

TO: Staff Senate
FROM: Pauline Palko
DATE: January 27, 2016
SUBJECT: Minutes of the January 13, 2016 Meeting

In attendance: Ms. Barrett Notarianni, Ms. Klien, Ms. Mecadon, Ms. Palko, Ms. Tucker, Ms. Cali, Ms. Tokash, Mr. Barrett, Ms. Edwards, Mr. Sakowski, Ms. Shimsky, Ms. Bevacqua, Ms. Cook, Ms. Densvich Sheils, Ms. Grissinger, Ms. Hollingshead, Mr. Krzan, Mr. Murphy, Ms. Strickland, Mr. Wetherell.

Ms. Tetreault, Liaison

Not in attendance: Ms. Schofield, Ms. Barnoski, Mr. Griguts, Mr. Hallock, Mr. Roginski, Mr. Pilger, Ms. Thomas, Ms. Driscoll-McNulty, Ms. Butler, Ms. Johnson, Mr. Sheehan.

Welcome:

- Mr. Wetherell called the meeting to order at 10:07 am, in the PNC Bank Board Room, Brennan Hall. Mr. Murphy offered the opening prayer. Ms. Bevacqua offered to offer the prayer for the February 10 meeting.
- Attendance was checked, quorum met for voting purposes.

Review of November meeting minutes:

Minutes approved with no changes.

Approval of Agenda:

Agenda approved with no changes.

Liaison Report:

Ms. Tetreault read an update from Ed Steinmetz regarding the 2016-2017 budget.

- Finance team is working on the first pass of the 2016-2017 budget for further discussion and actions on campus. Must present a balanced operating budget to the Board of Trustees in March. This is once again challenging given the recent undergraduate enrollment challenges we have experienced over the last three years.
- Cabinet will begin reviewing the budget reports over the next weeks, the Budget Advisory Group and Resource Review Steering Committee will reengage shortly.
- Goal is to balance the budget with minimal impacts on staffing.

Tom Danford is the interim CIO in IT working with Campus Works to complete the IT review. Tom is directing the conversations and how the University will progress using technology on campus. Will begin working on the business process review shortly. Tom

will work with Ed to define the role of the next CIO, in order to begin the search process in the next few months.

Campus Works has postponed their review of Facilities until February. This review is NOT intended to be a climate study or staffing review, their work will guide our efforts in hiring a replacement for Jim Devers and analyzing the structures in facilities works.

Highmark Transition

The transition from Blue Cross NEPA to Highmark has not gone as well as hoped. Although in most cases the medical benefit information has transferred from Blue Cross to Highmark, the pharmacy coverage has been problematic, with some people experiencing incorrect pricing of prescriptions or being told they have no coverage at the pharmacy. Eileen and Beth in Human Resources have been working every day to correct these problems. Eileen reported that she has seen improvements this week. If you experience issues, call the 800 number on the back of your card, and also let Eileen know the issue. If you are charged incorrectly, also contact Eileen. Human Resources understands the frustration this is causing, but will work through it until everything is correct.

- Express Scripts: If you use Express Scripts, you will have to call them and let them know about the plan change and that you need a new script.
- If you are on a maintenance drug, you may need to contact your physician for a new script.
- Be sure to give any pharmacy or provider your new card the first time you visit this year.
- Formularies can be found on the HR webpage, accessible from Forms/ Open Enrollment 2015-2016/ Transition to Highmark/ Find Formulary.
- The University is not the only group experiencing issues. All groups who are transitioning from Blue Cross NEPA to Highmark are having the same issues.
- Any participant who has not yet received their medical cards should contact Eileen in HR.
- On the medical side, some people have been charged the wrong co-pay amount for services. Our co-pays have gone up, but if the amount is more than expected ask the provider to call HR.
- A senator offered a positive experience with the new insurance, in this case both provider and pharmacy accepted the new card and participant was correctly charged. Another noted that having a card for each individual member of the family made receiving services easier.
- Ms. Tetreault urged everyone to call the 800 number on the sticker on your benefits card as soon as you receive it to answer the coordination of benefits question, prior to trying to use the card.

- A senator offered that when setting up an account on the Highmark page you are prompted to answer the coordination of benefits question as well.

Presidents Report:

Sursom Corda — Thank you to everyone who submitted nominations. Enough nominations have been submitted by senators and other staff directly to HR, so there is a good pool of nominations.

Roundtables—Clerical Constituents expressed disappointment and frustration that the departments in the directory no longer list names of staff. The constituency feels that with so many staff changes and office reorganizations, they no longer know who to contact or whom to direct callers for scheduling, information, etc. Discussion focused on reason for change: cumbersome process, staffing issues, archaic technological processes and programs, etc. The concern is that updating this process to a more efficient process would require programming by IT, and would not be a priority. Ms. Tetreault and Ms. Notarianni will discuss with IT.

