

# PSA VOICE

OFFICIAL NEWSLETTER OF THE UNIVERSITY OF TOLEDO PROFESSIONAL STAFF ASSOCIATION



THE UNIVERSITY OF  
**TOLEDO**  
1872

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## The PSA Voice?

What is the PSA Voice? It is the official newsletter of the Professional Staff Association, published by the [PSA Communications Committee](#) and other contributors. Scheduled to be emailed three to four times each year to inform the PSA, strengthen our sense of community, and further enrich UT's professional culture.

The PSA Voice will feature many items such as:

**A Message From the Co-Chairs** (featuring general items of interest, hot PSA topics, highlights from meetings with President Jacobs or other upper administration, Family Campaign, etc.)

**PSC Meeting Highlights**, including HR Issues and hot topics

**Event Promotions and Highlights**

**PSA Staff Spotlights** – highlight accomplishments of professional staff. Readers will be able to make suggestions for future spotlights right from the e-newsletter and PSA Web site. Examples of staff accomplishments are serving on boards, receiving awards or recognition, publishing materials, presenting at conferences, noteworthy community involvement, and more.

**PSA Committee Updates**

**PSA Web site Links**

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[utpsa.utoledo.edu](http://utpsa.utoledo.edu)

Professional Staff Council  
2009-2010



**Welcome PSA Member!** This is the latest issue of the PSA Voice. Features this time include a Spring General Meeting Recap, Committee Updates, Sick Leave Bank Enrollment, Staff Spotlights on Catherine Brillhart, Sam Giles, and Rose Marie Ackerman. Enjoy!

## Message from the Co-Chairs



*"The only joy in the world is to begin."  
– Octavio Paz*

**by Deb Krohn and Joely Giammarco, PSC Co-Chairs**

This past summer Joely and I were elected to co-chair The University of Toledo's Professional Staff Council alongside 13 of our fellow Main and Health Science Campus employees. At times, the Council rebuild has been challenging. However, we speak for the entire Council when we say that we have all committed ourselves to transforming, strengthening, and restoring an organization that not only values, but cherishes and celebrates the unique culture of The University of Toledo. It is fair to say that rebuilding the Professional Staff Council and improving staff morale has become our labor of love. After all, it seems to us, that the more demanding the projects, the larger obstacles we must face and overcome, and the more complex the challenges, the more rewarding our successful triumphs.

Throughout these past months we have accomplished a great deal. For starters, we are a strong, full Council of 15 professional staff members who are dedicated to advocating on behalf of the 1200 plus members of UT's professional staff. We serve on seven different internal committees as follows: Advocacy, Communications, Elections, Membership, Professional Development, Scholarship, and Sick Leave Bank. Working with the aforementioned committees we have accomplished the following. The Advocacy Committee is working with UT Human Resources to bring back the UT Outstanding Staff Awards...to be scheduled, stay tuned. The Communications Committee is resurrecting the PSA Voice, an electronic quarterly newsletter to keep PSA members in the know. Membership has

We encourage your active participation in making this publication better. If you would like to write an article or suggest a story idea, please contact [Donald Curtis](#), Communications Committee Chair. All questions and comments are welcome.

**[Donald Curtis](#), MA**

**Chair, PSA Communications Committee**

### Recycle Mania Ends March 27



by Tom Trimble

Beginning on January 17, 2010 The University of Toledo will participate in RecycleMania for the first time. The friendly competition was started in 2001 between two schools and has grown steadily since that time.

The University of Toledo has entered into an agreement with Lott Industries which is making it possible to collect, separate, and measure all recycled materials leaving campus, a step that is necessary to successfully participate in RecycleMania 2010.

Much of the success in the UT participation is based on the personal commitment of the UT community to recycle as well as requesting the resources needed to make it more convenient when it is not currently convenient.

Anyone can take a lead role in their local work environment. The [promotional flyer](#) can be printed by any PSA employee and posted as needed in their work environment to remind colleagues to recycle and in March the flyers themselves can be recycled.

