

TO: Staff Senate  
FROM: Pauline Palko  
DATE: December 4, 2014  
SUBJECT: Minutes of the November 12, 2014 Meeting

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In attendance: Ms. Cherra, Ms. Mecadon, Ms. Barrett Notarianni, Ms. Palko, Ms. Rupp, Ms. Tucker, Ms. Kocis, Ms. Barnoski, Mr. Barrett, Ms. Edwards, Mr. Fedoryk, Mr. Pilger, Mr. Roginski, Mr. Griguts, Mr. Sakowski, Ms. Shimsky, Mr. Hallock, Ms. Butler, Jr. Knicely, Ms. Freeman, Ms. Johnson, Mr. Murphy, Mr. Oakey, Mr. Porter, Mr. Sheehan, Mr. Wetherell, Ms. Cook, Ms. Vita.k, Ms. BMs. 4[(M)3(s. )-3( EMC /P A MCID 7>BDC BT5 w(e)6 )-2(Ru

**Welcome:**

Mr. Wetherell called the meeting to order at 10:05 am, in the PNC Bank Board Room, Brennan Hall. Mr. Roginski offered the opening prayer; Ms. Vita volunteered to offer the prayer at the December meeting

Vacation carry over forms are due by December 5, 2014. Up to one week of unused vacation time rolls over automatically. You must request to carry over any days beyond that one week with approval from supervisor and VP.

Health Insurance Open Enrollment is going on now. Open enrollment materials were distributed electronically with the offer that if you wanted a hard copy you could receive one. Contact HR if you did not receive it. If you want to make any changes to your plan, you must have your Blue Cross and Concordia forms submitted to HR by first week of December for changes to be in effect January 1, 2015.

There are no coverage changes for 2015.

Pre- and CAT scans will be handled differently (outsourced to NIA by Blue Cross Blue Shield) behind the scenes but will be seamless to the user. The University pays an additional charge for the outsourcing.

If you have health coverage elsewhere and choose to opt out of the healthcare plan, your monthly pay will increase \$125, taxed as income.

Flex Spending Accounts must be renewed every year. Forms due December 8, 2014.

A Debit Card for the Flex Spending Account is a new option, contact HR for more information.

Government has increased amount allowed in a flex spending account from



## Committee Reports

State Governments are turning to wellness programs.

State of Pennsylvania supports Wellness incentives.

Local Colleges and Universities

Incentives varied.

No set policy in place in most institutions, nothing officially reported.

Instructors propose their own ideas, few are paid

Larger universities have more incentives.

Jesuit Universities have wonderful Wellness Programs but no official policy regarding how time is used.

Some awarded a monthly Vitality Award or gave gym discounts

Ways time was used/charged:

Time to participate in  
discretion

Winging it

Could use lunch hours, but no extra time allowed

Use of flextime

Use of personal time

State Universities:

Fitness Release Program Time not charged up to 1.5 hours per week, applies

from week to week.

Wellness Leave each employee is entitled to 8 hours of additional wellness leave to be used for running a marathon, half marathon, etc.

Flextime pro  
approval.

Each employee gets 1 hour per week to use for wellness time

Wellness Activity Attendance Request Form. Lunchtime hours are separate from wellness hours.

Mr. Murphy asked about the percentage of participation among the varying institutions. Mr. Barrett stated that percentage of participation was higher at organizations that had established policies.

Wellness Attendance Sub-Committee agreed that the University of Scranton should establish policies for the Wellness Program, and hoped that the Senate would review their report, offer suggestions for policies, discuss at future meetings and forward endorsed

**Motion to Adjourn:**