

To: Staff Senate
From: Cynthia Tokash
Date: July 25, 2017
Subject: Minutes from the July 19, 2017 Staff Senate Meeting

In Attendance: Erica Armstrong, Lori Flynn, Kristi Klien, Janice Mecadon, Cynthia Tokash, Stephen Hallock, Kevin Roginski, Pete Sakowski, Kyle Thomas, Stephanie Adamec, Julie Brackeva-Phillips, Gina Butler, Amy Driscoll-McNulty, Renee Giovagnoli, Lucia Grissinger, Mark Murphy and Richard Walsh
Patricia Tetreault (Liaison)

Not in Attendance: Lisa Bealla, Kelli Cali, Bryn Schofield, Chris Harris, Dale Martin, William Pilger, Ryan Puksta, Kevin Rude, Justin Tambeau, PJ Worsnick, Rebekah Bernard, Meg Hambrose, Marg Hynosky, Bernie Krzan, Gerry Loveless, and Mary Ellen Pichiarello

Guest: Mary Sheils

Welcome: Mr. Murphy called the meeting to order at 10:05AM, in the PNC Bank Board Room, Brennan Hall. Kevin Roginski offered the opening prayer. Mr. Murphy will offer the opening prayer at the August meeting. Attendance was checked, quorum was met for voting purposes.

Review of June Minutes:

Minutes were approved with no changes.

Approval of Agenda:

Agenda was approved with no changes.

Liaison Report:

On the recruitment front, we have some major searches that are finalizing and we will have some new folks coming on board.

- The Associate Provost Position
- The Associate Dean of the College of Arts and Sciences
- The Associate CIO, who will be in IT working with Susan Bowen on the technical side.
- The Provost Search

The Provost Search is just starting; the others are either completed or nearing completion. With Fr. Pilarz not coming right away, he did not want to wait to start the process of the Provost Search because he doesn't want to delay that any further. He asked Fr. Keller to get that process started.

- A Search Committee has been formed.
- There is staff representation on the committee.
- They met for the first time last week.
- The position should be advertised by September.

In May, it was mentioned by Ms. Tetreault that the enrollment numbers for the incoming class are lower than hoped for, which remains true today. At cabinet, they have been working on some initial considerations for some adjustments to the budget for this year.

- Mr. Steinmetz budgets to a certain level with a goal of a 3-5% surplus that's very important for our credit rating and a cash flow that allows us to be financially stable.
- With lower enrollment we still need to have that surplus, so we need to make adjustments to the operating budget. Some things they are considering are:
 - The 710 lines, monies that we would use for outside services.
 - When it comes to positions, deciding whether to delay filling vacant positions or fill the vacancy immediately.
 - This is not a situation where she's working on a list of positions to cut.
- They are looking at printing costs, catering costs, cell phones, travel costs.
 - Ms. Tokash asked if we need to use University Printing Services even if it is much cheaper to have certain items printed outside of the university.
 - Ms. Tetreault stated that she isn't sure whether there is a rule that we have to stay inside the university for printing, when possible we should try to use University Printing and work with University Printing to find out why their prices aren't competitive on certain items.
 - Ms. Tokash stated that University Printing is aware that their prices aren't competitive because she received the call from them asking why she used outside printing services and she told them because the item was much cheaper with an outside vendor.
 - Ms. Tetreault stated that University Printing should respond to that.
 - Ms. Tokash also stated another employee received a similar call regarding a different item they had printed with an outside vendor and was told they could have their purchasing card taken away.
 - Ms. Tetreault stated she will work on it.
 - Ms. Klien stated that University Printing is using a new system that is user friendly and easier to use, but there are instances where you put in the request and you don't get a cost at the end.
 - University Printing doesn't call and say this is what your cost is going to be, you don't know the cost until it arrives.
 - Mr. Wetherell stated he had a similar issue with University Catering while he was on the Staff Senate. Mr. Wetherell went to Mr. Steinmetz and presented the cost differences and he was very amenable to letting us get things outside of University Catering as long as we meet certain criteria, clean up, etc.
 - Ms. Flynn mentioned office supplies with OfficeMax/Office Depot and that she can get items cheaper elsewhere.
 - Mr. Wetherell stated he had the same issue just yesterday with a standing desk that he could get \$100 cheaper from Amazon.
 - Mr. Wetherell contacted Mr. Cruciani about the savings with Amazon and was told to go ahead and purchase the item from Amazon.

