

TO: Staff Senate
FROM: Pauline Palko
DATE: December 18, 2015
SUBJECT: Minutes of the December 9, 2015 Meeting

In attendance: Ms. Klien, Ms. Palko, Ms. Schofield, Ms. Cali, Ms. Tucker, Ms. Edwards, Ms. Barnoski, Mr. Hallock, Mr. Roginski, Mr. Sakowski, Ms. Shimsky, Ms. Thomas, Ms. Bevacqua, Ms. Butler, Ms. Cook, Ms. Densvich Sheils, Mr. Murphy, Ms. Grissinger, Mr. Krzan, Mr. Wetherell.

Ms. Tetreault, Liaison

Not in attendance: Ms. Barrett Notarianni, Ms. Mecadon, Mr. Barrett, Mr. Griguts, Mr. Pilger, Ms. Driscoll-McNulty, Ms. Hollingshead, Ms. Johnson, Mr. Sheehan, Ms. Strickland.

Guests: Mr. Tom Coleman, Mr. Dale Zawicki.

Welcome:

- Mr. Wetherell called the meeting to order at 10:07 am, in the PNC Bank Board Room, Brennan Hall. Ms. Palko offered the opening prayer, Mr. Murphy volunteered to offer the prayer for the January 13 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:

Cabinet has been talking about a project to analyze how we use the Financial Aid budget. It's called the White Board Project. The focus is to take a look at how we use merit and need base aid, to see where we are getting the best results from how we are delivering aid, and modify our program to make the most of that budget.

Cabinet approved proposal to update technology in the Estate. That technology will be helpful to the admissions process in the Estate.

Campus Works has held public forums on its findings in IT utilization. This study was to determine how we are using technology on campus, look for opportunities to make better use of the technology we have. Presented a report to administration on their

findings. The big takeaway from the review and the report was that their review was not focused on IT department or IT staff, though they did look at that as well. Reporting on how we use technology across the whole campus; how we interact with technology; some areas identified as needing improvement (though without full context):

- Improve technology behind our website
- Banner use is not efficient, customization limits upgrades, and costs time and frustration and leads to use of other third party systems to avoid banner
- Project prioritization-Suggested a centralized conversation on technology projects happening, planned, etc.
- Campus Community didn't like the ticketing system.
- Security: University needs to focus on technology how we provide it our processes, saw a lot of opportunity to save resources in how we manage technology.

We'll be hearing more about it.

Compensation Study: Benchmarks to the market are completed by Sibson; now slotting jobs into new salary grades (dollar value), minimum, mid-range, maximum for scope of position. Goal is to meet with SS focus group by end of January/Beginning of February. Next step is to pass information to cabinet for their approval. Anticipate wrapping up and perhaps implement new salary grades by next fiscal year (June 2016). Can't tell at this point if there will be any salary adjustments. Depends on budget impacts.\

Follow up on open enrollment:

Swift MD telemedicine response to question posed at November meeting: Yes, Swift MD can generate a doctor's note to excuse children from school, and adults from work.

Some Delta Medix doctors were at contract odds with Blue Cross of Northeast Pennsylvania and were not participating providers. They are once again participating providers in our network, but this is not retroactive, so if you had charges billed while they were not participating, (June 1-December 31, 2015) you will still have those obligations. As always, if you are seeing a provider for the first time, check that they are in your covered network of providers, providers can change at any time. Not every Delta Medix doctor is in the network, but those that were in and left are back in.

New High Mark cards will be mailed the week of Christmas for use beginning January 1, 2016. If you have not received it by January 4th, let Human Resources know so they can look into it.

Relative to the increased in premiums and co-payment amounts, a senator asked who decides on the amount and if there could be a board or committee set up from the University that has some input when changes are being made. Ms. Tetreault responded that a benefits committee willing to learn more about this and share information would be welcomed. The changes were made for cost savings. There have been no changes to cost for our health plan for many years and the new copayment costs are still lower

than buying a fully insured plan. The University was sensitive to the burden on individuals and families and although an increase was necessary, worked to not increase it to the full amount.

Copays for prescriptions was not addressed this time but will have to be addressed in the future as healthcare and drug costs continue to escalate astronomically for the University. The University's health care costs are over 12million dollars a year, up from 7 or 8 million a few years ago. The increase in cost is not because of increase in claims, but due to the high cost of care. University has to manage the cost. Direct questions or misinformation to Beth in HR for clarification. It is important for people to have correct information. If provider charges the wrong co-pay amount contact Beth or Patty in Human Resources.