The 2009 RecycleMania competition statistics are as follows:

- 510 colleges and universities
- Participating colleges in all 50 states and Canada
- 4.7 million students
- 1.1 million faculty and staff
- 69.4 million pounds of recyclables and organics collected
- Prevented the release of 88,739 metric tons of carbon equivalent

created a welcoming email flow to all new PSA hires. Professional Development is teaming up with the Office of Quality and Continuous Learning to promote professional development opportunities for PSA members. The Scholarship Committee is busy drumming up fundraising activities and will award a \$500 PSA student scholarship for the 2010-2011 academic year. Finally, the Sick Leave Bank is in the process of opening enrollment which will allow PSA members to donate hours of their sick time to fellow PSA employees in the event they have exhausted their sick, vacation, compensatory time, and long term disability. Furthermore, we are happy to report that we have Council representation on the following UT committees: UT Works which helps displaced employees find work, the Labor Cost Reduction Committee which examines ways the University can cut costs in times of economic hardship, as well as the Non-Bargaining Unit Position Evaluation Committee. In addition, the following UT committees have recently requested Council representation: the University's Strategic Planning Committee as well as the iCare Council.

Outside of the committee updates, we feel it is important to mention that the full Professional Staff Council gathers bimonthly in an effort to continue to strengthen our association. Additionally, Council meets monthly with Dr. Jacobs and his Senior Leadership Team to brainstorm ways to enrich the culture of The University of Toledo. Council officers also meet monthly with the Office of Human Resources in an effort to streamline communications amongst employees. Finally, members of Council attend President Jacobs' monthly Town Hall Meetings, addressing PSA member inquiries.

We are presently working with the Office of Institutional Research to develop a fall 2010 PSA employee satisfaction survey – an anonymous recommendation from a PSA member addressed at a previous Town Hall meeting. Our hope is that the answers to some of these questions will help us work with Dr. Jacobs and his Senior Leadership Team to boost morale and restore our unique university culture.

Our goals for the immediate future are to not only to improve the lines of communication between UT's Professional Staff and members of upper administration, but also to uplift the culture of our staff by fostering a deeper respect and appreciation for the contributions of our peers. One recommendation Council is proposing is a monthly service recognition award. Council is also in the midst of planning our Fall 2010 General Meeting and we are proposing a motivational/social gathering that will allow us a half day to touch base with our fellow employees.

Finally, please know that serving as your co-chairs has been and continues to be a true privilege! Council would like to take this opportunity to remind you that Dr. Jacobs and his Senior Leadership Team view the members of UT's Professional Staff as the true culture carriers of The University of Toledo. This being the case, we have an extraordinary responsibility to continue to work proactively to improve university morale. Please accept this invitation to begin...join us in our movement. We would love to hear from you! Please feel free to contact anyone on Council with concerns, recommendations, and suggestions.

Best wishes,

Joely Giammarco, MBA  
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(MTCE)

We are part of the 2010 project...  
Go Rockets!

### PSA Voice Spotlights

Every issue of the PSA Voice will introduce you to several PSA employees as part of our continuing effort to bring our campuses, our membership closer.

All Interviews by Carole Young

### Spotlight on Catherine Brillhart, Administrative Assistant, Department of Psychiatry



**PSA Voice:** *Cathy, how long have you worked at The University of Toledo and would you share your job responsibilities with us?*

**Cathy:** I've been employed here 23 years. My major responsibility is to manage the departmental chairman's office, supervise academic staff and assist the departmental administrator.

**PSA Voice:** *The best kept secret in the Toledo area would be...*

**Cathy:** Knowing how to drive from the east side to the other side of town if the expressways are closed.

**PSA Voice:** *Then what do you think the best kept secret on campus would be?*

**Cathy:** Which department on HSC will be next to move to main campus.

**PSA Voice:** *Cathy, do you have any pets?*

**Cathy:** I have a 2 year old Shih Tzu named Charlize.

**PSA Voice:** *How do you define extreme student (patient) centeredness?*

## PSA Sick Leave Bank Enrollment Ends March 31, 2010

by Kim Harvey, reprinted from the UT News

Open enrollment for the Professional Staff Association's Sick Leave Bank (SLB) will take place from Monday, March 1, through Wednesday, March 31.

