

TO: Staff Senate
FROM: Rose Ann Jubinski
DATE: December 3, 2019
SUBJECT: November 13, 2019 Staff Senate Meeting Minutes

In Attendance: Peggy Doolittle, Kristi Klien, Andrea Malia, Pauline Palko, Barbara Barletta, Salisa Brown, Carlene Coombes, John Harris, Bill Hurst, Ryan Puksta, Michael Rorick, Sue Shimsky, Michael Tuffy, Lynn Andres, Gerianne Barber, Rebekah Bernard, Gina Butler, Amy Driscoll McNulty, Elizabeth Geeza, Meg Hambrose, Rose Ann Jubinski, Jonathan Kirby, Bernie Krzan, Patrick Mullarkey and Mark Murphy

Not In Attendance: Jenn Kretsch, Jennifer Pennington, Bryn Schofield, Kevin Rude, Margaret Hynosky, Crystal Ondrick and Ryan Sheehan

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

Review of Previous Month's Minutes: The review of the October minutes will be delayed until the December meeting.

Guest (s) – Elizabeth Garcia - Executive Director, Office of Equity and Diversity; Patricia Tetreault, Vice President of Human Resources and JoAnne Jurkiewicz, Faculty Secretary, World Languages and Cultures

Guest Presentation: Elizabeth Garcia gave an informative presentation on the Revised Non-Discrimination and Anti-Harassment Policy. The presentation has been distributed with the meeting minutes. Some of the changes that were highlighted include:

- Language related to sexual harassment and misconduct was removed. Prior to 2014 this language was covered under the NDAH policy.
- Current NDAH policy doesn't provide
 - Clear/transparent process
 - Information about interim measures and resources
 - An informal manner to resolve issues without engaging in the investigation process
 - Education in lieu of an investigation
- The policy was updated to reflect legal and general language usage changes.
- The reasons for the policy are more fully articulated.
- Additions
 - Examples of conduct that may constitute discrimination or harassment
 - Interim measures were expanded and clarified
 - Expanded Procedures for Review and Investigation of Complaints (Appendix D)
- Ms. Garcia presented a comparison of the current policy and the proposed policy.
- Ms Garcia addressed questions:
 - While there are required reporters, any employee can be a reporter. The office can't address issues they don't know about.
 - Silent witness applies to anything that happens at The University of Scranton. The Office of Diversity is designing an anonymous reporting that differs from the police silent witness.
 - Is there a timeline? The policy states the sooner the better, there is no required timeline.
 - What is the timeline after complaint is brought to office? There is no specific timeline, every attempt is made to complete in 60 days. It depends on the availability of witnesses, investigator, etc. From date complaint is lodged, the office has 5 days to bring respondent in. Depending on response, the complainant may be brought back in. Complaints that move to investigator are sent within a few days.

- The UGC will review in December.

Liaison Report: Ms. Tetreault

- Cabinet Update:
 - The Cabinet spent time on the Health Plan Renewal – Open enrollment has begun. Costs were increased. There are significant changes from Higher Mark.
 - Transamerica beneficiary updates – This information was previously a paper document. H/R is asking anyone with an account to log in and verify your beneficiary designation. Employees are also encouraged to verify life insurance beneficiaries with Eileen Notarianni.
 - The Pure Competitor and Aspirant list – The list of pure institutions may not be the same list h/r would use for salaries. The list varies based on purpose. It is time to review the lists.
 - Strategic Enrollment Planning (SEP) - Cumulative information will be shared with campus. The process is ongoing and will eventually transition to Strategic Enrollment Management. Dr. Gingrich and Fr. Pliarz summarized items that came out of the process. There is a lot of excitement surrounding the information.
 - Vacation carry-over – Employees carrying over more than 5 days must submit a form to H/R. Carry-over will only be approved for legitimate reasons.
 - The Federal Overtime Threshold is increasing as of Jan 1, 2020. The increase is achievable for The University of Scranton (\$684 per week, approximately \$35,500 per year). Governor Wolf is proposing PA move up to 40,000 in 2021 and 45,000 in 2022. This will impact us significantly if it is passed.
 - Some exempt employees would have to transition to an hourly rate.
 - This would impact the budget planning for 2021.
 - A question was asked, is the time off displayed on the Leave Balances page in my.scranton.edu accurate? Yes, it does get turned off during leave rollover process for updating.