UPC Meeting—UPC (University Planning Committee) is managed by the Provost and the main function is working on the Strategic Plan. The Plan was accepted by the Board of Trustees, but in November faculty expressed several concerns with the plan. As a result many meetings were convened at the department and program levels to assess the faculty's concerns. It appears the faculty's main concern is that the money is not available to fully implement the plan; faculty wants existing programs and new programs to be equally considered at the same time when allocating dollars from the operations budget. Some changes to the plan are possible. It will become more visible as to which of the many planned items will be able to implement. After the plan issues are resolved, the Provost will attend each senate in the spring to present updates.

Royal Nights—Due to legislative changes to Title IX in recent years, Admissions and Enrollment Management have decided to discontinue Royal Nights, a program that brought high school seniors to campus to spend a Sunday night in a residence hall to get to know our students and have a taste of life on campus, and then attend classes on Monday. In its place, a new program, Royal Days, has been instituted. High School seniors who have been accepted into the University of Scranton are invited to experience a Monday on campus with no overnight stay. Their parents spend most of the day attending sessions in the DeNaples ballroom. Throughout the morning and into early afternoon prospective students are escorted by a current student. They visit classrooms and other areas on campus, have lunch in the cafeteria, etc. Prospective students are reunited with their parents in mid-afternoon for the trip home. Shuttles will transport parents and prospective students to and from a designated parking area at Fitzpatrick Field. Because there is no fee to prospective students, and parents don't have to stay in a hotel or travel two days, Admissions sees in this new program more potential for students to participate, and hopes it will yield increased numbers of

students choosing The University of Scranton. Royal Days will be February 8, 15, 22, with 29 being a snow date.

Committee Reports

Finance—The only committee that has requested a budget change from the previous year was the Social Events committee predominantly due to the increased prices from Aramark. Fortunately, even though the cost to put on the Christmas Luncheon increased greatly, Aramark charged us only the same rate as the Christmas luncheon in the past. We were able to put on a lovely event without breaking the bank. Mr. Wetherell added that 350 attended, but Aramark only charged us for 300. That was huge in terms of our budget. Moving forward it appears that we will be able to work with Aramark and continue to work with the budgets we've used in past years which is very helpful.

Roundtables will each have \$200 for their spring roundtables.

Recognition and Excellence will still have the \$1500 for the awards ceremony and luncheon in May. Social Events for the Meet and Greet \$2700, Elections \$200, Communications \$200, Staff Development \$1500 for the Barbecue should the committee chose to host it provided that the Jesuit Center is willing to accommodate us as they have in previous years. Everything that has been spent so far has been accounted for. We will still have a very small cushion if all events are held.

Ms. Bevacqua asked for opinions on still having the Barbecue. Senate agreed that staff would be very disappointed if the event was not able to be held. The tradespeople really enjoy showing off their skills and helping staff members, staff enjoy being together and learning from each other. The large tents are the biggest expense, but we have to have a rain plan. Several points were raised regarding working with Scranton Rental and finding out first if the Jesuit Center can help out as they have in the past. If they can then there is no need to change the plan.

Elections—nothing to report.

Communications—Tentative date for the Spring Communication Symposium is March 15, 11:30am-1pm in the Edward Leahy Auditorium. If you are aware of any conflicts with this date and time, please notify Mark Murphy or Amy Driscoll McNulty. Committee has worked out a time-line for announcements, invitations, save the date messages, relative to the event. The spring newsletter will follow both the election and the symposium. Anticipate creating a link to Staff Senate events to post photos. Have not yet confirmed the speaker or speakers, the Executive Committee has discussed inviting all three academic deans.

Recognition and Excellence—Denise Gurz from Human Resources is the Spirit Award winner for January. There have been some rumors going around that the Spirit Award selection is fixed. This is totally untrue. All nominations submitted for the month are placed in a box and blindly selected. If your nominee has not been selected, keep sending in the nomination each month. Please spread the word that nominations are

required, you can nominate yourself, you do not have to use the form, you can just email Janice Mecadon any nominations.

Planning for the Staff Senate Awards Luncheon in May is underway.

Thank you to everyone who sent Sursom Corda nominations, we know the timing makes it difficult, but the response was fantastic.

Staff Development—meeting soon to work more on the Connexions Program.

By-laws Committee: The committee is currently reviewing the section of the Staff Handbook, Disciplinary & Corrective Action. The committee finds the language of this section confusing and not reflective of the values of The University of Scranton. The committee is reviewing staff handbooks from other Jesuit institutions and formulating suggestions as to how this section could be clarified and language modulated to be more in keeping with our Jesuit values and ideals. We will meet with Human Resources prior to bringing any suggestions to the senate. Ms. Notarianni noted that there is a new PIP Performance Improvement Plan in place and information regarding it has not yet been added to the handbook. Ms. Notarianni and Melissa Bevacqua volunteered to work on this with the committee.

Social Events—Thank you to everyone who helped out at the Christmas luncheon!

Items from the Floor

Mr. Barrett reported that he will be meeting with Ms. Tetreault on the Wellness Participation Policy. A policy has been created by the committee. Once Ms. Tetreault has reviewed it and offered any changes, the committee will reconvene to finalize the policy and then present it to the senate for a vote. Once approved will forward to the UGC.

Motion to adjourn and seconded at 11:17 am.