Personal Day Carry-over Policy is now in effect. Staff can carry over up to two (2) days, (14 hours) for 35 hour work week, sixteen (16) hours if working a 40 hour work week. Personal days not used and not carried over will covert to sick time at the end of the year.

Presidents Report:

New time cards: there have been no reports of issues with the new time cards. Ms. Tetreault noted that internal protocols prevented anyone from not receiving their pay on time. For academic support staff, the chair should initial the card and the dean or the dean's designate sign the card authorizing the hours to be paid.

Presidential survey: Recommendations by the Staff Senate for staff participants were sent to the President's Office in writing. Asked for total anonymity and that the information be sent directly to the vendor rather than the President's Office. Also asked that all staff be given the opportunity to participate. Vendor would make no changes to plan, kept as it was. Seventeen (17) staff volunteered for the survey, eleven (11) completed the survey. Vendor will analyze survey results and results from group and individual interviews. Analysis will be completed in January.

Roundtable committees were asked to decide how to proceed with issues raised by constituents during the fall roundtables, and to make Joe aware of your plan of action.

Mr. Wetherell met with Mr. Steinmetz after his presentation to the Staff Senate at the November meeting to discuss the burden of catering costs on limited budgets and the catering use policy. Mr. Wetherell reported that verbally Mr. Steinmetz confirmed that large University events and those renting University facilities for events must use Aramark, but departments, student clubs, committees, etc., did not have to use Aramark if willing to do the work of bringing in and cleaning up themselves. The policy was meant to prevent using catering's equipment or outside vendors for large events. At one point

in time, someone used catering's equipment and damaged an expensive piece of equipment. The policy was put in place to discourage other catering vendors or individuals from using Aramark's equipment.

A senator noted that Purchasing is supposed to accept receipts only from catering. Mr. Wetherell will contact Mr. Steinmetz to confirm.

A rental of a University Facility must use Aramark catering.

Ms. Tetreault and Mr. Wetherell discussed creating a new policy or making a clarification to the existing policy currently posted on the Room Reservation homepage.

Suggestion was also made to include in the language that cleanup is the responsibility of those that provide the food.

Mr. Wetherell noted that catering was working with the Senate to give us the most value for our Staff Christmas Luncheon budget.

Regarding Mr. Steinmetz's presentation, Mr. Wetherell commented that the University must continue to balance the checkbook. Charts used in the presentation were not complete and Advancement numbers still have to be added to the charts. Mr. Wetherell emphasized that cost saving and revenue ideas are most welcome. Email cost saving ideas to Mr. Wetherell or Mr. Steinmetz.

Committee Reports

Communications Committee—No date yet for the spring Communication Symposium. Looking to have a representative from the Faculty Senate, possibly the President, Dr. Doug Boyle and One of the Deans participate. Next newsletter will include election results.

A senator commented that would be the wrong mix, suggesting either the Faculty Senate representative and the Faculty Union Representative, or all the deans from the various colleges, not one dean and one faculty representative. Might be interesting to have all of the academic deans talk about what they are focusing on in their individual colleges.

Staff Development—Chair of the committee met with Human Resources. Committee is working on a training presentation. Names of senator mentors have been confirmed.

By-Laws Committee— A copy of the amended Senate By-Laws was provide to those in attendance. The amended By-Laws was also sent to Kate Yerkes to be posted on the University Governance Council webpage and will be posted to the Staff Senate webpage.

Remaining committees had nothing to report.

Items from the Floor

A senator asked if the Ombuds Report had been reviewed by UGC. Mr. Wetherell noted that the report had been presented to UGC 15 months ago. The Staff Senate recommended that no action be taken on the ombudsman issue, but wanted the report read because larger questions came out of it such as who would represent adjunct faculty, and indicated that openness and transparency continued to be an issue. Patty assured us that the majority of the ombuds function remains in HR. A response from UGC is still pending.

White Board Project—Competitors are very different, not just other Catholic/Jesuit schools, but Penn State, Rutgers, University of Delaware, etc. Board of Trustees extremely involved and want to meet with students and alumni.

Meeting adjourned at 11:05 am.