

**STAFF ASSOCIATION COUNCIL MEETING**  
**Wednesday, December 10, 2008**

**MINUTES**

**Members in Attendance:** Marissa Arlet, Tammeka Banks, Mary Ellen Carey, Patti Chioda, Annabelle Clippinger, Angela Coldren, Rich Colwell, Janet Coulter, Ken Doty, Brittany Guthrie, Libby Hilf, Julia Johnson, Walt Kalista, Mike Laughlin, Gloria Limetti, Monika Losagio, Adriana Maguina-Ugarte, Meg Mayer-Costa, Barbara McMullen, Peggy McNeil, Babs Mowery, Martania Penn, Lisa Pilewski, Anna Sangl, Fred Schiffer, Mike Semcheski, Kathryn Trent, Gwendolyn Watkins, Dewi Wong, Rose Wooten, Barbara Zischkau, Steve Zupcic

**Members Excused:** Colleen Abt, Barbara Adelman, Theresa Benedek, Iruaku Brodie-Mends, Joe Brun, Lynne Johnson-Christy, Marilyn DiPaolo, Jonah Yan McAllister Erickson, Rick Fabean, Carol Hodgkiss, Jim Lyle, Michelle Page, Joyce Selden, Sherry Shrum, Kathleen Stell, Pamela Weid, Janice Stankowicz-Welch, Jennifer Welton

**Members Unexcused:** Alisha Shane-Cuniff, 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 Mike Semcheski and seconded by Barbara McMullen to accept the minutes of the November 12, 2008, meeting. The minutes were approved.

**Officers' Reports**

**President - Rich Colwell**

- No new policies or procedures were reported for the month of November, 2008.

- The Staff Recognition Awards Ceremony was held on Thursday, December 4, 2008 in the Assembly Room of the William Pitt Student Union. Chancellor Mark Nordenberg read the names of all individuals at the ceremony who were being recognized for their years of service to the University. A short bio on all staff with 40 plus years of service was read. Rich announced that Sarah Bronson was the winner of the Staff Association Council Endowed Book Fund scholarship. Her mother is Lisa Maybray, Business Affairs Office on the Pitt Titusville campus. Because Sarah and her mother are on the Titusville campus, they were unable to attend the ceremony.
- The SAC Endowed Book Fund scholarship needs more publicity. The amount of students who apply for the award needs to be increased. Rich said the only way to promote the Endowed Book Fund is within SAC. SAC members need to let their fellow staff members know the award is available and encourage them to have their son or daughter apply. Gwen suggested sending everyone an individual application and information packet. Babs Mowery gave a brief overview of the requirements to apply for the Staff Association Council Endowed Book Fund scholarship.
- The Chancellor's Awards committee has made their recommendations to the Chancellor. The recommendations have been sent to the Chancellor for consideration.

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

- At the November 2008 Steering Committee meeting, a Development Ad Hoc Committee was formed. Jennifer Welton volunteered to chair the committee. The committee will be responsible for assisting committees with raising funds for various projects that they would be working on. This includes but is not limited to the SAC Endowed Book Fund.

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

- The Marketing and Communications Committee has received the first blue line copy of the Newsletter. When all editing is completed, it will be returned to UMC. UMC will in turn send the committee a final draft copy.
- A meeting of the Board of Trustees Investment Committee meeting is scheduled for Friday, December 12, 2008.
- A Deans, Directors and Department Heads memo was sent out on staff recognition programs. The letter stated that they did not want individual departments handing out cash awards for recognition. Some schools in the University began handing out their own awards. The schools are not permitted to hand out awards from their ENG budget.

### **Treasurer - Carol Hodgkiss**

- Carol was unable to attend the meeting. No report was given.

