

**STAFF ASSOCIATION COUNCIL MEETING**  
**Wednesday, November 12, 2008**

**MINUTES**

**Members in Attendance:** Colleen Abt, Barbara Adelman, Marissa Arlet, Tammeka Banks, Theresa Benedek, Iruaku Brodie Mends, Joe Brun, Mary Ellen Carey, Patti Chioda, Annabelle Clippinger, Angela Coldren, Rich Colwell, Janet Coulter, Kenny Doty, Rick Fabean, Brittany Guthrie, Libby Hilf, Carol Hodgkiss, Betty Homonai, Julia Johnson, Walt Kalista, Monika Losagio, Barbara McMullen, Peggy McNeil, Babs Mowery, Lisa Pilewski, Anna Sangl, Fred Schiffer, Joyce Selden, Michael Semcheski, Sherry Shrum, Kathleen Stell, Kathryn Trent, Adriana Maguina-Ugarte, Gwendolyn Watkins, Pamela Weid, Janice Stankowicz-Welch, Jennifer Welton, Dewi Wong, Steve Zupcic

**Members Excused:** Jonah Yan McAllister Erickson, Meg Mayer-Costa, Alisha Shane-Cuniff, Marilyn DiPaolo, Beth LaRotonda, Mike Laughlin, Gloria Limetti, Jim Lyle, Michelle Page, Martania Penn, Rose Wooten, Barbara Zischkau

**Members Unexcused:** Denise Goppman, Bill Heller, Bobbi Jo Rosol, Elaine Springel, Crystal McCormick-Ware

**Guests:** Ron Frisch  
Human Resources

Peter Hart  
University Times

**Closed Session:** 12:00 PM

**Open Session:** 12:15 PM

**Approval of Minutes**

- A motion was made by Jennifer Welton and seconded by Mike Semcheski to accept the minutes of the September 17, 2008 meeting. The minutes were approved.

## **Officers' Reports**

### **President - Rich Colwell**

- No new policies or procedures were reported for the month of October 2008.
- Rich emailed a correspondence to SAC members which he received from the Office of Affirmative Action, Diversity and Inclusion.
- In lieu of the regular October Staff Association Council meeting, a Fall Assembly was held. Officer Randall Schwabenbauer, University of Pittsburgh Titusville Campus Police Department, spoke on Internet Predators. The University Times wrote an excellent article on the Assembly. The participation from the SAC members was low.
- Staff Recognition Awards will be held on Thursday, December 4, 2008 in the Assembly Room of the William Pitt Student Union. Applications are being accepted for the Staff Association Council Endowed Book Fund Scholarship. Applications for the Chancellors Staff Awards for Excellence have been completed. The committee will meet to review all the applications and make their recommendations to the Chancellor.

### **Vice President of Steering - Gwendolyn Watkins**

- According to the SAC Bylaws, affirmation of Chairs is to be held each year in November. Gwen Watkins called on each committee Chair for their affirmation. All committee Chairs agreed to serve for 2008-2009. The members in attendance approved their affirmations. The committee Chairs for 2008-2009 are: Benefits, Sherry Shrum, Chair with Steve Zupcic as Co-Chair; Elections, Annabelle Clippinger, Chair; Governance, Peggy McNeil, Chair; Grievance, Carol Hodgkiss and Rich Colwell; Marketing and Communications, Libby Hilf, Chair; Program and Planning, Marissa Arlet, Chair with Anna Sangl as Co-Chair; Safety and Security, Fred Schiffer, Chair with Ken Doty as Co-Chair; Salary and Job Classification, Monika Losagio, Chair with Barbara Adelman as Co-Chair.
- Gwen Watkins thanked the previous Chairs and Co-Chairs for their service.

### **Vice President for Marketing and Communications - Angela Coldren**

- The Senate Admissions and Financial Aid Committee met on October 21, 2008. At the meeting there was a presentation on OCC (Outside the Classroom Curriculum). The program is designed to educate a student through completion of a series of programs and activities providing a more well-rounded academic experience. Some areas the students are asked to participate in include career participation, leadership development, sense of self, communication skills, respect for diversity, healthy lifestyles, service to others and appreciation for the arts.

Some departments provide students with a system where they can scan their ID and receive some of the Outside of Classroom credits.

- Angie has completed editing the Annual Report. She thanked Jennifer Welton for a job well done.

### **Treasurer - Carol Hodgkiss**

- The cost of printing the next edition of the SAC Newsletter will be approximately \$3,000.

### **Committee Reports**

#### **Benefits - Steve Zupcic/Sherry Viann Shrum**

- At the beginning of his report Steve Zupcic presented two proposals for approval by the SAC members. The first was a Proposal on Implementation of Flextime Policy. Upon vote of the SAC members present, the proposal was approved and unanimously accepted. The second proposal was a Proposal on a Benefits Survey Statement. Upon vote of the SAC members present, the proposal was approved with one abstention.

#### **Elections - Betty Homonai**

- Annabelle Clippinger has been elected the new Chair of the Elections Committee.

#### **Governance Committee - Peggy McNeil**

- Paper ballots were distributed to all full SAC members in attendance to vote on the three proposals the Governance Committee was presenting at the meeting. Peggy gave a review of all the proposals. A discussion followed after reading each of the proposals.
- The Governance Committee of the Staff Association Council proposes the following change to the SAC Bylaws regarding the term of service for Officers. The changes were unanimously endorsed by the Governance Committee and by the SAC Steering Committee.

