

STAFF ASSOCIATION COUNCIL MEETING
Wednesday, March 12, 2008

MINUTES

Members in Attendance: Barbara Adelman, Marissa Arlet, Theresa Benedek, Rich Colwell, Angela Coldren, Christina Crawford, Marilyn DiPaolo, Ken Doty, Rick Fabean, Brittany Guthrie, Libby Hilf, Carol Hodgkiss, Betty Homonai, Gloria Limetti, Barbara McMullen, Peggy McNeil, Maggie Mrozinski, Michelle Page, Martania Penn, Benjamin Pilcher, Anna Sangl, Fred Schiffer, Joyce Selden, Michael Semcheski, Sherry Viann Shrum, Elaine Springel, Kathleen Stell, Kathryn Trent, Tom Waters, Jennifer Welton, Dewi Wong, Rose Wooten

Members Excused: Colleen Abt, Joe Brun, Mary Ellen Carey, Patti Chioda, Lynne Johnson-Christy, Janet Coulter, Alisha Shane-Cuniff, Dana DiVirgilio-Thomas, Beth LaRotonda, Mike Laughlin, Jim Lyle, Babs Mowery, Anita Sorrells, Gwen Watkins, Pam Weid, Barbara Zischkau, Steve Zupcic

Members Unexcused: Tammeka Banks, Iruaku Brodie-Mends, Annabelle Clippinger, Danielle Colbert-Lewis, Mary Fisher, Denise Goppman, Marsha Lee, Monika Losagio, Jonah Yan McAllister-Erickson

Guests: Ron Frisch
Human Resources

Peter Hart
University Times

Closed Session: 12:00 PM

Open Session: 12:15 PM

- Upon duly made and seconded, the minutes of the February 13, 2008 meeting were approved and accepted.

Officers' Reports

President - Rich Colwell

- With the presence of new SAC Members the President began the meeting with everyone giving their name and what department they are from.
- Rich sent an e-mail to all SAC members regarding changes to FMLA. Rich said after a previous discussion on FMLA, the general consensus was paper work which is received from Met Life is difficult to complete. Rich would like to see an

improvement on the paperwork making completion of the forms easier for University staff.

- Questions were raised at the February 13, 2008 SAC meeting regarding employees from Pitt versus employees from UPMC moving in the job market back and forth. The concern was what would happen if they did make the move. Rich said he is not sure what rights a person from Pitt has when they move voluntarily to a UPMC position. When a staff member moves to Pitt from UPMC on an involuntary basis, Pitt tries to make the new UPMC individual whole regarding their benefits. If it is a voluntary move from UPMC to Pitt, then they are treated like a new employee.
- A meeting of Senate Council was held on Wednesday, March 5, 2008. There was nothing new to report from the Senate Council Meeting.
- The UPBC Parameters Subcommittees have started meeting. Rich Colwell, Carol Hodgkiss and Gwendolyn Watkins attend the meetings. Due to confidentiality of the meetings Rich could not give a report.
- A vote will be taken later in the meeting on the Benefit Committee proposal regarding Involuntary Separation from the University.

Vice President of Steering - Gwendolyn Watkins

- Gwen was unable to attend the meeting due to a computer training class.

Vice President for Marketing and Communications - Angela Coldren

- The Marketing and Communications Committee is still working on the completion of the SAC Newsletter. The length of the Newsletter and the computer program being used are two problems the committee has had in completing the Newsletter. The committee is looking in to what options are available.
- Angie will be attending a Senate Ad Hoc Admissions and Financial Aid Committee meeting on Tuesday, March 19, 2008. She invited the SAC membership to e-mail her with any concerns they would like addressed at the committee meeting.

Treasurer – Carol Hodgkiss

- Carol said approximately \$300 was spent on printing fliers for the SAC Spring Assembly.
- Carol reminded committee Chairs and Co-Chairs that if they have any needs for their committee for this fiscal year (such as fliers, etc.) to let the SAC Officers know.

