

STAFF ASSOCIATION COUNCIL MEETING
Wednesday, March 11, 2009

MINUTES

Members in Attendance: Colleen Abt, Marissa Arlet, Joe Brun, Mary Ellen Carey, Patti Chioda, Annabelle Clippinger, Rich Colwell, Janet Coulter, Nam Do, Ken Doty, Jonah McAllister-Erickson, Rick Fabean, Melissa Grzyb, Brittany Guthrie, Libby Hilf, Carol Hodgkiss, Betty Homonai, Julia Johnson, Walt Kalista, Mike Laughlin, Gloria Limetti, Adriana Maguina-Ugarte, Meg Mayer-Costa, Barbara McMullen, Babs Mowery, Lisa Pilewski, Gale Podobinski, Chianti Powe, Carmela Rizzo, Mary Sylvia Sanderlin, Anna Sangl, Fred Schiffer, Joyce Selden, Sherry Shrum, Kathryn Trent, Gwen Watkins, Dewi Wong, Jean Zamzow, Steve Zupcic

Members Excused: Barbara Adelman, Tammeka Banks, Theresa Benedek, Lynn Johnson-Christy, Angela Coldren, Alisha Shane-Cuniff, Marilyn DiPaolo, Debby Keelan, Monika Losagio, Jim Lyle, J.P. Matychak, Peggy McNeil, Iruaku Brodie-Mends, Michelle Page, Martania Penn, Mike Semcheski, Kathleen Stell, Pam Weid, Jennifer Welton, Rose Wooten, Barbara Zischkau

Members Unexcused: Bill Heller, Beth LaRotonda, Elaine Springel, Janice Stankowicz-Welch

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 Janet Coulter and seconded by Kathryn Trent to accept the minutes of the February 11, 2009 meeting. The minutes were approved.

Officers' Reports

President - Rich Colwell

- Rich thanked Libby Hilf for agreeing to act as Interim Vice President for Marketing and Communications until Angie returns from maternity leave.

- An email was sent by Rich to all SAC members concerning the revised 2009 University policy statement regarding the Sexual Harassment Policy. Barbara McMullen asked what changes were made to the policy. Mr. Frisch gave an explanation on changes to the Sexual Harassment Policy.
- A meeting of the UPBC was held on Thursday, February 19, 2009. The results of the UPBC meeting were sent out with the recommendation from the Chancellor that there will be no salary increases this year.
- A meeting of Senate Council was held on March 4, 2009.
- Rich e-mailed articles from 1994-95 University Times regarding a freeze on salaries and the recommendation by the Interim Chancellor Mark Nordenberg in January that funding was found for individuals below \$35,000 to receive an increase in their salaries.
- With the upcoming election of SAC Officers, Rich asked each officer to give a brief description of their position and responsibilities.

Vice President of Steering - Gwendolyn Watkins

- Gwen has been attending several meetings. They have included the UPBC on February 19, 2009 and also the Institutional Advancement Committee meeting. On March 27, 2009, Gwen will be attending a Community Relations Committee meeting. The Community Relations Committee meets with state representatives.
- The next meeting of the Steering Committee is scheduled for Wednesday, March 25, 2009.
- Gwen thanked everyone for their attendance and commitment to SAC.

Interim Vice President for Marketing and Communications - Libby Hilf

- Libby gave a brief overview of what her duties have been while Angie is on leave.

Treasurer - Carol Hodgkiss

- Carol reported the cost of printing the SAC Newsletter was \$3,300 and also that the mailing costs totaled \$404. The other expenditure for the month was the New Member Orientation Luncheon which was \$400.

Committee Reports

Benefits - Sherry Shrum/Steve Zupcic

- A joint meeting of the Benefits and Salary and Job Classification Committees was held on Friday, February 13, 2009 in 400 Craig Hall. Mr. John Kozar, Director of the Benefits Department, reported on the recently completed employee benefits online survey. Mr. Kozar gave a slide presentation showing the results of the survey. Sherry said approximately 1,000 employees completed the survey. Of those approximately 80 percent either were satisfied or very satisfied with Pitt's benefits offering. The most common complaint was regarding MetLife, the vendor that manages the federal Family and Medical Leave Act (FMLA) for University employees. Sherry said most complaints focused on the lack of communication with MetLife and delays in customer response time. The committees also learned that about 30 percent of those who responded were not aware of "Life Solutions." Human Resources is now aware that they must generate more information on "Life Solutions" for employees.
- Some of the respondents to the survey indicated they would like to see additional programs offered by the University. Some of the services included legal referrals/services, ID theft insurance, pet insurance and additional disability coverage.
- Barbara McMullen said several members of the Benefits Committee worked with Human Resources to develop questions that were on the survey. By conducting the survey, Human Resources is able to find out valuable information to evaluate situations to better serve the staff and faculty of the University. It provides information not just as to their satisfaction with their benefits but where there may be issues regarding certain benefits. Human Resources is using this survey to better serve our University.
- Rich thanked the Benefits Committee for working with Human Resources on the survey.

Elections - Annabelle Clippinger

- A meeting of the Elections Committee will be held on Tuesday, March 17, 2009.
- The Elections Committee continues to accept nominations for the SAC Officers election. Members may be nominated to run for an officer position up until the May 20, 2009 SAC meeting. The current officers urged SAC members to run for an office but warned serving as an officer means a commitment of additional hours each month to attend meetings.

