

Westchester Administrative Staff Council Meeting
October 6, 2017

The meeting was called to order at 9:00am. Michele Camardella welcomed everyone.

Minutes: The minutes from the May 2017 meeting was approved.

WASC Elections: Our newly elected co-chair, Justin Santore, left Pace to pursue another opportunity. As such, we are presenting the following slate of officers today for vote:

- Co-chair: Michele Camardella
- Co-chair: Danielle Catalano-Taylor
- Treasurer: Amanda Scully
- Secretary: Heather Hilbrink

The slate has been approved.

Guest Speaker:

- **Middle States Self-Study Update** - Lisa Bardill Moscaritolo, Associate VP/Dean for Students
 - Accreditation demonstrates an institution's commitment to continuous self-assessment. During the accreditation process, our peers (from other universities) get to review us. We do get a say in who is chosen to ensure that there is no conflicts with competing university.
 - The Self-Study is a 18-24 month process of data collection and analysis by cross-functional teams of faculty, staff, administrators and students. The overall goal of our Self-Study is re-accreditation and institutional improvement (how can Pace be better). It concludes in a visit by a team of peer evaluators who issues a report to the Middle States Commission.
 - There are 15 requirements of Affiliation and 7 Standards for Accreditation.
 - A few examples of the 15 requirements include Graduated one class, Regulatory compliance, Policy Compliance, Mission and Goals, Governance and Faculty.
 - The Standards are:
 - Mission and Goals
 - Ethics and Integrity
 - Design and Delivery of the Student Learning Experience
 - Support of the Student Experience
 - Educational Effectiveness Assessment
 - Planning, Resources, and Institutional Improvement
 - Governance, Leadership, and Administration
 - Our Self-Study design was submitted and approved in September 2017. We are currently in the research and analysis phase of the Self-Study. There will be a community review in Fall 2018, followed by a peer team visit in Spring 2019 and by June 2019 the Middle States Commission will make a decision.
 - The Self-Study Structure: There is an Executive Committee, which includes Lisa Bardill Moscaritolo, Iuliana Ismailescu, Jean Gallagher, Hillary Knepper, and there are 8 working groups (once group for each standard and one for compliance). Each working group has

a team leader and about 7-8 members (made up of faculty, staff and students) and meets monthly.

- Pace Self-Study Goals are
 - Achieve reaccreditation from the Middle States Commission on Higher Education.
 - Assess the effectiveness of experiential learning opportunities across the institution to evaluate how learning from those experiences contributes meaningfully to student education.
 - Evaluate how assessment of student learning and related institutional improvement actions contribute to student and alumni outcomes.
 - Outline the processes by which Pace's institutional decision-making, including planning and resource allocation, are aligned and enable Pace to meet its mission in the current and future higher education environments.
 - Analyze whether the research and teaching requirements of Pace faculty are well supported by the university's administration and staff, and whether the university meets the needs of all its constituencies and provides adequate resources for continuous improvement.
 - Identify opportunities to improve the effectiveness and efficacy of University policies, processes, and procedures in support of Pace's mission.
- For more information, please visit the Pace Middle States website - www.pace.edu/middlestates
- Question: Do you need more volunteers?
Answer: Currently the committees are full but we would love to get your feedback. We will be having town hall meetings and look forward to seeing you there.

