

STAFF ASSOCIATION COUNCIL MEETING
Wednesday, April 8, 2009

MINUTES

Members in Attendance: Colleen Abt, Barbara Adelman, Marissa Arlet, Tammeka Banks, Joe Brun, Mary Ellen Carey, Patti Chioda, Annabelle Clippinger, Rich Colwell, Janet Coulter, Marilyn DiPaolo, Nam Do, Ken Doty, Jonah Yan McAllister Erickson, Rick Fabean, Melissa Grzyb, Libby Hilf, Carol Hodgkiss, Betty Homonai, Julia Johnson, Debby Keelan, Gloria Limetti, Monika Losagio, Adriana Maguina-Ugarte, J.P. Matychak, Michelle Page, Lisa Pilewski, Gale Podobinski, Carmela Rizzo, Mary Sylvia Sanderlin, Fred Schiffer, Mike Semcheski, Sherry Shrum, Kathleen Stell, Kathryn Trent, Gwendolyn Watkins, Pam Weid, Jean Zamzow, Barbara Zischkau, Steve Zupcic

Members Excused: Theresa Benedek, Iruaku Brodie-Mends, Angela Coldren, Lynn Johnson-Christy, Alisha Shane-Cuniff, Brittany Guthrie, Walter Kalista, Mike Laughlin, Jim Lyle, Meg Mayer-Costa, Peggy McNeil, Babs Mowery, Chianti Powe, Joyce Selden, Jennifer Welton, Dewi Wong, Rose Wooten

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

Guests: Kim Barlow
University Times

Ivy Ero
Director of Educational Programs
Greater Pittsburgh Food Bank

Closed Session: 12:00 PM

Open Session: 12:15 PM

The April 8, 2009 Staff Association Council meeting was opened with a presentation by Ivy Ero, Education Director of Educational Programs, Greater Pittsburgh Food Bank, who spoke on the food bank's need for support through donations of food, cash and time during a growing need in the face of difficult economic times.

Steve Zupcic, Pitt Volunteer Pool Coordinator, said Pitt's food drive runs through April and food donations will be picked-up through May. On the last Thursday of each month through the summer, individuals may volunteer to help with food distribution at the food bank's Duquesne warehouse.

Gwen Watkins proposed that SAC volunteer one evening at the food bank as a group. Members will be notified when the date is set.

Approval of Minutes

- A motion was made by Betty Homonai and seconded by Gwendolyn Watkins to accept the minutes of the March 11, 2009 meeting. The minutes were approved.

Officers' Reports

President - Rich Colwell

- Rich began the meeting asking for a moment of silence for the family and friends of the three Pittsburgh Police officers who were killed on April 4, 2009 in the line of duty.
- An email was sent by Rich to all SAC members concerning the revised Employment Eligibility Verification form.
- The April 8, 2009 meeting was held at the new University Club which included a tour of the club and a complimentary lunch. SAC is investigating the possibility of permanently moving its meetings to the University Club. This would give members a more central location for the meetings.
- Rich thanked Ivy Ero for the presentation on the Greater Pittsburgh Food Bank.
- May is the deadline for submitting nominations for the SAC Officers elections. Rich will be on vacation and unable to attend the May 20, 2009 SAC meeting.
- A meeting of UPBC and parameters subcommittee will be held on Thursday, April 9, 2009.
- Brittany Guthrie is leaving the University in May. Brittany is moving to Washington D.C. and will be getting married in August.

Vice President of Steering - Gwendolyn Watkins

- A meeting of the Steering Committee was held on Wednesday, March 25, 2009. A discussion was held at the meeting on reviewing the consistency of the SAC Bylaws.
- Gwen encouraged everyone to attend the Spring Assembly on Tuesday, April 14, 2009 in the Assembly Room of the William Pitt Union.
- Pitt-Kennywood Day is scheduled for Saturday, August 1, 2009.
- Gwen will be attending the UPBC and parameters subcommittee meetings on Thursday, April 9, 2009.

Interim Vice President for Marketing and Communications - Libby Hilf

- Libby is reviewing a letter composed by the Salary and Job Classification in regards to obtaining statistics from Human Resources about reductions in staff, percentage of effort and attrition.

Treasurer - Carol Hodgkiss

- Carol thanked the University Club for providing the lunch per gratis.
- Carol is waiting on an estimate on the next edition of the SAC Newsletter. Carol believes the cost will be same as the last edition which was approximately \$3,200.

Committee Reports

Benefits - Sherry Shrum/Steve Zupcic

- Sherry had nothing new to report.
- A meeting of the Benefits Committee is scheduled for Friday, April 10, 2009.

Elections - Annabelle Clippinger/Pamela Weid

- Annabelle asked those who have accepted nominations to submit their biographical statements. Additional nominations, including self-nominations, will be accepted through May 20, 2009. Voice nominations from the floor will be accepted at the May 20, 2009 SAC meeting.
- Annabelle reported sixteen applications for membership have been received. If the applications are approved this would raise the membership of SAC to seventy-nine members, four over the seventy-five limit set by SAC Bylaws. Annabelle said we are at a juncture where we have to ask the question, "What are we going to do about this?"
- The Elections Committee is considering several options for this situation. One would be to place the applicants on a waiting list until a place is open; the other option would be to accept applicants as Associate Members until a space becomes available. However, none of the options listed above are a part of the SAC Bylaws. Annabelle said perhaps we should accept the applicants as Associate Members for six months and then consider changing the SAC Bylaws to allow the organization to be able to increase in size.
- Steve Zupcic said in the past staff were elected members of SAC. Ballots were sent to all staff members and then only a certain number of staff would be elected from each area.

