

STAFF SENATE  
CLERICAL ROUNDTABLE MINUTES  
APRIL 12, 2022; 12:00 PM

*Attended by Clerical Senators:*

*Melissa Eckenrode, Administrative Assistant, English*

*Kristi Klien, Administrative Assistant, Career Development*

*Denise Kuzma, Advancement Operations Assistant Development*

*Pauline Palko, Administrative Assistant, Dean of Students*

*Rose Striefsky, Administrative Assistant, University Advancement*

*Absent: Andrea Malia, Faculty Secretary, Communications; Peggy Doolittle, Parent/Community Relation Office of Annual Giving.*

*Attended by: Janet Bernick, Amy Black, Karen Dolan, Cheryl Evans, Melinda Finnerty, Lori Flynn, Melissa Gallo, JoAnne Jurkiewicz, Jenn Kretsch, Jill Lear, Dawn Mazurik, Laurie McCoy, Donna Rupp, Laura Talerico, Elizabeth Chalk.*

The meeting opened with a Welcome by Kristi Klien, and a prayer by Pauline Palko.

Questions submitted ahead of time were addressed by Patty Tetreault, VP of Human Resources

1. Will there be salary increases this year?

The fiscal year runs June to May, so this is the time of year that Cabinet is working on a budget for the next academic year and presenting it to the Board of Trustees. Cabinet must present a balanced budget. To come up with the budget Cabinet looks at expected revenue and compares that to expected expenses (facilities, personnel, utilities, etc.), then looks at the gap and makes

class two-years of losses due to Covid. This budget is the most challenging of recent years. That said, Fr. Marina really wants to be able to provide a salary increase, so everyone is working really hard to try to make that possible.

2. Is there any movement on long-term employees who work a 9, 10, or 11 month schedule can accrue additional vacation days?

Discussions are in process, but when you look at how time is prorated for vacation as it stands now compared to how prorated for full time, twelve-month employees, those working only ten months are getting a generous amount of vacation time. It will not be raised to the same level as twelve-month employees, but they are investigating a middle ground.

3. Any movement on a Remote Work policy for Summer/Intersession?

Discussions are ongoing as this is a hot topic. Currently we are running a remote policy pilot with two departments whose jobs are not student facing, some areas of technology and University Development. There is more support in cabinet for a hybrid model some days in office, some days remote rather than solely remote.

4. Where do we stand with the development of an on-line time card system?

Unfortunately, we are no further ahead than we were 2 years ago. The company (Time Card Plus) hired to program this has not delivered on its promises. We consider this a breach of contract and are pursuing legal action against them, while also looking into another company. We need to be able to do this for a number of reasons, including better accuracy, and compliance. One of the issues for any company to deal with is that it has to work with Banner. We are talking to other institutions to see what systems they are using.

Questions from the floor:

Q: Any decision on plans for the vacant lot?

A: There has been no decision on what might go there. For now, the city of Scranton is okay with us using it for temporary parking. But if we should decide to make it a permanent parking lot, it will require drainage and other work.

Q: Our maternity leave is considered short-term disability, why not have a standard stand-alone policy for maternity leave as is standard in the industry? Some states and companies also have an equitable paternity leave policy.

A: Our policy is more traditional. We have unpaid leave. We could look at it. Paternity leave is typically just a couple of weeks. Leave time is not always paid, but it is job protective leave.