

To: Staff Senate  
From: Cindy Tokash  
Date: March 21, 2018  
Subject: Minutes from the March 21, 2018 Staff Senate Meeting

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**In Attendance:** Lisa Bealla, Jenn Kretsch, Lori Flynn, Kristi Klien, Bryn Schofield, Cynthia Tokash, Chris Harris, Ryan Puksta, Pete Sakowski, Rebekah Bernard, Gina Butler, Amy Driscoll McNulty, Lucia Grissinger, Meg Hambrose, Marg Hynosky, Bernie Krzan, and Mark Murphy

**Patricia Tetreault (liaison)**

**Not In Attendance:** Erica Armstrong, Janice Mecadon, Stephen Hallock, Dale Martin, William Pilger, Kevin Roginski, Kevin Rude, Kyle Thomas, Justin Tambeau, PJ Worsnick, Stephanie Adamec, Julie Brackeva-Phillips, Renee Giovagnoli, Gerry Loveless, Mary Ellen Pichiarello, and Richard Walsh

**Guests:** Patrick Donohue, Peggy Doolittle, and Ed Steinmetz

**Welcome:** Mr. Murphy called the meeting to order at 10:06AM, in the PNC Bank Board Room, Brennan Hall 500. Margaret Hynosky offered the opening prayer. Kristi Klien will offer the opening prayer at the April meeting. Attendance was checked, quorum was not met.

**Review of minutes:**

Minutes were approved with no changes.

**Review of agenda:**

Agenda was approved with no changes.

**Guest Speaker:** Ed Steinmetz, Sr. VP for Finance/Treasurer

Mr. Steinmetz stated that his presentation is basically what was presented to the Board of Trustees and was approved. The primary emphasis is next year's operating budget, but also he will cover some of the ongoing budgetary pressures the university is facing.

18/19 Budget Overview Institutional Priorities

- Balanced, fiscally responsible budget that continues our commitment to affordability
- Drive an operating surplus of 3% of net revenues under an FAS reporting format
- Budget that protects our operating liquidity and reserves
- Budget that continues to reinforce the commitment to the principles contained in the CRR (comprehensive resource review) efforts
- Due to various transitions on campus, a budget that limits any decisions that might impact filled positions on campus (minimize the impact of existing faculty and staff)

Budget Development Considerations

- Net tuition and fee revenue dependent
  - # of freshmen enrollment has been dropping

- Amount of financial aid offered is increasing (significant discount rate growth)
- Affordability
  - Continued emphasis on affordability
  - Requires an appropriate funding level for financial aid, both need and merit based

#### Enrollments

- Below admission targets 2 out of last 3 cycles, also have a large graduating class, we have more students in their senior year trying to drop from flat tuition to per credit tuition in their last semester
- Need to smooth out our enrollment and net tuition revenue levels, reverse the trend and create sustainable growth in this key revenue area

Through the data provided by the CRR we need to analyze the changes in students' demand and make sure resources are allocated appropriately.

- CRR Initiatives
- Integrated the positive results from the various CRR initiatives (\$9.7m to date)
- Endowment income has continued to grow

#### Expense

- Lower debt service costs
- Operation lower utility costs
- Health insurance increases have been favorable
- Lower faculty staffing costs through window plan
- Lower workers' compensation insurance costs

#### Budget Highlights

- \$231 million budget 18-19
- Tuition increased 2.85%
- \$44,132 tuition
- Room rates increased 2.5%
- Meal plan increased 2.5%
- Freshmen target 890
- Transfer student target reset at 80 – 50 fall/30 spring
- Freshmen discount 51.5%
- 2.36 salary adjustment with modest funding for staff compensation program
- No increase to non-personnel operating budget, 710 lines
- \$150,000 strategic plan
- 4.35 to 4.5% endowment increase

Presented fiscal year 18-19 budget comparisons for 16/17, 17/18, and 18/19

- Presented the current fund operating statement for the 2018-19 budget, had to decrease each category of our expenditures
- 3 out of last 5 years under enrollment target

- \$59,914 tuition and Room and Board
- 95% of our gross revenues come from student fees
- 10 students, living in our dorms, is equal to \$330,000/100 students is equal to around \$3,000,000 in income
- No growth in revenue per student in last six years.

