anyone or constituency is part of the MTTP and did not receive the email for the roundtable, let Mr. Wetherell know.

Strategic Planning Process — The Provost has asked that he be allowed to address each of the Senates in March to discuss the planning process, therefore Dr. Boomgaarden will attend our March 11 meeting to give us an update. It's important that

the entire university community understand the strategic plan and have opportunity to offer input while it's still coming together.

Mr. Barrett asked if there were any new building projects planned. Mr. Wetherell stated that no new projects were discussed at any meetings he's attended.

Wellness Participation Report — Mr. Wetherell opened discussion on next steps for the report and relative policy suggestions. Mr. Barrett thanked Ms. Palko for writing up the summary, then initiated discussion on various wording changes in anticipation of questions that may come up. Further discussions then followed centered on approval process, usefulness of tracking applications for data, electronic vs. hard copy of applications, accounting for time on time card, accountability for proper use of the program, reasonable time allotment per week, adding Wellness Leave Time to lunch hours, documenting reasons for non-approval, and preventing abuse of program. Everyone agreed we should revisit this discussion after the Wellness Committee meets with Ms. Tetreault.

### **Committee Reports**

Finance Committee — Ms. Hollingshead will be sending requests for budget information to all chairs. She will review all available budget information and confirm the amount remaining in each committee's budget.

Election & Membership – Ms. Rupp had no updates.

Staff Development — Ms. Bevacqua reported the committee is developing a proposal for a New Staff Mentoring Program in which staff could volunteer to support new hires in similar positions. The committee will also be updating the Employee Resources Document this semester. In addition, and because it was so successful last year, the committee is planning to host a Maintenance BBQ again this year. The committee will be meeting to brainstorm cost-cutting strategies and will reach out to the Jesuit Center to request financial assistance.

Communications — Ms. Driscoll McNulty reminded everyone that the date for the inaugural Communication Symposium had to be changed unexpectedly. The correct date is February 24. Please remind others in your areas and RSVP to Donna Rupp by February 12. To date the RSVP count is 94. Thank you to Ms. Driscoll McNulty for very quickly rescheduling the event in a very short time. We were made aware of a conflict with our original date shortly after the original invitation was sent out. This was not the fault of the Communications Committee; the conflicting event had not yet been announced.

Social Events — Ms. Freeman announced that the Christmas Luncheon raised \$1804, an increase over last year's total of \$800. This year's total greatly surpassed the committee's goals. The money raised was split between two families of University employees who lost their homes to fires in the weeks before Christmas.

The sock drive brought in close to 1,000 pairs of socks which were distributed at the Annual Community Breakfast Christmas morning. Those receiving the socks were thrilled. Seven hundred guests attended the breakfast Christmas morning.

Recognition and Excellence — Ms. Mecadon - The Spirit Award winner for January is Linda Smith, faculty secretary in the Theology department. Nominations for February are due January 26th.

Ms. Barrett Notarianni reported that initially the number of Sursum Corda nomination were short in the Clerical and MTTP constituencies. At the executive committee meeting held January 7<sup>th</sup>, the same day the Sursum Corda Committee was to meet, executive committee members quickly submitted names and brief rationales for these two constituencies. Then there were too many. A good problem to have. Mr. Wetherell charged the Recognition and Excellence committee with narrowing down the list to three or four for each category and providing the full rationale paragraphs to Patti to pass along.

#### **Items from the Floor:**

Ms. Shimsky stated that if facilities staff works overtime during the week and then calls in sick or needs to take personal time off, they would lose the overtime pay. Ms. Shimsky wondered if that policy could be changed so staff would still receive the overtime pay. Ms. Barrett Notarianni offered that she believed that was not so much University Policy as a labor law and suggested that Ms. Shimsky contact Human Resources for more information. Mr. Wetherell noted that Ms. Barrett Notarianni doesn't attend Senate as a representative of HR, but her experience in HR informs her comments. Mr. Tim Barrett offered that rather than overtime pay you would receive straight time for those hours worked. Mr. Wetherell offered to pose the question to Ms. Tetreault for further explanation and clarification. Ms. Shimsky accepted his offer.

#### **Motion to Adjourn:**

Raised by Ms. Freeman, Seconded by Ms. Barnoski , Meeting Adjourned at 11:05am.