

TO: Staff Senate
FROM: Pauline Palko
DATE: June 2, 2016
SUBJECT: Minutes of May 11, 2016

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

Ms. Tetreault, Liaison

Not in attendance: Ms. Notarianni, Ms. Mecadon, Mr. Griguts, Ms. Driscoll McNulty, Ms. Johnson, Mr. Sheehan, Ms. Kovalcin.

Guests: Thomas Coleman, Gene Kohut, Dale Martin, Christopher Kilner (Student Senate President), Mr. Edward Steinmetz, Senior Vice President for Finance Administration.

Welcome:

- Mr. Wetherell called the meeting to order at 10:31 am, in the PNC Bank Board Room, Brennan Hall. Ms. Cali offered the opening prayer. Ms. Klien will offer the prayer for the June 8 meeting.

Review of April meeting minutes:

Minutes approved with no changes.

Approval of Agenda:

Agenda approved with no changes.

Guest: Mr. Christopher Kilner, Student Staff President-Indigenous Peoples Day

The Indigenous Peoples Day movement began several years ago in South Dakota where a large portion of the population is Lakota. The intent is not discrediting Christopher Columbus or the positive impact on his landing in America. The focus is on education and a more complete and inclusive history of that time period; a reclamation of the full story to include the native peoples already here. For over two hundred years, educational focus has been only on Columbus. The movement is intended to shift the focus to include the contributions of those already here, and who were greatly impacted by Columbus and the culture he brought.

Student Senate unanimously approved a motion to ask The University of Scranton to accept the second Monday in October as Indigenous Peoples Day and to include indigenous peoples' culture in programming and educational efforts.

Mr. Kilner stated that there were positives and negatives to Columbus's discovery of America and the education should reflect that. Intent is not to sweep Columbus from history, but to put indigenous people in the mainframe of the story; their story has been largely overlooked.

The movement started largely in states and cities with large indigenous people populations, and has begun spreading to other cities and universities across the United States. The University of Scranton students want to be on the forefront of that movement, believing it speaks to our commitment to social justice, fits our Mission, our Strategic Plan and who we are as a Jesuit University.

Liaison Report:

Admissions numbers are up; project 985-995 incoming class for fall 2016

Academic quality also up

Discount rate at target

Searches

- CIO and AVP Facilities posted, receiving and reviewing applications
- Registrar search is in progress
- Jesuit Center Director search in progress, have identified three candidates to bring to campus.
 - Father Quinn will soon name the Acting Provost for July 1, 2016-June 30, 2017 time period while the search to fill the position is underway.

A proposal to make Internet Security Training mandatory for certain users on campus was brought to cabinet from IT and unanimously passed. The training is mandatory for Banner users, those with a Purchasing Card and their reconcilers, everyone in the IT division. SANS offers voluntary training to those interested.

The Department of Labor has proposed increasing the Overtime Threshold from \$455 per week to \$970 per week. If proposal passes, those making \$50,000 or less will become exempt which would impact a number of our employees. This means they would have to do time cards rather than be salaried.

CUPA (College and University Professional Association for Human Resources) and SHRM (Society for Human Resources Management) are pushing for a smaller increase, rather than the big jump being proposed. Congress has to approve.

A senator asked that communication regarding the Staff Compensation Plan be sent to employees to inform them of progress and the project's current standing. Ms. Tetreault said she would consider doing so.

Treasurer's Report (Mr. Steinmetz)

Budget Overview

2016-2017 budget difficult to balance for several reasons:

- Smaller incoming class
- Faculty contract cost more than our budget parameters
- Have to fund faculty window plan with little surplus to absorb cost. Savings from window plan accrues over time, but funding of plan begins day one.

Pressures on the budget:

- Must remain affordable for families
- Must address both long and short term pressures
- Must generate 3-5% in revenue to retain A+ rating
- Must reinforce key issues and principles

Variables that affect budget:

- Operating budget currently \$224.4 million
- Tuition increase 2.75% for full-time undergraduate students
- Annual tuition for incoming Fall 2016 \$41, 762
- Room rate increased 2.5%
- Price of meal plan increased 2.5%

Budget is based on incoming first-year enrollment target of 890. Enrollment over 890 generates surplus, i.e. 60 more students will yield \$2 million in revenue.

Transfer target is 90-60/30

Freshman discount rate is up and at 47%

No direct contingency in 2016/2017 budget

\$200,000 reserved for Strategic Plan funding

\$2.7 Million budgeted in anticipation of the 2016/2017 financial reporting requirements of faculty window plan

How the budget connects to the Strategic Plan:

- Both the budget and the plan are grounded in financial realities and a commitment to keep University of Scranton education affordable
- Institutes a new business model that is more sustainable long term
- Streamlining and modernizing processes saves money

- Review and realignment of administrative structures to best support plan and budget
- Takes into account assessment
- Capital Campaign and Development efforts
- Preserve and stay commitment

Progress since January 2016

- Tuition
- Develop new programs, extend successful programs to make the University more attractive (using existing funds).
- Deans, faculty, and leadership are all working together to lower the cost of instruction
- Working on reducing our annual debt service by refinancing our bond.
- Undergraduate enrollment projections are up
- Have to include adjustments made as a result of the Staff Compensation Plan

Questions from senate:

Is the \$200,000 set aside for the Strategic Plan controlled by the Provost?

The provost or a point person, but ultimately it's a collaborative process involving planning committees and Cabinet who will decide use of those funds through prioritization discussions. The first priority is in reallocating existing funds, rather than use new funds.

Does the discount rate stay the same for students all four years?

The average Financial Aid package covers 47% of the cost of tuition for First Year students, both need based and merit. The same percentage stays with them if grade eligible and their financial circumstances don't change.

How many incoming students can we reasonably handle?

960-1000 per year.

How is our retention rate?

Steady over the years. We've maintained an 81-90% retention rate which is outstanding compared to other institutions. This stability is a point of strength for us.

How many positions were eliminated as a result of staff early retirement plan? 15

What fringe benefits were reduced?

Reduction in fringe benefits due to the faculty contract negotiations saved \$300,000. This is a combination of increases in deductible amounts, and

premiums, trimming some features, adding deductibles for singles, increasing amount of copays, etc.

If the market stays steady for the next couple of months, refinancing our 2007 bond issue will save \$2 Million.

Presidents Report:

Because this was the last meeting of the year and the Awards Luncheon was beginning at Noon, meeting adjourned and seconded at 11:53 am.