- Ms. Mecadon brought up issues with Office Depot since they took over for OfficeMax.
 - Orders cancelled without notice
 - Orders that were placed and processed through the department's purchasing card and items were never received
 - Boxes addressed to an employee of the university and the items inside were for a person at a company in Delaware
 - Ms. Butler also stated there was an issue when she ordered the certificate holders for the Awards Luncheon, she ordered 15 or 16 packs and put the box aside when it came and when she opened it there were only 4.
 - When she called she was told they fulfilled the order, they did have to credit the account.
 - Ms. Mecadon spoke to Mr. Cruciani early on when issues began and was given the name Angela Dwyer, who is the account representative for the university.

Middle States will be ramping up for the fall, the working groups have already started to meet.

- There is a workshop scheduled on August 11th to help prepare us for the work we will need to do in the fall.

HR and Payroll are starting to look at possibilities for a new time entry system to replace our timecards.

President's Report:

We reached out to Fr. Keller to see if he would like to attend one of our Staff Senate meetings and speak on a topic of his choosing. He has decided to attend our September meeting.

One of our Senators, Chris Harris, had a stroke around a month ago. Mr. Murphy suggested that the Social Events and Community Building Committee work on a fundraiser for Mr. Harris.

- Mr. Murphy will leave it up to the committee to decide whether to do something small, internal to just the senators or something campus wide.
- Ms. Klien stated she saw Mr. Harris last week and that he is up and around, he is talking, he knew her and he seems to be coming along.

It was suggested at last month's Staff Senate Meeting to name the President's Award after Meg Cullen-Brown and it suggested that the Executive Committee would talk about it.

- At the Executive Committee meeting, Mr. Murphy suggested that the Staff Recognition & Excellence Awards committee work on suggestions for an award in her name.
 - Ms. Butler stated that first and foremost there should be some sort of recognition.
 - There was question as to whether or not the President's Award should be renamed.
 - There was discussion as to leave it the President's Award and develop another award that would be "a President's Award", that level, named for Meg.
 - As discussion ensued, there was focus on naming it the Magis Award.

- After further discussion, instead of the President selecting the award recipient, it was suggested to bring it to the Senate to nominate people to win so that the recipient is being selected by their peers.

This year is the 10-year anniversary of the Staff Senate, the Executive Committee discussed ways to try to celebrate that.

- Ms. Butler did some background work on other institutions who have celebrated their 10-year anniversary and how they promoted it.
 - Point it out at different Staff Senate events and incorporate it into what we are doing.
 - A ten-year-anniversary basket at the Christmas Luncheon.
 - Incorporate it into the header of our newsletter.
 - Develop a ten-year-anniversary t-shirt or collared shirt.

Ms. Driscoll-McNulty is running in the NYC marathon in honor of her sister-in-law and other individuals that have disabilities or life-changing injuries. If anyone has space to display a poster in support of her endeavor, contact Ms. Driscoll-McNulty.

- Ms. Driscoll-McNulty thanked those who have already donated.

Ms. Tetreault stated she would love to have input on the handbook grievance and corrective action section.

- Ms. Driscoll-McNulty could send out an email for volunteers.
- Ms. Butler suggested representation from the three constituencies.

Mr. Murphy stated he received a letter from the President's Office stating he will be attending the Middle States workshop.

Mr. Murphy talked to facilities about getting a clock for the Board Room. There is a new supervisor for the building, Jon Ross, who is talking to Bill Hurst, the previous building supervisor to find out the history of the clock in the room. Mr. Ross did put the projector on for today so we would have a clock.

- Mr. Sakowski stated the original clock broke and that it was never replaced.

Motion was made by Mr. Murphy and seconded by Ms. Klien to ratify the listing of the committees, the chairs, co-chairs and membership for the 2017-2018 year.

The motion passed.

Ad Hoc Committee, Timeshare

Mr. Wetherell stated the committee met 7 or 8 different times.

- Committee members included Joseph Wetherell, Mary Sheils, Lucia Grissinger, Jennifer Kretsch, Kipp Adcock, Megan Nowakowski, David Angeloni, Chad Lechleitner, and Patricia Tetreault
- In May, the committee presented their concept to Ms. Tetreault. From that concept the draft policy was formed.
- There are two supporting forms for the policy.

