

TO: Staff Senate
FROM: Rose Ann Jubinski
DATE: September 11, 2019
SUBJECT: August 21, 2019 Staff Senate Meeting Minutes

In Attendance: Peggy Doolittle, Kristi Klien, Jennifer Kretsch, Andrea Malia, Pauline Palko, Jennifer Pennington, Bryn Schofield, Barbara Barletta, Salisa Brown, Carlene Coombes, John Harris, Bill Hurst, Michael Rorick, Kevin Rude, Lynn Andres, Gerianne Barber, Rebekah Bernard, Gina Butler, Amy Driscoll McNulty, Elizabeth Geeza, Meg Hambrose, Margaret Hynosky, Rose Ann Jubinski, Jonathan Kirby, Bernie Krzan, Patrick Mullarkey, Mark Murphy, Crystal Ondrick and Ryan Sheehan

Not In Attendance: Ryan Puksta, Sue Shimsky, Michael Tuffy, Renee Giovagnoli

Welcome: Amy Driscoll McNulty called the meeting to order at 10:04 AM, in the PNC Board Room, Brennan Hall 500. Ryan Sheehan offered the opening prayer. Ms. Hambrose will offer the opening prayer at the September meeting. Attendance was checked, a quorum was met.

Review of Minutes: The minutes were approved with a change regarding attendance and a spelling correction.

Guest (s) – None

Liaison Report: Ms. Tetreault

- Compensation Letters:
 - Phase 1 of the Staff Compensation Plan was completed in May of 2017. Additional progress was made in 2019 towards full implementation of the plan.
 - Letters were sent to all employees reflecting their salary grade structure. The minimum salary grade was raised from \$10.77 per hour to \$11.00 per hour. When the minimum is raised, Human Resources tries to accommodate the compression factor by adjusting salaries for additional staff members.
 - What is an employee's target salary? The target is either the minimum or a quartile based on the number of years the employee has been in their position. The target varies by individual. For example, the target for an employee in their position for 7 years is midpoint, the target for an employee in their position for 15 years is the 3rd quartile. The goal was to hit as many as possible and stay with the market while not exceeding the amount of money available for this phase. Only a few people received an increase as part of Phase 1; 201 people received an increase in Phase 2. **While this phase did not get everyone to their target pay, we will work towards that in the future as University finances allow.**
 - Ms. Tetreault welcomes any employee to contact her directly to discuss their specific target and address any lingering questions. She stated that she is also willing to attend departmental meetings to discuss compensation or any other topics related to human resources.
 - Ms Schofield asked how many phases are expected in the plan. It is always moving, we are probably at 20% of ultimate goal. The goal is to continue implementing the plan in the 2020-2021 fiscal year.
 - Ms. Butler noted some employees were confused because the math does not match their W-2 figures. Ms. Tetreault noted the W-2 does not necessarily match your base salary.
- New Positions and Re-Organization:
 - The position of Director of Retention came out of the Strategic Enrollment Process. The person in this position will coordinate efforts toward student success.
 - A new position in Financial Aid also came out of the Strategic Enrollment Process. The person in this position will focus on counselling students. Particular focus will be given to 1st generation students, high borrowers and other at risk categories. Students will be counselled on keeping debt down, hitting deadlines, paying bills and other pertinent topics in order to assist them in progressing to graduation.
 - Campus Ministries and Student Life have gone through re-organizations.

- The smoking policy is ready to go to faculty and staff. It will also go to students soon.
- Wyoming Seminary notified The University of Scranton that they are changing the percentage in their reciprocity agreement. Wyoming Seminary agree to grandfather those already enrolled with the 50% tuition benefit. New enrollees will receive 30%. The reciprocity percentage is not a guarantee and could change.
 - Ms. Butler asked if the same change was made with all colleges. Wilkes University and Misericordia University received the same adjustments.
 - Ms. Hambrose asked how many families are effected. It is a small number.
 - Ms. Hynosky asked if the change is effective immediately. Yes. Also, faculty have same benefit as staff.
 - Ms. Ondrick asked about the discount we give to Wyoming Seminary? Mr. Kirby noted it is still 50%.
- A request was made for consideration of a shift differential for those who work second or third shift. The request is still active and will be reviewed.

