

STAFF ASSOCIATION COUNCIL MEETING
Wednesday, May 20, 2009

MINUTES

Members in Attendance: Colleen Abt, Marissa Arlet, Joe Brun, Annabelle Clippinger, Angela Coldren, Marilyn DiPaolo, Nam Do, Ken Doty, Rick Fabean, Betty Homonai, Walter Kalista, Debby Keelan, Michael Laughlin, Gloria Limetti, Monika Losagio, Adriana Maguina-Ugarte, J.P. Matychak, Meg Mayer-Costa, Jonah Yan McAllister Erickson, Barbara McMullen, Peggy McNeil, Babs Mowery, Michelle Page, Gale Podobinski, Chianti Powe, Carmela Rizzo, Mary Sylvia Sanderlin, Anna Sangl, Fred Schiffer, Joyce Selden, Michael Semcheski, Sherry Shrum, Gwen Watkins, Pamela Weid, Jean Zamzow, Barbara Zischkau, Steve Zupcic

Members Excused: Barbara Adelman, Tammeka Banks, Theresa Benedek, Iruaku Brodie-Mends, Mary Ellen Carey, Rich Colwell, Janet Coulter, Melissa Grzyb, Libby Hilf, Carol Hodgkiss, Julia Johnson, Lynn Johnson-Christy, Jim Lyle, Martania Penn, Lisa Pilewski, Kathleen Stell, Kathryn Trent, Jennifer Welton, Dewi Wong

Members Unexcused: Patti Chioda

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 Peggy McNeil and seconded by Mike Semcheski to accept the minutes of the April 8, 2009 meeting. The minutes were approved.

Officers' Reports

President - Rich Colwell

Rich was on vacation. No report was given.

Vice President of Steering - Gwendolyn Watkins

- The Community Relations Committee held a meeting on Tuesday, May 19, 2009. Gwen was out of the office and unable to attend the meeting. The purpose of the committee is to meet with one of the state representatives. The representative talks about what is happening in their area and what is going on with state approvals.

Vice President for Marketing and Communications - Angela Coldren

- Angie has not received a blue line copy of the Newsletter, but it is her understanding that the Newsletter is completed and ready to go to print. Mary Beth will check with Julia Johnson to see if she has received the blue line copy of the Newsletter.

Treasurer - Carol Hodgkiss

- Carol was on vacation. No report was given.

Committee Reports

Benefits - Sherry Shrum/Steve Zupcic

- The Benefits Committee has decided to focus their efforts on innovative new benefits aimed at either saving the University money or are cost neutral, while supplying staff with increased options in family/work balance and personal time management.
- The two proposals the committee is working on are:
 1. A Proposal for the Establishment of a University-Wide Sick Leave Bank
 2. A Proposal for the Establishment of a Mechanism for Staff to Purchase Additional Vacation Leave Time on a Yearly Basis

Both proposals are in place at other Universities, including AAU Institutions, in the United States.

Both of these proposals will be ready for review and discussion at the June and July 2009 Steering Committee meetings.

A meeting of the Staff Association Council Benefits Committee is scheduled for Friday, June 12, 2009.