- The request to donate hours.
 - The request to receive hours.
- Mr. Wetherell states that in his time at the university he has known of 2 or 3 occasions in which staff had some sort of medical problem in which they ran out of paid leave time and were in a no pay status for a period of time.
 - Off and on people had brought up coming up with a policy for people to donate their time to a pool so that the people in that situation could continue to get paid.
- The policy is designed to put into place some framework for timeshare.
- The policy is for people who have a medical issue in which they've run out of time.
 - The committee decided not to include disasters for two reasons:
 - The IRS would not allow the university to pay people unless they were Presidentially decreed disasters, the result being that we would have to pay income tax on time donated for disasters not Presidentially decreed.
 - What is a disaster, who is going to decide what is a disaster for a person?
- The staff of the university are eligible to donate and receive time for/from the pool.
 - Staff are defined as those receiving vacation, sick and personal time.
- The policy allows the donor to donate 10 days of sick time per year if they maintain 15 days, the donor may donate all of their vacation time.
 - There is discussion on whether sick time should be included in the policy due to university budget issues that may arise.
 - The university knows that at some point vacation time is going to be paid, sick time is not necessarily ever going to be paid out.
 - If we decide sick time should be part of this, the university could incur additional expenses.
 - There was discussion as to set up the pool as a tiered system in which donated vacation time would be used first.
 - Ms. Driscoll-McNulty stated people might be more willing to donate sick time since vacation time is capped at 4 weeks, but sick time for someone who has been here for a number of years may have accumulated to a large number of days.
- The committee has put out their recommendation, which is going to the Senate, which will put forth their recommendation to Ms. Tetreault and then it will go to Administration to actually decide whether it will be instituted and if it will be instituted in the way that it is written.
- The committee did not plan for whether the pool of time will roll over to the following year.
 - Mr. Wetherell states that it would be dependent on how the treasurer is going to fund it.
 - There was discussion that people might not be inclined to donate time if it doesn't roll over.
- The committee's discussion was that the timeshare policy would have to be advertised by the Senate as an ongoing program not tied to an individual.
- Ms. Brackeva-Phillips feels the best way to capture vacation time successfully is to promote the policy in the fall when people are being urged to use their vacation time because they can only carry over 1 week.

- The committee's discussion was that the policy should allow for the caring of parent in-laws, siblings, spouse's siblings and step children with medical issues, not covered under FMLA guidelines.
 - FMLA is the federal regulation which allows that employees who work 1,250 hours a year are eligible for up to 12 weeks of unpaid job protected leave.
 - There is no basis for job protected unpaid leave for these classifications of people.
 - Ms. Tetreault has to run it by legal to see if it is appropriate for us to get medical documentation for these parties.
- The policy, as written, would allow a recipient to request up to 4 weeks' time per occurrence.
- SHRM, as referred to in the policy, stands for Society for Human Resource Management.
- Under the Procedure section of the policy, HR would be the judicator of the timeshare policy.
- There was question as to whether the pool should be capped at a certain number of hours.
- There was discussion as to whether we should streamline the policy and take out things that could complicate approval, such as donating sick time and time for caring for people not covered under FMLA.

Ms. Tetreault stated she is taking the Dress Code Policy to Cabinet as soon as they are able to get it on the agenda.

Items from the floor.

Ms. Butler asked Ms. Tetreault if there is any word on the injunction with regard to the Fair Labor Standards Act.

- Ms. Tetreault stated that there has been some chatter that they will try to resurrect it at a lower salary threshold that would garner the support of the people that were fighting it.
 - The threshold now is in the low 20,000s, you have to be paid overtime if you don't make that amount.
 - There was a proposal before Pres. Obama left office to increase that threshold to an equivalent of \$913 a week or \$47,000 a year.
 - The most recent number Ms. Tetreault heard was \$33,000.
 - Ms. Tetreault stated that it is no closer to anything actually happening, but it sounds like there is more reasonable conversation.

Ms. Butler mentioned that when the last request for representation on a committee came out, she asked if we could look at that because it seems as though staff doesn't have equitable representation based on how some of the committees are broken out.

- There are committees that have a setup of a faculty member from each college, a faculty at large, 1 or 2 administrators, 1 staff person and 1 or 2 students.
- We have 650 staff, 1 person on the committee is not representative of our group.
- Ms. Tetreault reminded everyone that search committees for certain administrative positions are laid out in the collective bargaining agreement, so if we want to put something forth, to submit it to her so that when they go into negotiations it would be something they would have to address.
- Mr. Murphy stated that we will need to go through each of the committees to see what might be a suggestion.

- He stated that the Executive Committee can discuss if a subcommittee, an ad hoc committee or if the Executive Committee can take care of doing the homework on that.

Motion was made to adjourn the meeting by Mr. Roginski and Ms. Klien at 11:29AM.