- Tammeka Banks asked if there was a history as to why the number was set at seventy-five. Rich gave an explanation at how the Elections Committee came up with the seventy-five membership limit for SAC.
- Annabelle said that a meeting was held with Mr. Ron Frisch, who stated his willingness to provide a third party to observe ballot counting. Mr. Frisch offered his advice on simplifying the elections process. One suggestion Mr. Frisch made was to announce the names of the new officers outside of SAC's June meeting in consideration for those who are not elected. According to SAC Bylaws, the names of the newly elected officers is to be announced during the Elections Committee report and the newly elected officers shall assume office at the close of the June monthly meeting.

Governance Committee – Peggy McNeil/Meg Mayer-Costa

- Libby read a report from Peggy who was unable to attend the meeting.
- The Governance Committee will meet on Thursday, April 23, 2009 in Room 331 Victoria Building at 12 noon. The committee will be looking at attendance forms for the various committee meetings and compose a list of members needing reminded of their committee attendance commitments.

Grievance Committee - Carol Hodgkiss/Rich Colwell

- No grievances were reported for the month of March, 2009.

Marketing and Communications - Libby Hilf/Julia Johnson

- The Marketing and Communications Committee is in the process of working on the next edition of the SAC Newsletter.
- The deadline to submit articles was Friday, March 27, 2009. The committee estimates the newsletter will be distributed late April or early May.
- A meeting of the Marketing and Communications Committee will be held in the next couple of weeks.

Program and Planning - Marissa Arlet/Anna Sangl

- 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. Approximately thirty vendors will be participating. Some participants include University Benefits Department, University Parking and Transportation, University Child Development Center, Falk Pharmacy, Student Health, Davis Vision and Pitt Arts. A Yoga and Zumba demonstration will be held.

- The annual Pitt Kennywood Day is scheduled for Saturday, August 1, 2009. Marissa said if anyone would like to volunteer to help on Pitt Kennywood Day to let her know.
- 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 Union for lunch and a meeting. The meeting is set to conclude by 3:00 p.m.
- The New Member Orientation Luncheon will be held in July. A date has not been set.
- The Sarris Easter Candy was delivered. Marissa thanked everyone who helped with the sale. The Program and Planning Committee is selling pretzel rods for \$1.00 each. The proceeds of the sale will help sponsor Program and Planning holiday projects.
- The Program and Planning Committee will be collecting new and gently used children's books for donation to various organizations in the Oakland area (both Pitt and UPMC). A label will be inside each book stating they were donated by the University of Pittsburgh Staff Association Council.

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 met on Thursday, March 26, 2009.
- At the meeting, the committee discussed the need for more visible "One Way" and "Do Not Enter" signs on Thackeray and North Bouquet Street. In addition the committee addressed the issue of buses exceeding the speed limit in the Fifth-Forbes corridor with the Port Authority.
- The next CPR Certification Class is scheduled for Saturday, May 9, 2009 in Room 669 Benedum Hall from 9:00 a.m. until 2:00 p.m. The cost for the class is \$30 for Pitt faculty, staff or students; \$40 for non Pitt employees, cash only will be accepted for payment. Anyone interested in attending the class can register through the SAC Office until Friday, May 1, 2009.

- Pam Weid requested the Safety and Security Committee look into obtaining a sign for the pedestrian crossing between the Cathedral of Learning and the William Pitt Union. Any driver who is not familiar with the Oakland area may not realize there is a crossing in the middle of the block.

Salary and Job Classification - Monika Losagio/Barbara Adelman

- A meeting of the Salary and Job Classification Committee was held on April 1, 2009.
- Monika reported on several letters that have been drafted by the committee. The first being annual letter request for staff salary benchmarking analysis which has been sent to Mr. Ron Frisch, Associate Vice Chancellor for Human Resources, Chancellor Mark A. Nordenberg, Mr. Jerome Cochran, Executive Vice Chancellor and SAC Steering Committee Members.
- Another letter is requesting statistics from Human Resources about reductions in staff, percentage of effort and attrition. The Steering Committee reviewed the letter and voted to approve with changes to the length and structure. After the letter is edited by Libby Hilf, Interim Vice President for Marketing and Communications, it will be mailed to Human Resources.
- The committee is continuing its discussion on an alternative letter to the salary recommendation letter. The letter will request non-monetary compensation for staff in response to the salary pool freeze for fiscal year 2010. The Salary and Job Classification Committee is working with the Benefits Committee on this letter.
- The next meeting of the Salary and Job Classification Committee is scheduled for May 6, 2009 in Room 1213 Cathedral of Learning.

Other Reports

- No other reports were given.

Regional Reports

- No regional reports were received.

Old Business

- No old business was reported.

New Business

- Pam Weid asked if a response had been received in regards to SAC's recommendation that Pitt endorse flexible work hours. She asked if there was a policy on how to proceed if the administrators fail to respond to SAC's request. Last fall, a Benefits Committee proposal asking administrators to promote the use of flex time and to create policies on flexible works and compressed workweek fell flat. At the September meeting, Mr. Ron Frisch said there would be no change to the policy and the flextime would remain at the discretion of department leaders. Steve Zupcic explained "A response came prior to the submission of the proposal. That response was read at last September's SAC meeting. But as far as the Benefits Committee is concerned, a response was never received. Once the proposal was voted on, subsequent to the voting on the proposal, there has not been a response."
- Rich Colwell said he would address the issue with Mr. Ron Frisch and obtain a verbal or written response to the SAC request.

Adjournment

- The meeting was adjourned at 1:20 PM.

Future Meeting

- The next meeting of the Staff Association Council will be held on Wednesday, May 20, 2009 in Room 1175 Benedum Hall.

Respectfully Submitted

Elisabeth Hilf
Interim Vice President for Marketing and Communications