Committee Reports

Benefits - Steve Zupcic/Sherry Viann Shrum

- Rich Colwell explained the proposal to restore the policy covering re-employment after involuntary separation from the University. This policy was changed in 2007. The proposal was unanimously endorsed by the Benefits Committee and SAC's Steering Committee.
- The original letter regarding involuntary separation from the University was generated by Rich Colwell with assistance of Ann Ostroski.
- Upon the vote of the SAC members present, the proposal regarding Involuntary Separation from the University was approved and unanimously accepted.
- At the last meeting of the Benefits Committee a discussion was held on a part-time benefits policy and the customer satisfaction survey. A proposal was created by a Benefits Subcommittee. The committee will vote on the part-time benefits and customer satisfaction proposals at the Benefits Committee meeting on Tuesday, March 25, 2008. The committee will be working on a proposal regarding updating the flex-time policy of the University. The flex-time policy is not mentioned on the Pitt website.
- A discussion was held on re-designing the SAC Benefits Committee website to add links to more benefit and health-related information.

Elections - Betty Homonai/Jennifer Welton

- The Spring SAC membership drive has begun. The committee will use various venues to promote the membership drive.

Governance – Dana DiVirgilo-Thomas/Peggy McNeil

- The next meeting of the Governance Committee is scheduled for Monday, March 24, 2008. The committee will work on a proposal regarding term of office for SAC Officers and attendance at SAC committee meetings.

Grievance - Carol Hodgkiss/Rich Colwell

- Three inquiries were received and researched. No further action was necessary.

Marketing and Communications - Anita Sorrells

- The Marketing and Communications Committee report was combined with the Vice President for Marketing and Communications report.

Program and Planning - Anna Sangl/Gwen Watkins

- A meeting of the Program and Planning Committee is scheduled for Thursday, March 13, 2008 in Room 710 Alumni Hall. At the meeting the committee will make a decision as to which organization will receive blankets as a part of their holiday project.
- The SAC Spring Assembly is scheduled for Wednesday, April 9, 2008 in the Assembly Room of the William Pitt Student Union.
- Pitt-Kennywood Day is scheduled for Sunday, August 31, 2008. Further information will be forthcoming.

Research and Information – Jennifer Welton

- The committee continues working on the SAC Annual Report.

Safety and Security - Fred Schiffer/Rich Colwell

- A meeting of the SAC Safety and Security Committee will be held on Thursday, March 27, 2008 in Room 313 Bellefield Hall.

Salary and Job Classification - Pam Weid/Barbara Adelman

- The Salary and Job Classification Committee completed and sent a letter of recommendation regarding salary increases to Mr. Art Ramicone, Vice Chancellor for Budget and Finance with copies to Chancellor Mark Nordenberg, Mr. Ron Frisch, Associate Vice Chancellor of Human Resources and Mr. Jerry Cochran, Executive Vice Chancellor.
- Rich said the salary increase letter is kept within the SAC membership and not made public. Mike Semcheski asked who is responsible for creating and sending the salary increase letter. The letter is generated by the Salary and Job Classification Committee and endorsed and supported by the SAC Officers and was approved by the Steering Committee. In the past the President of SAC generated the letter. This gave the impression that the salary increase letter was the recommendation of just one person. By having the Salary and Job Classification Committee generate the letter with support of the SAC Officers and the Steering Committee, it gave a more united opinion. Tom Waters said that he was unclear as to why the SAC membership voted as a whole on one letter that was being sent to HR when another letter was sent without a vote.

- Carol said that one item that was being sent to HR was a recommendation and the other is a reversal proposal. The reversal proposal is due to the change made without SAC's consultation regarding involuntary separation. The salary recommendation letter was voted on by the Steering Committee (Chairs and Co-Chairs of the SAC Committees). The salary letter was edited not on the content but on the structure of the wording.

Regional Reports

- No regional reports were received.

Other Reports

- No other reports were given.

Old Business

- No old business was reported.

New Business

- No new business was reported.

Adjournment

- The meeting was adjourned at 1:15 PM.

Future Meeting

- The next meeting of the Staff Association Council will be the Spring Assembly which is scheduled for Wednesday, April 9, 2008 in the Assembly Room of the William Pitt Student Union.

Respectfully submitted,
Angela Coldren
Vice President for Marketing and Communications