

STAFF ASSOCIATION COUNCIL MEETING
Wednesday, September 17, 2008

MINUTES

Members in Attendance: Barbara Adelman, Marissa Arlet, Tammeka Banks, Joe Brun, Patti Chioda, Angela Coldren, Rich Colwell, Janet Coulter, Marilyn DiPaolo, Jonah McAllister-Erickson, Rick Fabean, Carol Hodgkiss, Betty Homonai, Walt Kalista, Monika Losagio, Jim Lyle, Meg Mayer-Costa, Barbara McMullen, Peggy McNeil, Babs Mowery, Lisa Pilewski, Anna Sangl, Fred Schiffer, Joyce Selden, Michael Semcheski, Sherry Shrum, Kathleen Stell, Kathryn Trent, Gwen Watkins, Jennifer Welton, Dewi Wong, Steve Zupcic

Members Excused: Colleen Abt, Theresa Benedek, Iruaku Brodie-Mends, Mary Ellen Carey, Lynne Johnson-Christy, Annabelle Clippinger, Alisha Shane-Cuniff, Ken Doty, Brittany Guthrie, Libby Hilf, Julia Johnson, Beth LaRotonda, Mike Laughlin, Gloria Limetti, Adrianna Maguina-Ugarte, Michelle Page, Martania Penn, Anita Sorrells, Crystal McCormick Ware, Pam Weid, Janice Stankowicz-Welch, Rose Wooten, Barbara Zischkau

Members Unexcused: Denise Goppman, Bill Heller, Bobbi Jo Rosol, Elaine Springel

Guests: Ron Frisch
Human Resources

Kim Barlow
University Times

Officer Ron Bennett
University of Pittsburgh Police Department

Closed Session: 12:00 PM

Open Session: 12:15 PM

Approval of Minutes

- A motion was made by Jim Lyle and seconded by Janet Coulter to accept the minutes of the May 21, 2008 meeting. The minutes were approved.

Officers' Reports

President - Rich Colwell

- Rich began by highlighting recent changes to the staff handbook and University policies.
- The University has reversed a modification to its re-employment policy that previously cut in half the length of time that employees who have involuntarily separated from the University can retain their hire date to determine vacation accrual, defined benefit retirement plan vesting and eligibility for disability benefits and the Family Medical Leave Act if they are re-employed at Pitt. According to the staff handbook, involuntary separation includes those whose positions have been eliminated and those who have been unable to return to work while on approved disability leaves. In 2007, the University cut eligibility to retain accrued benefits from 365 days to 180 days. Human Resources has returned the eligibility back to 365 days. Reinstatement by the employee must be done through the Benefits Office within 30 days of new full-time employment at the University.
- The Staff Hand Book has changed the policy regarding reference checks with the University. It has been updated to make a job offer conditional on a reference from the candidate's supervisor. The policy also states, "in the event of a proposed internal transfer of a current staff member, before an offer of employment can be made it is necessary to document that a reference was obtained from a supervisor in the candidate's most recent University department – preferably the candidate's immediate supervisor – who is reasonably familiar with the candidate's work performance". The lack of a positive reference would not necessarily stop the new department from offering the candidate the position but would make the new supervisor aware if performance issues exist with a perspective employee. It will still be up to the hiring department to make the decision if the reference comes in negative.
- Policy 07-06-05 of the staff handbook has added a section regarding maintenance of employee records. It now states "that in the event of a transfer or rehire, a staff member's complete personnel file shall be transferred to the new department".
- Another policy was the documentation upon return to work for absence due to staff members' health conditions. The documentation talks about data the staff member gives to a supervisor and how it would be handled if the individual transfers to another department.