#### **From:**

Article VII, Section 2

Officers shall have a two-year term of service. No person shall hold the same office within SAC for more than three consecutive terms. SAC members are only eligible to be officers on their own campuses.

**To:**

Officers shall have a two-year term of service. SAC members are only eligible to be officers on their own campuses.

- Former Governance Chair Dana DiVirgilio-Thomas proposed the above change. Dana presented the change to the Steering Committee for a vote and it was approved.
- The Governance Committee of the Staff Association Council proposes the following changes to the SAC Bylaws regarding the attendance at monthly meetings and participation on committees.

**From:**

Article VI, Section 1

SAC members shall be responsible to regularly attend the SAC monthly meetings.

**To:**

SAC members shall be responsible to regularly attend the SAC monthly meetings and committee meetings.

- The Governance Committee of the Staff Association Council proposes the following change to the SAC Bylaws regarding the participation on committees

**From:**

Article VI, Section II

SAC members are required to become active on a minimum of one SAC committee; attending the committee meetings and participating in the committee's activities.

**To:**

SAC members are required to become active on a minimum of one SAC committee (at the discretion of the SAC Officers) attending the committee meetings and participating in the committee's activities.

- After the ballots were counted the results were read. The proposal regarding terms of service for SAC Officers was not approved; the proposal regarding attendance at meetings was approved; the proposal regarding participation on committees was not approved.

**Grievance Committee - Carol Hodgkiss/Rich Colwell**

- No grievances or inquiries have been received.

### **Marketing and Communications - Libby Hilf**

- A meeting of the Marketing Communications Committee is scheduled for Tuesday, November 18, 2008 at 12:15 p.m. in Room 313 Bellefield Hall. The committee will be focusing on completion of the SAC Newsletter. At the meeting on November 18, 2008, a Co-Chair of the committee will be selected.

### **Program and Planning - Anna Sangl/Gwen Watkins**

- A meeting of the Program and Planning Committee was held on Thursday, November 6, 2008. A raffle will be held in December with proceeds going to Program and Planning Blankets of Love Project. The proceeds from the raffle which was held at Kennywood were used to purchase fleece to make blankets. So far 40 blankets have been donated to the Bridge Housing Project. In addition, the committee will be selling chocolate covered pretzels and Sarris Easter Candy to help raise money for the project.
- The SAC Spring Assembly is tentatively scheduled for April 8, 2009. The format will be a market place.
- The annual Council of Campus meeting will be held on the Oakland campus this spring.
- The Program and Planning Committee is looking into dates for the 2009 Pitt Kennywood Day.

### **Research and Information - Jennifer Welton**

- The committee is near completion of the SAC Annual Report. The report will be placed on the SAC website in the next couple of weeks.

### **Safety and Security - Fred Schiffer/Ken Doty**

- A meeting of the Safety and Security Committee is scheduled for Thursday, November 20, 2008 in 634 Benedum Hall.

### **Salary and Job Classification - Pam Weid/Barbara Adelman**

- Monika Losagio was elected the new Chair of the Salary and Job Classification Committee.
- The committee is currently looking into whether a policy exists outlining steps a staff member can take if they are unhappy about their salary increase. The committee is contacting Human Resources to have a representative attend their meeting to discuss this issue.

## **Other Reports**

- Brittany Guthrie attended a recent meeting of the Parking and Transportation Committee and the discussion was the possible Port Authority Work Stoppage. Brittany said everyone should have a plan as to what they will do if there is a PAT work stoppage.
- The University of Pittsburgh plan includes schedules and maps and these are available online at <http://www.pitt.edu/PAT-Bus-Alert.html>. The plan is open to all University passengers including Pitt, UPMC, Sodexo and US Security employees.
- One element of the plan is an expanded campus shuttle system into the Shadyside and Squirrel Hill areas. In addition, new neighborhood buses will depart on half-hour intervals. Gathering points include Edgewood, Homewood, Highland Park and Wilkinsburg.
- Park and Ride shuttles will be made available to communities outside the Oakland area. Some locations will include Monroeville Mall, Sandcastle Water park, Parkway Center Mall, South Hills Village and Showcase Cinemas North on McKnight Road. Other locations may found online.
- Enhancements to the Campus Parking System will include over 700 transient parking spaces restricted for parkers with a valid Pitt ID but not having a parking permit. The cost will be \$5.00 per day for University-owned lots and garages. Carpooling will be encouraged and there is a free ride matching service online at [www.commuteinfo.org](http://www.commuteinfo.org).
- Steve Zupcic asked if the group of lots in Edgewood, Homewood, Highland Park and Wilkinsburg would be clearly signed. Brittany said they would be clearly signed and if you go online there is a map of exactly where they are. Steve asked if enough buses would be available to accommodate everyone who would like to use them. Brittany said the University is doing everything they can with the resources that are available.

## **Regional Reports**

- Angela Coldren read a report from the Johnstown Campus.

## **Old Business**

- No old business was reported.

## **New Business**

- No new business was reported.

**Adjournment**

- The meeting was adjourned at 1:20 PM.

**Future Meeting**

- The next meeting of the Staff Association Council will be held on Wednesday, December 10, 2008 in 1175 Benedum Hall.

Respectfully submitted,  
Angela Coldren  
Vice President for Marketing and Communications