The key to our financial stability will be offering programs, whether it's new or revamped programs that allow the university to grow net revenues.

Mr. Steinmetz opened up the floor for questions.

Ms. Hambrose thanked Mr. Steinmetz and his team for maintaining our increases over the years and asked if he sees future funding coming from new programs or increasing programs that we have.

- In Mr. Steinmetz's opinion, he feels it will be a combination of things.
  - New programs, what are students looking for? Students and their parents want job strength. Where's the demand? We're going through this conversation about a PA program.
  - Program discontinuation
  - Existing undergrad programs that need to be improved.
  - Restructure of GE courses
  - Fundraising efforts.

Ms. Butler asked about the slide regarding graduate programs online, there was a reference to CGCE admin.

- It refers to on campus graduates (MBA students) that are taking an online course.

Ms. Butler stated that we recently received an email that listed the approved tuition charges and at the end it mentioned that there is still some discussion on fees that will be charged for certain transfer credits.

- Mr. Steinmetz stated they are looking at all potential areas of revenue generation and one of the criticisms is that we have a lot of students that go home for summer or even intersession and take courses at community colleges and transfer them in. When we did some initial research, we found that many of our competitors are a bit more restrictive on what they'll allow to be transferred in.
- We've been engaging more and more faculty to develop online courses. We're slowly developing more and more online content by our faculty and with some of our pricing adjustments, we've made it a bit more competitive for some of these students.
- We charge \$25 to get a course approved, it's encouraging these students to take a course elsewhere and transfer it in, can we do something from a policy perspective that reduces that incentive for them to do that?
  - We have discussed bumping that charge to \$75.
- We want to look at what other schools are doing, maybe only allow it in the first two years, some schools restrict it to freshman and sophomore year.

Ms. Hynosky recently saw the posters for our reduced summer tuition cost. She feels that needs to be pushed more, that our tuition is less in the summer.

- Ms. Bernard stated that they did postcards, table tents in the cafeterias, and emails. Admissions is working with current and local students, and the high school scholars.
- Ms. Butler added that the cross-registration with Marywood is a huge help to many of our students, especially seniors, and the fact that the tuition rate is matched is a huge help.

Mr. Murphy asked, with the # of beds that we have available, the price for summer credits is adjusted to be more competitive, most financial aid is considered towards tuition, are there any incentives towards room and board?

- We have a lot of matrices we use to limit our financial aid to prospective students, in that we have a resident student that has a level of aid that recognizes that their cost of attendance is a bit higher because they're living in our dorms.

### **Liaison Report:**

Ms. Tetreault stated that Tom MacKinnon is starting this week as our new VP of University Advancement, he worked with the university before in Advancement and then in the President's Office.

2 HR things:

Retirement plan enrollment is coming up, new employees would have been contacted by Ms. McCartney inviting them to come to the retirement plan enrollment sessions where they'll learn about TIAA Cref and Transamerica.

- Their contributions will start in June.
- As a reminder, the retirement plan vendors are here on campus once a month or once every couple of months.
  - It's a really important thing for people to check in on their plans. They can't give you advice, but they can educate you on what your options are and if you want to make any changes, they can help you do that.

Our EAP is through ENI and they are going to be updating their marketing to be NextGen.

- They're going to be on campus next week to do a presentation on it.
- The program itself is not changing.

Mr. Murphy thanked Ms. Tetreault for her support of the Communications Symposium and Ms. Tetreault said it was an awesome event and that she loves the program.

Mr. Murphy stated that Jen LaPorta will be presenting at the April meeting on the Sexual Harassment and Misconduct Policy which was emailed out to everyone with our meeting materials.

### **President's Report:**

Ms. Tokash was able to add the 10-year anniversary logo to the agenda and minutes.

- Ms. Butler made stickers for everyone with the 10-year anniversary logo.