- The Benefits Survey Statement proposal was given permission by Human Resources to proceed. The chair of the Benefits Committee will work with Mr. John Kozar, Human Resources Director of Benefits, to coordinate with SAC on an electronic survey of 5 to 10 questions and to have it coincide with the open enrollment period next spring.
- The Benefits Committee proposal regarding Implementation of Flex Time was sent to Human Resources. No changes will be done by Human Resources on the current Flex Time Policy.
- A meeting of Senate Council was held on Wednesday, September 10, 2008. There was nothing new to report.

Vice President of Steering – Gwendolyn Watkins

- The Senate Council Community Relations Committee is planning a community service program that will be held on October 23, 2008.

Vice President for Marketing and Communications - Angela Coldren

- The Newsletter is on the cusp of being completed and ready for distribution. The committee plans on having the Newsletter distributed by the 3rd week of October.
- Angie attended a Board of Trustees Investment Committee meeting. Due to confidentiality of the meeting, Angie could not give a report.
- Angie was unable to attend the Senate Admissions and Financial Aid Committee meeting on Tuesday, September 16, 2008.

Treasurer - Carol Hodgkiss

- A new laser printer has been purchased for the SAC Office.
- Carol will attend a Senate Athletics Committee meeting on Friday, September 19, 2008.

Committee Reports

Benefits - Steve Zupcic/Sherry Viann Shrum

- The report on the Benefits Survey Proposal and the Proposal regarding Implementation of Flex Time was given by Rich in the President's Report. These proposals will be voted on by the Steering Committee at the September 24, 2008 Steering Committee meeting.

Elections - Betty Homonai

- Applications are being accepted for the fall membership drive. The deadline to apply for membership to the Staff Association Council is Friday, December 12, 2008.

Governance Committee - Peggy McNeil

- 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.
- Due to a lack of a quorum, the proposal could not be voted on. No October meeting will be held due to the Fall Assembly, so the vote on the proposal will be tabled until the November 12, 2008 meeting.
- 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. The changes will be brought before the Steering Committee for discussion at a future meeting. When approved by Steering the proposed change will be brought before the SAC members for discussion and vote.
- **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.

Grievance - Carol Hodgkiss/Rich Colwell

- No grievances or inquiries have been received.

Marketing and Communications – Libby Hilf

- Libby was unable to attend. The Marketing and Communications Committee report was combined with the Vice President for Marketing and Communications report.

Program and Planning - Anna Sangl/Gwen Watkins

- More than 1,750 tickets were sold for the annual Pitt-Kennywood Day which was on Saturday, September 13, 2008. A raffle was held and approximately \$800 was raised for the blanket project.
- SAC's Fall Assembly is scheduled for Tuesday, October 14, 2008 which will feature Officer Randall Schwabenbauer who will speak on Internet Predators. The event will include a raffle to benefit SAC's blanket project, which provides handmade blankets to community organizations who serve the needy. Anna asked the members to promote the project, within their departments. If their department is looking for a holiday project, they could either raise funds to purchase, donate fleece blankets or make blankets.

Research and Information - Jennifer Welton

- The committee is near completion of the SAC Annual Report.

Safety and Security - Fred Schiffer/Ken Doty

- A CPR certification class will be held on Saturday, October 4, 2008 in Room 669 Benedum Hall from 9:00 a.m. – 1:00 p.m. To register or for further information, contact the SAC Office at 624-4236 or via e-mail at sac@pitt.edu.
- On Tuesday, September 30, 2008 the Safety and Security Committee and the Department of Environmental Health and Safety will hold a Health, Safety and Security Day on the lawn and patio of the William Pitt Student Union from 10:30 a.m. until 2:30 p.m.

Salary and Job Classification - Pam Weid/Barbara Adelman

- Neither Pam Weid nor Barbara Adelman was available to attend the meeting. No report was given.

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 Fall Assembly, which is scheduled for Tuesday, October 14, 2008 in the Assembly Room of the William Pitt Student Union from 12 noon until 2:00 p.m. will count as the SAC meeting for October 2008.

Respectfully submitted,
Angela Coldren
Vice President for Marketing and Communications