Elections - Annabelle Clippinger/Pamela Weid

- Seventeen University staff were approved by Human Resources for membership to SAC. The new members are: Megan Burka, Paula Carpinelli, Lucy Cotter, Michael Deal, Amy Donovan, Ric Fera, Amy Hasan, Elizabeth Hixson, Lynn Kachman, Kathy Krause, Karen Lauer, Susan McLaughlin, Yuolanda Murray, Lydia Robinson, Lola Thompson, Peng Tang, Karen Zellers. The new members will be Associate Members for six months. Associate Members are non-voting members who can serve on SAC standing committees as members or Co-Chairs but not as Chairs; in addition the new members do not have voting privileges during the six-month period.
- Annabelle Clippinger announced that she was nominated as a candidate for SAC Vice President for Marketing and Communications. Annabelle accepted the nomination. In order to avoid a conflict of interest, she is stepping down as Chair of the Elections Committee effective today. Pam Weid, Co-Chair of the Elections Committee, will serve as Interim Chair during the election period. If Annabelle is elected as an officer, Pam Weid will become Chair of the Election Committee.
- Election Committee members Patti Chioda and Debby Keelan will tally the ballots for the upcoming SAC Officers election ballots. Cheryl Ruffin, Human Resources, will be a third party to observe the ballot counting. Mary Beth Mengel, SAC Secretary will be a partial observer at the counting of the ballots; Pamela Weid will observe as well.
- Pam Weid read the names of candidates for SAC Officers positions and asked each candidate to stand and be recognized. Running for President are Fred Schiffer and Gwendolyn Watkins; Vice President for Steering are Rich Colwell and Babs Mowery; Annabelle Clippinger and Libby Hilf are running for Vice President for Marketing and Communications; Angela Coldren, Monika Losagio and Peggy McNeil are running for Treasurer. Voting continues until 2:30 pm on Tuesday June 16, 2009. The results will be announced at the Wednesday, June 17, 2009 Staff Association Council Meeting. Those elected will serve a two-year term beginning July 1, 2009.

Governance Committee - Peggy McNeil/Meg Maver-Costa

- A meeting of the Governance Committee was held on May 14, 2009.
- At the meeting, the issue of meeting attendance was tabled until the new SAC Officers are installed.
- The next meeting of the Governance Committee is scheduled for June 11, 2009 in Room 451 Victoria Building.

Grievance Committee - Carol Hodgkiss/Rich Colwell

- Carol and Rich were on vacation. No report was given.

Marketing and Communications - Libby Hilf/Julia Johnson

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

Program and Planning - Marissa Arlet/Anna Sangl

- The Program and Planning Committee met on Thursday, May 7, 2009.
- The main focus of the Program and Planning Committee at this time is 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 at the University Club. 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 annual Pitt Kennywood Day is scheduled for Saturday, August 1, 2009. Tickets are being sold in the ticket office of the William Pitt Student Union.
- The New Member Orientation Luncheon will be held on July 22, 2009 in the Lower Lounge of the William Pitt Student Union.

Research and Information - Jennifer Welton

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

Safety and Security - Fred Schiffer/Ken Doty

- Fred had nothing new to report.
- The next meeting of the Safety and Security Committee is scheduled for Thursday, May 28, 2009.
- Gwen asked Fred if the CPR Classes had been held. Fred said that a class was held on Saturday May 9, 2009, and was very well attended.

Salary and Job Classification - Monika Losagio/Barbara Adelman

- A meeting of the Salary and Job Classification Committee was held on May 6, 2009.
- A response was received from Mr. Frisch on May 4, 2009 regarding the committee's request on statistics on layoffs/reduction in staff positions at the University. Because of confidentiality issues, Monika could not make a presentation to the entire SAC organization. Mr. Frisch offered to meet in a confidential session with the Staff Association Council Officers at the conclusion of the fiscal year to report a demographic analysis from the previous 12 months at which point he would share a detailed report of this year's activities regarding employee relations, attrition and retention.
- On April 23, 2009 the Salary and Job Classification Committee received a response to the request for Human Resources to continue the benchmarking analysis. Mr. Frisch responded positively ensuring the continuation of the benchmarking analysis of staff salary classifications and range methodology by the Office of Human Resources.
- The alternate letter to the salary increase letter has been approved and sent to Provost Maher, Chair of UPBC. The letter requested alternatives to salary increases for fiscal year 2010 only. These are non-monetary compensations such as additional personal days, adding the day prior to Thanksgiving or a fall holiday break. The committee has asked the administration to consider early retirement packages for staff members also.
- The Salary and Job Classification Committee asked about the policy on how a staff member would contest their salary increase. The Senate Budget Policies Committee has done a survey on this. The results are in but Monika has not had an opportunity to review them. What the committee does not know, though, is where and how staff can access the policies.
- The next meeting of the Salary and Job Classification Committee is scheduled for Tuesday, June 2, 2009. Fred Schiffer and Rich Colwell will give a presentation to the committee at the June meeting on the salary range chart they created.

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, June 17, 2009 in Room 1175 Benedum Hall.

Respectfully Submitted

Angela Coldren
Vice President for Marketing and Communications