President's Report: Ms. Driscoll McNulty

- University Planning Committee – The meeting was rescheduled, an update will be provided next month.
- Staff Senate – Update on Priorities for year
 - Time donation – An ad hoc committee has been formed. Some parts of the policy need to be adjusted for IRS purposes.
 - Assessment – We are looking at creating a policy including a flow chart and a standard survey template
 - Graduate tuition remission for staff – The topic was discussed at Cabinet. The Senate will be receiving a communication in the near future
 - ARA Survey – We are analyzing the data and will be forwarding information to Bobby Davis.

Previous Business:

- Shared Governance Definition – There was some confusion from last UGC meeting; recommendations were included in areas that were not requested. Last spring we were awaiting feedback from President's Cabinet. Since then faculty meetings occurred. We are currently waiting for formal feedback from administration.
- Graduate Tuition – We are awaiting a response to the letter sent to Fr. Pliarz.
- Roundtable Updates
 - Paraprofessional / Professional
 - Salary cap – Some individuals are receiving a lump sum instead of the percentage increase announced for staff. Ms. Tetreault explained this was part of the staff compensation plan that began in 2017. The idea is that we don't want anyone making less than the market range. It is also not equitable to have someone making more than the market will bear. The lump sum is equal to the value of the annual increase. A contribution is also contributed to their retirement plan based on that amount. Once an employee's salary is no longer at the max due to pay grade movement they will be eligible once again for the increase. There are also provisions in compensation plan for reviewing job descriptions and making updates where job responsibilities don't meet the description. All regular full-time and part-time staff and administrative positions are included in the

staff compensation plan. Social Security is not impacted because social security taxes are contributed on total income. Ms. Tetreault explained she is happy to meet with anyone having concerns.

- Clerical
 - 9, 10 and 11 month employee vacation benefits were discussed. This is on BethAnn McCartney's list of things to address.

New Business:

- Non-discrimination and Anti-harassment Policy – The policy will be distributed.
- Aramark Survey – Amy looked at data and requested assistance from those who have a stronger background in processing survey results. A report will go to Bobby Davis.

Standing Committee Reports

- Communications – Elizabeth Geeza and Marg Hynosky
 - Symposium tomorrow
 - Reminder to send updates to Jonathon for website
- Elections and Membership – Kristi Klien and Bryn Schofield
 - No updates
- Finance – Rebekah Bernard
 - The Christmas lunch is a big part of the budget.
- Social Events & Community Building – Lynn Andres and Ryan Sheehan
 - The Christmas lunch is scheduled for December 17 from 11:30 AM to 1:00 PM.
 - Committee will be meeting today.
 - Baskets are needed for the fundraising raffle.
 - Send descriptions of raffle baskets to Lynn.
- Staff Development – Renee Giovagnoli and Meg Hambrose
 - The Winter Safety presentation is scheduled for 12/3/2019.
- Staff Recognition & Excellence Awards –Patrick Mullarkey
 - Planning is ongoing.

Ad Hoc Committees

- A motion was made to amend Staff Senate By-Laws, adding the following to Article V: Officers: "A Staff Senator who has been elected by the Staff Senate to a Staff Senate officer position may complete their commitment as an officer without running for reelection if their Senate term ends before their term as an officer ends."
 - The motion was seconded and approved.
- Time Donation – See The President's Report
- Assessment – See The President's Report

Items from the Floor

- A single staff member can respond to the Christmas Party invitation and include the names of other people in their department who plan to attend.
- A motion was made to adjourn and seconded at 11:20 AM.