

**Staff and Administrative Council Meeting
Tuesday, October 11th 2011**

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

Excused: M. Bock, I. Grieger, K. Pascuzzi

Guests: G. Berton, E. Marshall, L. Pedraza and M. Callaghan

I. Announcements:

- Derek Zuckerman welcomed all SAC members in attendance along with our visiting guests, including Mary Ellen Callaghan (Human Resources) who was on hand to answer HR questions for everyone in attendance at the October 11th meeting. Derek brought up the Presidential Strategic Planning Committee Update, stating that the committee is in the midst of discussing the mission/goals and values of Iona College; also “what is the vision of Iona College in the next 5 years”?; further discuss will continue with Steven Porch, Jeanne Zaino and B. Schiaffino (Committee Chair). Iona College Annual Open House will be on Sunday, November 6th for prospective students, mass will start at 9:30 am and the day should be completed by 3:00 pm. Any department who will participate and be hand should contact Admissions to RSVP by October 22nd per Noreen Ryan.

II. Reports from College Council Standing Committees:

- **College Council** – Committee met on September 28th, 2011; opened with discussion by Dr. Nyre regarding current audit which should be completed by the end of October and will be posted on the Iona website for viewing. Integrity and Reporting Committee will update College Council when data is completed and minutes are approved and ready to be posted.
Further discussion to consist of: Core curriculum to be reviewed, no closure to date on minus grades – to be discussed at Faculty/Senate. Approval of Committee on Diversity is up for further discussion; next meeting to be held on October 12th, 2011.
- **Athletics** – Committee to meet on October 13th, 2011
- **Budget** – Committee to meet on October 20th, 2011
- **Human Resources and Compensation** – Upcoming meeting to be held on 10/13/2011, further discussion of possible insurance increase, HR waiting to hear back from vendor (Christian Brothers) in regard to insurance increase details. Michelle Sampson briefly discussed the wage increase and how does everyone feel about leaning away from the 2% fall and 1% spring increase and if any members have any feedback on this. One scenario under consideration is a 3% across the board increase, non-reliant on student registrations.
- **Information Technology & Computing-** Committee to meet on November 1st, 2011
- **Advancement** – Meeting held first week of October, details of meeting to be discussed at next SAC meeting.
- **Libraries** – Meeting held on September 27th, 2011. Anthony Iodice resigned as Library Committee Chair due to his new responsibilities, Anthony Mastantuoni has stepped in to fill in as Chair per Rick Palladino and Committee confirmed this request. Discussion of

the summer renovations was discussed: the full renovation of Ryan Library along with CELTIC, technical services area which received new carpeting and shelving and was painted. Shipment of new furnishing for the technical department is waiting to complete the renovation. The Petronio Room (3rd floor, #308) also received new carpeting and shelving. The Libraries will use the Petronio Room for special collections, including a large donation of a collection on St. Therese of Lisieux.

With the renovations complete, the next step is to address the need for new signage in Ryan Library.

The Library is conducting searches for four open positions (two full-time librarians, one part-time/evening librarian and one Help Desk specialist).

There was a discussion on the “mini workshops” the librarians provide on a variety of topics, including one on “citing sources”. The Committee was very interested in the mini workshops but showed concern that faculty and students are not aware of them. There is list of workshops on the Libraries’ web page and the Committee discussed additional ways of getting the word out including articles in *The Ionian and Inside Iona* and the signage board in front of Mazzella Field.

The Thomas Paine Advisory Group will meet in October. Iona is still currently waiting for the final confirmation from the State before the College can officially be designated as permanent custodians of the Thomas Paine Collection. Once the State gives its approval, the Libraries will be able to display a variety of Thomas Paine’s personal items.

III. New Business:

- Mary Ellen Callaghan was invited and was in attendance at the SAC meeting of 10/11/2011; Mary Ellen discussed HR issues with all SAC members in attendance. Discussion of high end/low end salary range(s) were discussed, along with salary range discrepancies. The average salary for Staff and Administration was addressed; HR is working with The Human Resource & Compensation Committee in regards to being supplied with a breakdown of salary ranges/bands of current employees indicating what percentage of the total(s) each band represents. Mary Ellen encouraged all to sign up for the TIAA-CREF program and to encourage their staff who are not enrolled do so as well, staff members with lower end salaries do not seem to be part of the TIAA-CREF program. Further discussion of possibly including part-time staff and/or making the TIAA-CREF a non-contributory or mandatory contribution program will be looked into further. Discussion of the latest article of *The Chronicle of Higher Education* was discussed as Iona College has been named a “2011 Great College to Work For” for recognition for specific practices and policies; the categories are as follows: Leadership, Respect/Appreciation, Teaching Clarity and Process. Also noted in discussion was that the positions that were recognized was for Exempt/Administrative and Faculty only. Retroactive 2% pay increases will be in the next payroll; this is due to the online reporting adjustments. The pay increases need to be entered in PeopleSoft which becomes a two part piece for Human Resources. Mary Ellen discussed resources and seminars being offered to employees of Iona College, such as, TIAA CREFF free seminars on campus, employee flu shots and discounts for the Bronx Zoo and NY Aquarium for example. Mary Ellen will be working Communications regarding implementing *Healthy Iona*, more information to follow. Mary Ellen suggested employees to check the Human Resources web site and if any SAC members have any suggestions for HR to please update Derek Zuckerman or herself.

Some ideas were discussed of possible groups, book clubs, and seminars for employees: Professional development opportunities, performance appraisal seminars were some ideas along with computer training for employees thru CELTIC. Per Joanne Steele, employees in the past did not show interest in training programs being offered but if there is any interest a training session will be offered. Audrey Emaus suggested Human Resources look into *Plum Benefits*, it is a free membership for organization employees through their employee Human Resources that offer discounts for Broadway shows/restaurants and parking, etc.

- The proposal of the College Council Committee on Diversity was further discussed. Marlin Thomas had handouts of the proposal and its expectations of the Diversity Committee and what they would like to provide for the student body. The students have passed the vote but Faculty has not, the Faculty has concerns of what power the Diversity Committee would have on academics. Brother Kevin Devlin brought up, “having a Diversity Committee, how much concern will it affect us as teachers”. SAC members voted and did not motion to pass the Diversity Committee proposal. Further discussion of proposal to be discussed; suggestion to have someone oversee Diversity Committee, and to make sure the committee will fulfill the Mission of Iona College and if any alterations/modifications need to be made, per Regina Plunkett-Dowling. Finally, after further discussion a motion was made by Michele Sampson to approve the Diversity Committee proposal. The motion was seconded by Marlin Thomas, a vote was taken and the proposal passed in 11 in favor, 2 against and 5 abstained.
- Derek Zuckerman stated that the City Resolution has passed the New Rochelle Building Codes per Presidents Memo.
- In regards to the Middle States Review/Task Force Sub-Committee(s); please be diligent if data or information is requested of your department as the Committees are working hard to have all requested information completed on a timely basis.

Meeting adjourned: 3:00 pm