#### Board of Trustees update:

- They are changing the format of the meeting so that at the beginning of each board meeting they are celebrating the great things the university is doing.
  - For the first meeting, they had 4 students from the Counseling and Human Services Department talk about the internships they've been involved with.
- They mentioned the Self Examen which was being done through the Jesuit Center.
  - Fr. Rogers, through the Examen process, realized that one of the things we could use improvement on is giving faculty and staff the opportunity to go through the spiritual exercises of St. Ignatius.
- There was a presentation by Mr. Steinmetz.
- There was a presentation on enrollment strategy by Mr. Zaboski.
- The budget was approved.
- Dave Martin, our Athletics Director, was given the 2017 Under Armour Athletic Directors Award, which is a national award, typically won by a Division I school Athletic Director.
- Fr. Keller mentioned the Sursum Corda award winners.
- There was also mention of the CAHME/Canon Award for Sustainability in Healthcare Management Education and Practice, which was won by the PCPS Master in Health Administration Program.

As the minutes and the agendas for our meeting are approved, Ms. Tokash will be sending those out to the Faculty Senate President, the Student Senate President, the President's Cabinet, and the University President.

We received a note from John Carroll University to thank us for publishing our research findings online after researching the possibility of developing an ombudsman role or office in 2014, our research saved them a tremendous amount of effort.

#### **Previous Business:**

Ms. Flynn stated there was a meeting regarding the Calendar Concept, they asked everybody to put together their notes from their meetings and Dr. Dammer will submit them to the Provost.

Based on discussion that took place during the February Staff Senate meeting, it appeared as though naming the monthly Spirit Award in Meg's honor garnered the most support.

- On the matter of naming an award in memory of Meg Cullen-Brown, the Staff Recognition and Excellence Committee brings forth the following motion to the Staff Senate for consideration and vote:
  - It has been deemed most worthy for the Staff Senate to honor the legacy of our friend, colleague and past President Meg Cullen-Brown. After discussions in the committee and with the Senate, we ask the Staff Senate to vote to change the name of the monthly Staff Senate "Spirit Award" to the "Meg Cullen-Brown Magis Award." Nothing else would change with regard to this award's purpose, process, winning or recognition at the end of the year.
- Should the above motion pass, we recommend announcing it at the May, 2018 End of the Year Luncheon and institute the new award name June, 2018.

Motion naming an award in memory of Meg Cullen-Brown will have to be made and voted on at the next Staff Senate Meeting, because we did not have a quorum.

### **Committee Reports:**

Mr. Murphy stated the Communications Committee did a great job with the Communications Symposium, it's the type of event the university should be doing.

Ms. Driscoll McNulty on behalf of the Election and Membership Committee stated the call for nominations is ongoing.

- We still need some candidates for each constituent group; 1 clerical, 3 more MTTP, and 3 more Professional/paraprofessional nominations.

Ms. Butler on behalf of the Finance Committee had some concerns with being short on the budget due to the t-shirts that were purchased for the 10-Year Anniversary.

- Mr. Murphy brought it up to Patti, who is working on it.

Ms. Klien on behalf of the Social Events and Community Building Committee stated they are preparing for the Meet and Greet.

- They are collecting toiletries for the CIC, and collecting RSVPs.

Ms. Klien stated that the Staff Development Committee is working on the barbecue.

- Ms. Pennington sent an email with three suggestions for the giveaway that the committee has to vote on.

Ms. Butler on behalf of the Staff Recognition and Excellence Awards Committee stated the committee met yesterday.

- They are moving forward and need to make sure website information is correct, as far as senators and committee representation.
- An email will be sent out to committee chairs requesting the names of volunteer members.
- The March Staff Spirit Award winner was Lucy Grissinger from the Registrar's Office.

Ms. Bernard stated she will be calling a meeting of the By-Laws committee within the next two weeks to discuss adding wording regarding when a Staff Senate Officer's position is continuing, but their senator position ending.

**Motion was made to adjourn the meeting by Ms. Klien and seconded by Ms. Schofield at 11:36AM.**