- **HR Update** - Betsy Garti, Associate VP, Human Resources

- Today is Lee Denim Day. Our fundraising goal is \$1,000 and we have raised \$750 so far.
- Reduction in Force Update: The reduction in force was implemented as cost reduction after all other possibilities were looked at. The goal was a 5% reduction. The initiative was completed on August 22 and a total of 38 positions were affected. The breakdown is as follows: 27 separations, 6 vacant positions were eliminated, 4 positions were moved from 100% to 80% and 1 position is now grant funded. Severance was based on the employee's tenure and included Tuition Remission, Cobra and outplacement benefits. HR provided talking points to all the department heads to help with communications to their areas. There is currently no indication that this will happen again any time soon. It will not be easy going forward but we need to have open doors and communicate with each other. HR programming in the Fall will focus on bringing us all together. Employee Relations as well as the Counseling Center are here to help during this transition time. The Counseling center can provide both group and/or individual counseling.
 - Question: Pace has sold two properties, how are we still in debt?
Answers: The revenue from the Briarcliff campus was used to fund a portion of the Westchester Master Plan. The funds from the 106 Fulton properties went to help fund the New York City Master Plan. The concern and issues come from our operating budget (the year to year items). The operating margin (revenue vs. expenses) have been very thin over the last few years.
 - Question #2: How will the free tuition for SUNY and New York residents' impact Pace?

Answer: Robina Schepp would be better equipped to answer that question. There is a concern but not sure of how it will impact Pace at this moment.

- **Wellness Challenge** – Mariesa Cruz-Tillery, Staff Psychologist
 - The Wellness Challenge is open to faculty, staff and students. The Fall 2017 Challenge will be split into two 2 week challenges. One will focus on emotional well-being and the other will focus on social well-being. The Spring 2018 Challenge is also split into two parts with focuses on physical and spiritual well-being. If you complete all 4 Wellness Challenge (the two in Fall 2017 and the two in Spring 2018) will receive a certificate of completion. For each 2 week well-being challenge that you are able to complete, you will be entered into a raffle to receive two free movie tickets. You can sign up for the wellness challenge online. During the sign up process you will be asked to complete a survey. This survey is a clinic measure. Rosa Ament in the counseling center will review the measures and will reach out and touch base with any participants that are high risk or show any indication in their responses that they need help. There will be another survey after the challenge to measure the impact the events have had. If you are interested in the Wellness Challenge and would like to learn more, we will be presenting at Staff Development Day.

Treasurer's Report: Danielle was unable to attend today's meeting. We have only spent the cost of the coffee and tea for today's meeting.

Committee Reports:

- **Benefits Committee:** Benefits Committee is looking for a new member/representative from the WASC. If you are interested please email one of the WASC board members.
 - Benefits Committee is comprised of 10 faculty members (5 from each campus), 6 staff members (3 from each campus), and 4 administrators. The committee meets twice in the fall semester. Each meeting is about 2 hours long and is via video conference. In the spring (between February and March) the committee meets about four times and the focus of these meetings is on our medical plans. Other topics covered in the meetings include Tuition Remission and disability. As a member of the committee you will be a voice and representative for your peers. If you have any questions, feel free to reach out to Matt Renna.
- **Faculty Council Representative:** The Faculty Council meeting is next week; will have a report at the next WASC meeting.
- **Service Committee:** Jonah provided updates on two upcoming events. Pace's P4K event, to support the Maria Fareri Children's Hospital, will be in November. He will have more information for us at the next meeting. Pace Makes a Difference Day is this month.
- **Picnic Committee:** The picnic will be in June. We are always looking for volunteers and are always looking for feedback on the picnic.

New Business:

- **Safety Advisory Committee:** Nicole Thompson has reached out to us for a representative from WASC to serve on the Safety Advisory Committee. If you are interested in being the WASC representative on this committee, please reach out to one of the WASC board members by October 16th.
 - Brian Anderson will be presenting at our next meeting. Trainings are available on the Organizational Learning & Development website.
- **Flu season is upon us!** Flu shots are available at the University Health Care Unit (UHC). You can sign up to get your flu shot on Staff Development Day. They do also take “walk-in” appointments for flu shots. If the UHC participates with your insurance, there should be no cost. If the UHC does not participate with your insurance, there will be a \$25 fee.
- **Homecoming is coming soon!** October 19th, 20th and 21st is homecoming here at Pace. On the 21st at the Alumni tent from 12pm-4pm, there will be a clam bake and a BBQ. They will also be live streaming the game from the tent!
- **The WASC Executive Board wants to hear from you!** We want to know who you want to hear from. Please feel free to contact us with any suggestions.

The meeting was adjourned at 9:45am.