

TO: Staff Senate  
FROM: Pauline Palko  
DATE: June 3, 2015  
SUBJECT: Minutes of the May 13, 2015 Meeting

---

In attendance: Ms. Cherra, Ms. Palko, Ms. Rupp, Ms. Tucker, Ms. Klien, Mr. Barrett, Ms. Edwards, Mr. Fedoryk, Mr. Pilger, Mr. Sakowski, Ms. Shimsky, Mr. Hallock, Ms. Butler, Ms. Cook, Ms. HoIMsMtl(6.g(27.4))[(6.g27.4)[Tc --1u)8(ho)-6-5( )]TJ [(Mr.)-5( P)-6(i)-1 n02 ,)rm-5( dl), Wetherell, Ms. Vita, Mr. Sheehan, Mr. Knicely, Ms. Grissinger, Ms. Cali, Mr. Krzan, Ms. Thomas, Ms. Schofield, Ms. Strickland.

Not in attendance: Ms. Mecadon, Ms. Barrett Notarianni, Ms. Kocis, Ms. Barnoski, Mr. Davitt,

faculty receive preference over the general community for available childcare spots. There is a lot of community interest in the center, so spots will go fast.

Ms. Tetreault noted there are only 8 slots available for infants, and recommended that anyone interested in obtaining childcare for an infant at Hildebrand contact them soon rather than waiting until they are open or close to opening as those slots may be filled.

The Retirement Window Voluntary Retirement Plan with pay and benefits incentive was offered to the sixty employees who were eligible having reached the age of sixty-two and had at least fifteen years of service; forty-one of the sixty accepted the offer and most will be leaving at the end of May. Human Resources is planning a community reception for them, to be held May 26. A few have been asked to stay on for a few weeks for transition purposes. It's a great opportunity for those that have accepted.

Responding to the question of whether or not all those vacant positions would be filled, Ms. Tetreault said that Ed and his team are engaged in taking an overall look at expenses and revenue and any saving or revenue opportunities. On the staff side, HR will be looking at those positions and the work in those areas determining whether the position should be filled as is or should be modified. HR will review those positions with the department and divisional leadership of those areas. Several departments are significantly impacted by the number of staff that will be leaving. All areas are important and of concern, but the areas that will experience a significant impact due to these vacancies will be addressed first and started quickly. Some positions will be filled, but most likely not all, the number filled depends on the outcome of the analysis.

When asked about the cost savings of not filling some of these positions, Ms. Tetreault answered that savings couldn't be predicted, because costs depends on the number of positions not filled and the market rate of the skill sets required for positions that will be filled. Ms. Tetreault noted that typically, the savings of not replacing staff is minimal compared to when senior faculty leave and those positions are filled by junior faculty members who don't command the same level of salary. After the last window retirement opportunity, the University did not eliminate many positions so the savings was minimal.

Hiring temps in the short term may be a possibility especially for departments in which numerous people are leaving.

Ms. Tetreault stressed that The University is sensitive to the impact all these people leaving will have on the people that are left as well as the critical and time-sensitive nature of the work.

Ms. Tetreault thanked Ms. Rupp and Mr. Sakowski for including her in roundtable discussions or asking her for answers to questions that arose at roundtables. She noted the benefit of knowing what employees are thinking, questioning, concerned about,

excited about, or seeking clarification on, and offered that she, Mr. Nottelmann or Ms. McCartney would be happy to attend any roundtable or staff meeting. She is looking into some questions that came up at roundtables and will get back to those constituencies with the answers when she has them. Sometimes questions that come up are just a matter of a misunderstanding that is quickly and easily solved just by giving accurate information.

HR is working on inquiries pertaining to the day before Thanksgiving snow day—if timecard was already turned in with a vacation day, staff lost that vacation day, others got the snow day; talking with Ed about it.

Another item is holiday pay for facilities staff when the holiday falls on Sunday, such as Easter; facilities staff don't typically get holiday pay.

Personal Time use and procedures, calling in procedures;

Also reviewing overtime hours pay rate when worked in the same week employee has taken time off for vacation, sick or personal time.

Board of Trustees were happy with the number of incoming first-year students. Much of the meeting time was focused on Title IX incident procedures with an emphasis on correct handling and fairness to all parties involved

were answered sufficiently. She will research the new items she couldn't answer

**Motion to Adjourn:**

Meeting adjourned 11:35am