

STAFF ASSOCIATION COUNCIL MEETING
Wednesday, May 21, 2008

MINUTES

Members in Attendance: Barbara Adelman, Marissa Arlet, Tammeka Banks, Mary Ellen Carey, Angela Coldren, Rich Colwell, Christina Crawford, Marilyn DiPaolo, Ken Doty, Rick Fabean, Brittany Guthrie, Libby Hilf, Betty Homonai, Mike Laughlin, Gloria Limetti, Jonah Yan McAllister-Erickson, Crystal McCormick-Ware, Barbara McMullen, Peggy McNeil, Maggie Mrozinski, Michelle Page, Anna Sangl, Fred Schiffer, Joyce Selden, Sherry Shrum, Elaine Springel, Kathryn Trent, Gwen Watkins, Jennifer Welton, Dewi Wong, Rose Wooten, Barbara Zischkau

Members Excused: Theresa Benedek, Iruaku Brodie-Mends, Joe Brun, Patti Chioda, Lynne Johnson-Christy, Janet Coulter, Carol Hodgkiss, Jim Lyle, Babs Mowery, Martania Penn, Anita Sorrells, Pam Weid, Janice Stankowicz-Welch, Steve Zupcic

Members Unexcused: Colleen Abt, Annabelle Clippinger, Danielle Colbert-Lewis, Alisha Shane-Cuniff, Mary Fisher, Denise Goppman, Bill Heller, Beth LaRotonda, Marsha Lee, Monika Losagio, Bobbi Jo Rosol, Michael Semcheski, Tom Waters

Guests: Ron Frisch
Human Resources

Peter Hart
University Times

Closed Session: 12:00 PM

Open Session: 12:15 PM

- A motion was made by Kathryn Trent and seconded by Sherry Shrum to accept the minutes of the March 12, 2008 meeting. The minutes were approved.

Officers' Reports

President - Rich Colwell

- The annual Council of Campus meeting was held on Thursday, May 15, 2008. The Titusville Campus was host for this year's meeting. Attending the meeting from the Pittsburgh campus were Gwen Watkins, Angela Coldren, Rich Colwell and Peter Hart. One of the major improvements to the campus was the elimination of the road that went through the campus. This has allowed the campus to be easily defined. The group was welcomed by the President of the Titusville Campus, Dr. William Shields. A campus tour was given by UPT staff member

Cricket Wencil-Tracey. A presentation was given by UPT campus police officer Randall Schwabenbauer on "Protecting Kids Online". Officer Schwabenbauer serves on a state task force investigating Internet predators. The University of Pittsburgh is one of a few Universities in Pennsylvania to have in its employment a Public Safety Officer with Officer Schwabenbauer's training and expertise. The Officers have discussed the possibility of inviting Officer Schwabenbauer to be a speaker at the SAC Fall Assembly on a date to be announced.

- A meeting of UPBC was held. Due to confidentiality of the meetings Rich could not give a report.
- No new policies or procedures were reported for the month of April 2008.

Vice President of Steering - Gwendolyn Watkins

- Gwen said 6 University staff members have been approved by Human Resources for membership to the Staff Association Council.
- Gwen hopes Officer Schwabenbauer is available to be the speaker at the SAC Fall Assembly. Everyone should be aware of what can happen on the internet.

Vice President for Marketing and Communications - Angela Coldren

- Angie said there is a lot of camaraderie at the Council of Campus meetings. The presentation given by Officer Schwabenbauer showed how children are more knowledgeable on the functions of using the internet than most adults. The handout they received regarding text message coding was informative and useful.
- "Get the Most from Your Doctor Visits" cards were distributed to the SAC members. The cards are provided by the Human Resources Benefit Department. The card talks about preparing for your doctors visits and questions to ask your doctor.
- Angie received an EOB (Explanation of Benefits) from UPMC regarding a recent doctor visit and it looks significantly different from EOB's in the past. The old forms were landscaped with all the information included on one page. The forms are now two pages and come with a process to request a review of the benefit determination.

Treasurer - Carol Hodgkiss

- Carol was unable to attend the meeting.

Committee Reports

Benefits - Steve Zupcic/Sherry Viann Shrum

- Upon the vote of the SAC Benefits Committee members who were present, the proposals regarding Updating of Flex-Time Policy and Customer Satisfaction Survey were approved and unanimously accepted.
- A discussion continued on re-designing the SAC Benefits Committee website to add links to more benefit and health-related information.

Elections - Betty Homonai

- Six staff members have been approved for membership to the Staff Association Council by Human Resources. The new members are: Meg Mayer-Costa, Julia Johnson, Walter Kalista, Lisa Ann Pilewski, Cynthia Saber and Adriana Maguina-Ugarte.

Governance Committee - Peggy McNeil

- Peggy McNeil has been elected as the new chair of the Governance Committee.
- 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. The change to the Bylaw will be read at three SAC meetings prior to being brought before the SAC membership for a vote in September.
- **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.
- In 2005 the SAC Bylaws were amended. The Governance Committee is looking into refining some of the Bylaws. In particular, the committee is looking at Article VI, Section I which deals with attendance at meetings.

Grievance - Carol Hodgkiss/Rich Colwell

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

Marketing and Communications - Anita Sorrells

- The Marketing and Communications Committee is looking for articles that are not time sensitive. Mary Beth will be attending the In Design classes in June.

Program and Planning - Anna Sangl/Gwen Watkins

- The New Member Orientation Luncheon is scheduled for Wednesday, July 16, 2008 in the Lower Lounge of the William Pitt Student Union.
- Pitt-Kennywood Day is scheduled for Saturday, September 13, 2008. Funday passes are being sold for \$16 including a catered meal; seniors 55+ may purchase a Funday pass for \$8 including a catered meal. Children two and under are free.
- The committee continues to work on the blanket project. Organizations who will receive the blankets have been selected. The committee continues to brain storm on the best way to raise funds to provide the fleece to make the blankets.

Research and Information - Jennifer Welton

- The committee continues working on the SAC Annual Report.

Safety and Security - Fred Schiffer/Rich Colwell

- To allow more individuals to be certified or re-certified, the Safety and Security Committee has decided to hold CPR training on a quarterly basis. A flier will be mailed when the dates are confirmed.
- Rich gave a brief presentation on the Emergency Notification Service. This is a notification of any campus emergency and will let the University community know how to react. The notification is sent out via e-mail, cell and home phones. In order to sign-up, log onto www.my.pitt.edu. On the right hand side of the page is a section entitled Emergency Notification Service. Click on this section to bring up the sign-up sheet. It takes approximately 15 to 20 minutes to sign-up.

Salary and Job Classification - Pam Weid/Barbara Adelman

- The Salary and Job Classification Committee met with Jennifer Beu and Tiffany Cafaro of Human Resources regarding job classifications and salary ranges. Barbara said the meeting was informative.

Regional Reports

- Angie read a report received from the Greensburg campus.

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 held on Wednesday, June 18, 2008 in Dining Room A of the William Pitt Student Union.

Respectfully submitted,
Angela Coldren
Vice President for Marketing and Communications