

**Staff and Administrative Council Meeting**  
**Tuesday, November 15, 2011**  
**LaPenta McGrath Room A**

**Present:** T. Alifante, M. Alvia, M. Bock, B. Carlucci, V. Cedeno, F. Colangelo, J.K. Devlin, R. Dosso, A. Emaus, F. Ferreira, I. Grieger, V. Jarek-Prinz, M. Kerwin, A. Mastantuoni, R. Palladino, K. Pascuzzi, L. Pascuzzi, R. Plunkett-Dowling, N. Ryan, M. Sampson, M. Thomas, D. Zuckerman

**Excused:** J. Aufiero, J. Judge

**I. Welcome and Announcements:**

Derek Zuckerman welcomed all new and existing members to the November 15th, 2011 SAC meeting. Derek starting off with the discussion of the Presidential Inauguration celebration of Dr. Joseph Nyre; Derek commended all Faculty, Staff and Administration for their hard work during this celebration of our new President.

Per Noreen Ryan, the 2011 Iona College Open House was a success; there were approximately 825 students in attendance, with parents the attendance was approximately 2,000 total on campus, this was over the amount of attendance from the 2010 Open House. Rick Palladino also wanted to thank the Facilities Department and Chartwells Food Services, as they did a great job with the amount of people on campus during this important event.

**II. Reports from College Council Standing Committees:**

- **College Council** – The College Council met on October 12<sup>th</sup> and will meet again on November 30<sup>th</sup>, 2011. Discussion of the “new plagiarism policy” was discussed; the College would like to go forward with this new policy. Per Marlin Thomas, students are welcome to come by for academic support of how to avoid plagiarism, the Academic Affairs assessment of the core curriculum will be re-enforced with this new policy. Brother Devlin noted that an Honors Program student accused of plagiarism will not be allowed to graduate with honors if accused of the act of plagiarism, this is very important our students understand this policy.
- **Athletics** – The committee met on October 13<sup>th</sup>, the average student athlete GPA for the spring 2011 semester was 3.19; the committee is scheduled to meet again in November.
- **Budget** – A proposed student tuition increase of 4.6% is in discussion and along with this would be a 2% salary increase, if passed. The College Council will vote on the increase on November 30<sup>th</sup> and will be proposed to the Board of Trustees on December 7<sup>th</sup>, 2011. Per Audrey Emaus, this has not been the largest tuition increase to date; tuition increases for 04/05, 06/07 and 07/08 all had a 7% increase.
- **Human Resources & Compensation** – Committee met on October 27<sup>th</sup>, 2011. The committee discussed information previously compiled by Michele Sampson and distributed via e-mail on a possible multi-tiered structure for raises based on levels of salary. Under one scenario, the lowest salary range would get the highest salary increase and the highest salary would get the lowest. The research and ideas were based on the committee concern over making all of Iona’s employees receive fair and just wages with hopes of raising the lowest earners to a more livable wage.

The committee will continue to address this issue for the next academic year. The committee unanimously agreed to recommend a 3% salary increase across the board to the Committee on the Budget.

- **Information Technology and Computing** – Committee met on November 1<sup>st</sup>, 2011. A Faculty Technology Survey will be sent via Survey Monkey before the end of the semester. Joanne Steele reported that the Iona backbone/switch has been upgraded. SPAM filter has increased from 2 to 10 devices. The community has been notified to avoid giving personal information on-line. Installation of Hagan 004 overhead projector has begun. CELTIC training materials have not been widely publicized. The Committee considered a request from the Interim Provost to allow stylistic differences on web pages for the Institute for Thomas Paine Studies. Iona does not have ownership of the collection as yet.  
The Committee discussed the possibility of converting currently registered students to MS Live for their e-mail. Moving faculty and staff email offsite is still too much of a risk. The higher education community continues to investigate the possibility of moving employee email to the “cloud”, another server located outside of the college. Joanne Steele has investigated scanning all Iona documents and storing them electronically. St. John’s has done this, it is a multi-year project and very expensive. This would have to be a strategic plan initiative. Joanne also said that to store shadow grades on PeopleSoft is not a viable option. Identifying students after receiving written evaluation and usually grade equivalent from their instructor, copies of which are shared with the advisor. These are referred to as “shadow grades”. The committee on academic requirements check shadow grades to identify students who are having academic difficulty.
- **Advancement** – Committee met on November 9<sup>th</sup>; discussion of fundraising was topic of meeting and fundraising will be similar to last year; also discussion of the audit findings should not affect donations. Search for the Senior Vice President of Advancement is still on-going.
- **Libraries** – no meeting held
- **Student Affairs** – Current discussion of Alcohol piece, policy for campus events, shuttle bus and academic calendar were discussed. Discussion of PC to propose 2012 academic calendar, further discussion to be made after going to the College Council on 11/20/11.

### III. **New Business:**

- SAC representatives had been invited by Dr. Nyre to attend a meeting of the audit findings on Tuesday, November 8<sup>th</sup> in Spellman Hall. This meeting along with other open meetings have been part of the on-going effort and disclosure by Dr. Nyre over recent findings. Further information about these efforts can be found at: <http://www.iona.edu/about/reportcommittee/>
- *2012 Staff and Administrative Award* (Brother Tim Bray Award) Committee members are as follows:
  1. Teresa Alifante (2011 staff award winner)
  2. Maureen Bock
  3. Regina Plunkett-Dowling

All the above members had volunteered to represent this committee; the award(s) are to be presented to the winners at the next Spring Convocation. Awards to consist of

one full time staff member, one full time administration member and one part time staff member.

- Further research into the “*out of cycle*” salary increase process and how to create a new process continues to be looked into and evaluated.
- *Middle States Review Update* – Review Committee to meet the first Friday of November. The subcommittee task forces are moving steady and progress has been being made for the review and editing of specific charges.
- *Presidential Strategic Planning Steering Committee* – last week met to discuss and prepare a draft for the new Mission, Vision and Value statements. Moving ahead with a theme(s) and goal(s) for next semester, the committee will create 7-10 goals with action steps for the first revision of the draft. Some possible examples for the first draft are:
  - Increase persistence
  - Increase retention
  - Increase population
  - Possible implementing of 1<sup>st</sup> year seminar class for freshmen

From the new vision, general themes will be derived, which will be turned into goals. Then, under the general goals there will be specific action items or initiatives. Members are encouraged to give feedback during the process.

Meeting adjourned: 3:20 pm