### **Committee Reports**

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

- Steve reported for Sherry who was unable to attend the meeting. The Benefits Committee will be taking the lead in coming up with modifications and additions to benefits with an eye to providing incentives and rewarding employees with little or no cost to the University. They will also attempt to devise benefits that will actually save the University money in the short, medium and long terms. They will use this theme on each proposal they create in the new year.
- The survey for customer satisfaction University benefits will be posted on the Human Resources webpage beginning in January 2009. An article regarding the survey will be released to the University Times for the January 8, 2009 issue. Additionally the website will be promoted throughout the University. There was originally a plan to have a separate mailing on the survey, however due to budget restrictions it will most likely be included with another mailing. This survey will be available to all who receive a paycheck from the University. There will be a demographic section asking if you are faculty, staff, graduate assistant, etc. A working committee consisting of Steve Zupcic, Mike Semcheski, Rose Wooten and Gloria Limetti met with Mr. John Kozar to work out details of the survey. There will be specific items (multiple choice) on the survey plus some open ended areas where you can discuss what benefits you feel should be offered that are not currently being offered. The survey will be available for two weeks online.
- A preliminary response on the Flex Time Proposal has been received by the Benefits Committee from Human Resources. The committee is awaiting a final response from Human Resources.
- The committee decided that beginning in 2009, they will begin the process of building liaisons with other areas of the University who are looking into the child care issues; more specifically PACWAC and the Senate Health and Welfare committee. At the present time SAC does not have a representative on the PACWAC Committee. Rich said someone is interested in serving as a member of the committee, to let the SAC Office know.
- The next weight race at the University will begin the third week of January 2009.

### **Elections - Annabelle Clippinger**

- Annabelle Clippinger has been elected the new Chair of the Elections Committee.
- Nine applications for membership to SAC have been received. Applications are being accepted until Friday, December 12, 2008.
- The focus of the January 7, 2009 Elections Committee meeting will be the election of new officers. Beginning in March 2009, nominations will be taken from the SAC members for the open positions of President and Treasurer. Nominations may also be received for the positions of Vice President of Steering and Vice President for Marketing and Communications. Results of the election will be read at the June 2009 regular SAC meeting. Officers have a two-year term of service.

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

- A meeting of the Governance Committee is scheduled for Thursday, December 11, 2008 at 12 noon in Room 634 Benedum Hall. The committee will review and discuss the change that was made and approved to the SAC Bylaws regarding attendance at both SAC meetings and committee meetings.

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

- No grievances or inquiries were received for the month of November 2008.

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

- A blue line copy of the Newsletter has been received. The committee is in the process of editing and making necessary modifications. The committee hopes to return the draft to UMC and get a final draft as quickly as possible.
- A meeting of the Marketing Communications Committee is scheduled for Tuesday, December 16, 2008 at 12:15 p.m. in the Housing Conference Room, Towers G-1. The committee will be electing a co-chair at the meeting. The committee will discuss the direction the committee will be taking in 2009.

### **Program and Planning - Marissa Arlet/Anna Sangl**

- Anna said that the Blanket Project is going well. Blankets have already been delivered to the YMCA. The YMCA was unaware that they were receiving blankets, and they were very happy to receive them. The YMCA is using the blankets as a teaching tool for women who are going into their own apartments for the first time. Social Workers take blankets with them when they visit the women. They inform the women that if they use the blankets they can lower the setting on their thermostat and save on their heating bills. The article in the

University Times generated a lot of interest in the project and is helping the committee reach its targeted goal.

- The SAC Spring Assembly is tentatively scheduled for April 8, 2009. The format will be a market place. The committee is looking at a theme for the market place perhaps based around healthy living.
- 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.
- The next meeting of the Program and Planning Committee is scheduled for Tuesday, January 13, 2009.

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

- The Annual Report has been completed. It has a very professional look. Several copies were passed around for the members to review.

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

- Due to the holidays, a December meeting of the Safety and Security Committee will not be held.
- The committee held a discussion on crosswalk issues and what the required law is on crosswalks. A discussion was also held on icy sidewalks and which sidewalks are owned by the city and which are owned by the University.

#### **Salary and Job Classification - Monika Losagio/Barbara Adelman**

- The last meeting of the Salary and Job Classification Committee was cancelled due to a lack of committee members able to attend. The committee subsequently scheduled a joint meeting with the Benefits Committee to discuss the policy on disputing your salary increase. That meeting was postponed because the committees are awaiting a survey that will be coming out from Human Resources in January 2009.
- The next meeting of the Salary and Job Classification Committee is scheduled for Thursday, January 8, 2009. With the current financial climate, this will be a very important year for the committee to compose the annual salary recommendation letter.

- Rich made a comment regarding steps a staff member can take if they are unhappy with their raise. He said there is a chain of command to follow and at times the command can go as far as the Chancellor.

### **Other Reports**

- No other reports were given.

### **Regional Reports**

- No regional reports were received.

### **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, January 14, 2009 in 1175 Benedum Hall.

Respectfully submitted,  
Angela Coldren  
Vice President for Marketing and Communications