Governance Committee - Peggy McNeil

- Libby read a report from Peggy who was unable to attend the meeting.
- The Governance Committee will be held on March 12, 2009 at 12 noon in Room 331 Victoria Building – conference room inside 336 Victoria Building. The committee will be discussing the By-Laws pertaining to elections. Other items to be discussed at future meetings are (1) staff non-attendance at committee meetings and (2) selection of a Co-Chair for the Governance Committee.

Grievance Committee - Carol Hodgkiss/Rich Colwell

- Carol did not have any inquires or grievances. Rich had one inquiry regarding the Separation Policy. The inquiry was sent out to all SAC members (but did not include the individuals name) to show that they were able to keep their seniority when they returned to the University after separation.

Marketing and Communications - Libby Hilf

- The Marketing and Communications Committee is in the process of working on the next edition of the SAC Newsletter.
- The committee held a meeting on February 17, 2009 to begin looking at what was newsworthy this time of year that could be included in the newsletter. The Marketing and Communications Committee has several new members. Libby asked the committee members what articles they would be interested in writing for the newsletter. The deadline to submit ideas for the newsletter was March 6, 2009. Libby explained to the SAC members if they had an idea for an article they would like to submit for possible inclusion in the newsletter to email and let her know. The committee is trying to make the newsletter more relevant as to what is happening on campus with staff. The deadline to submit articles is Friday, March 27, 2009. The committee estimates the newsletter will be distributed late April or early May.
- The Marketing and Communications Committee created two subsections. One will be focusing on redesigning the membership brochure and the other will focus on the SAC website.

Program and Planning - Marissa Arlet/Anna Sangl

- Sarris Easter Candy will be available for pick-up on Tuesday, April 7, 2009 in the SAC Office (313 Bellefield Hall).
- The Spring Assembly is scheduled for April 14, 2009 from 11:30 a.m - 2:00 p.m. and will be a “market place” format with a health and wellness theme. Some participants include University Benefits Department, University Parking and

Transportation, University Child Development Center, Falk Pharmacy, Student Health, Davis Vision and Pitt Arts.

- The annual Pitt Kennywood Day is scheduled for Saturday, August 1, 2009. Further information will be forthcoming.
- The Oakland Campus will host the annual Council of Campus Meeting on Wednesday, June 3, 2009 and Thursday, June 4, 2009. On June 3, the SAC Officers will host a dinner for the regional officers. The committee is investigating the possibility of using the University Club for the dinner. On June 4, the day will begin with breakfast in the Galleria of Alumni Hall followed by a tour of the Nationality Rooms in the Cathedral of Learning. The group will then head to the William Pitt Student Union for lunch and a meeting. The meeting is set to conclude by 3:00 p.m.
- Rich said the regular SAC meeting will be held in April. Members were encouraged to attend the Market Place which is scheduled for Tuesday, April 14, 2009.

Research and Information – Jennifer Welton

- Jennifer is on maternity leave. No report was given.

Safety and Security - Fred Schiffer/Ken Doty

- The next meeting of the Safety and Security Committee is scheduled for Thursday, March 26, 2009 in Room 832 Benedum Hall.
- The Safety and Security Committee is working on obtaining dates for CPR classes.
- Fred Schiffer brought up the issue of working long hours and employees driving home while tired. The Safety and Security Committee is looking to address these concerns and what advice can be provided.
- The Safety and Security Committee discussed the Emergency Notification System. Ken Doty gave a presentation on the system and how to subscribe to the service.
- Joe Brun asked the Safety and Security Committee to address concerns over buses that exceed the speed limit in the Forbes-Fifth Avenue corridor, particularly the bus lane.
- Dewi Wong asked the committee to investigate why there are no one-way signs on Thackeray Street at either the O'Hara Street or Fifth Avenue intersections. A

“Do not enter” sign at Fifth and Thackeray does exist, but its placement is on the downtown side of the crosswalk and it is difficult for motorists to read.

Salary and Job Classification - Monika Losagio/Barbara Adelman

- Libby Hilf read a report from Monika Losagio, Chair of the Salary and Job Classification Committee who was unable to attend the meeting.
- The Salary and Job Classification Committee discussed changes to the letter requesting employee statistics from Human Resources. These changes were implemented and the letter will be presented at the next Steering Committee meeting for approval.
- As a result of the Chancellor’s announcement that next year’s budget will not include a salary increase pool, the committee will be drafting a letter, alternative to the annual salary recommendation letter, to recommend the implementation of non-monetary compensation in lieu of salary increases for FY10 only. Once this letter has been approved by both the Salary & Job Classification and Benefits Committees, it will be submitted to Steering for final approval.
- Mike Laughlin posed the question in regards to the amount of the stimulus package that the state of Pennsylvania is to receive. Will this keep salaries at the University from being frozen? Rich answered by referring back to 94-95 when Chancellor Connor froze salaries and then Chancellor Nordenberg took over and restructured the budget and was able to give staff making \$35,00 and under a raise. At this time, it is not clear what will happen with the monies from the state.

The next Salary and Job Classification Committee meeting will be on Wednesday, April 1, 2009 at noon in 1218 C.L.

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, April 8, 2009. Location to be determined.

Respectfully Submitted

Elisabeth Hilf
Interim Vice President for Marketing and Communications