President's Report:

- Committee meetings are on hiatus for the summer

Previous Business:

- Shared Governance Definition – no new updates.
- Aramark Catering Survey
 - Good feedback was provided. Ms. Bernard and Ms. Driscoll McNulty will be finalizing the survey soon.
- Graduate Tuition – Letter to President
 - Ms. Driscoll McNulty requested an audience to discuss the letter. Fr Pilarz plans to wait until the President's Cabinet reconvenes.
- Time Donation
 - We have financial approval to move forward with this effort. Volunteers are needed for an ad hoc committee to work with BethAnn McCartney to move forward with this effort. The goal is to have this in place for January 2020. Ms. Butler recommended we ask people who have previously worked on the proposal. Ms. Hambrose asked if those who are no longer senators should be asked to participate. Ms. Klien will check the by-laws.
- Staff Senate Picture
 - The photo will be taken prior to the September meeting, details will be provided in the agenda.

New Business:

- Pregnancy Policy – This is a new policy from the Office of Equity and Diversity.
 - Ms. Palko pointed out that some language refers to the religious accommodation policy, not pregnancy.
 - Ms. Jubinski noted the rooms referenced are not consistent between the document and Human Resources website.
 - A question was posed, do we need more rooms for lactation? Mr. Murphy noted the 1st phase of space utilization looked at labs and conference rooms. Ms. Tetreault noted there are federal requirements that need to be met for the rooms. Dean Pellegrino identified a lab space that locks as a possibility. It has a bathroom, which does not meet federal requirements. **Mr. Hurst** may be able to assist in finding rooms.
 - Ms. Barber noted a sentence in number 11 is not a complete sentence.
 - Ms. Driscoll McNulty noted it references after birth and doesn't mention other family members, spouses or a support person who is employee.
 - Ms. Driscoll McNulty will provide feedback.
 - Ms. Barber noted there are nine counselling rooms not used in summer. The rooms could possibly be scheduled during regular academic year.
- Staff Compensation Plan Update – see Ms. Tetreault's report
- Staff Handbook
 - Ms. Driscoll McNulty shared the updated document.
 - The non-discrimination wording will change.

- Ms. Hynosky noted the wording on filing of FASFA for grad students should note that it is not required.
- Ms. Palko asked if we approve handbook or just changes. It was noted that the Staff Senate makes recommendations, the President's Cabinet approves the handbook.
- Some changes requested by Senate in the past have not been changed. Ms. Tetreault noted the Discipline and Corrective Action, Complaint Procedure have not been updated. They do plan to revisit the discussion. Outdated language was updated and Administrative Leave was included.
- Mr Kirby noted that on page 27, tuition exchange should be changed to tuition remission.
- Ms Butler suggested the wording of inclement weather be modified to clarify delay vs full day.
- Ms. Tetreault noted the goal is to present the revised handbook at the September Cabinet meeting.
- Ms. Klien made a motion to support the handbook with exception of the discipline and complaint process. The motion was seconded and approved.

Standing Committee Reports

- Communications – Elizabeth Geeza and Marg Hynosky
 - Committee leadership met and will be reaching out to the entire committee.
- Elections and Membership – Kristi Klien and Bryn Schofield
 - No updates at this time.
- Finance – Rebekah Bernard
 - We have money
- Social Events & Community Building – Lynn Andres and Ryan Sheehan
 - The committee met to plan. The Christmas social is a big event.
- Staff Development-Co-Chairs – Renee Giovagnoli and Meg Hambrose
 - A meeting will be scheduled
- Staff Recognition & Excellence Awards –Patrick Mullarkey
 - A kick-off meeting will be scheduled.

Ad Hoc Committees

- By-Laws – There is no need to reconvene this committee.
- Time Donation – An ad hoc committee will be reconvened. Ms. Schofield and Mr. Murphy will serve on the committee.
- Assessment – Ms. Barber, Ms. Bernard and Ms. Driscoll McNulty will serve on the Assessment Committee. The goal is to streamline the assessments we are doing. The committee will identify tools and surveys and build upon the 2019 survey. The goal is to improve on the gathering and disseminating of information.

Items from the Floor

Sustainability – Mr. Murphy informed the group that recycling instructions have been updated. Also, a plastic bag recycling program has been added and containers will be available shortly.

Committees met to plan their roundtable discussions.

A motion was made to adjourn and seconded at 11: 25 am.