The bank is a voluntary program open to PSA members on Health Science and Main campuses. According to Deborah Sobczak, chair of the Sick Leave Bank Committee, this is the first year eligible employees from HSC may participate.

Eligible employees are defined in PSA bylaws as "all non-bargaining unit employees on all campuses whether salary or hourly, classified or unclassified, full or part-time, excluding those with faculty rank."

The bank collects one-time, voluntary donations of sick time from PSA personnel to assist those who may be stricken with catastrophic injury or illness.

"It's a way to help our colleagues bridge a gap of time that can take place between the exhaustion of their benefits from sick, personal and vacation days and when they qualify for long-term, permanent disability benefits," Sobczak explained. "The bank is used only for SLB members with personal catastrophic illness or injury."

She said full-time PSA members may donate 16 hours and part-time members may donate 8 hours of personal sick time to the bank, which is administered by the Human Resources department. Participants donate the time only once, no matter how long they continue their employment at UT.

Since 1998, Sobczak said 10 employees have benefited from the program.

"For those 10 people, the bank may have been a lifesaver," Sobczak commented.

To enroll, go to [utoledo.edu/depts/hr/forms/pdf/PSA\\_SLB\\_Enrol\\_Form.doc](http://utoledo.edu/depts/hr/forms/pdf/PSA_SLB_Enrol_Form.doc). Return your completed form to PSA-SLB, care of Deborah Sobczak, MS 608, by March 31.

Additional details, including a link to the Sick Leave Policy, are available on the PSA Web page at <http://www.utoledo.edu/org/psa/sickleavebank.asp>.

## PSA 2010 Spring General Meeting



by Jamie Daughton, PSC Secretary

- [Video of Entire Event](#)
- [Opening Slideshow](#)
- [PSC PowerPoint](#)
- [OPERS PowerPoint](#)

On Wednesday, February 17th, 2010, the Professional Staff Council (PSC) hosted its first General Meeting since 2007. Approximately 100 Professional Staff Association members from both Main Campus and the Health Science Campus attended the event.

**Cathy:** Focusing on, and meeting the needs of others (students, faculty, patients, peers, etc).

## Spotlight on Samuel Giles, Patent Licensing Associate



### PSA Voice:

*Sam, how long have you*

*worked at The University of Toledo and would you describe your job for us?*

**Sam:** I've been employed at The University of Toledo for approximately 5 ½ years. In a nutshell, I sell patents. A part of the responsibilities bestowed upon The Office of Research Development is to "farm" technologies/inventions from across the University. If the inventions are potentially patentable and have commercial merit, The Office of Research will recommend the University submit a patent application for the invention. At this point, I begin the process to identify market and negotiate with potential commercial partners to ultimately, license the technology.

**PSA Voice:** *What UT resource is your must-have to perform your job?*

**Sam:** The Frost and Sullivan database at the Carlson Library. It's an incredible source of industry information - from data on emerging markets and current trends to technology reviews and patent landscape analysis.

**PSA Voice:** *How would you enhance the morale on campus?*

**Sam:** Keep it simple. Speak to one another in passing. Oh, smiles work too.



## Spotlight on Rose Marie Ackerman, Academic Advisor, Gateway

After opening remarks by PSC Co-Chairs, Joely Giammarco and Debra Krohn, PSA committees provided a summary of their charge and any upcoming information. The committees include: Advocacy, Communications, Membership, Professional Development, Scholarship and Sick Leave Bank. Several of those committees are being featured in this issue and the remainder will be highlighted in the upcoming issue. More information regarding the committees can be found on the [PSA website](#) along with contact information for each committee's chair if you are interested in serving. Special thanks are in order to the Membership Committee for coordinating the event! Special guests Bill Logie of Human Resources and Bill McMillen of Government Relations provided a presentation on possible changes coming to OPERS. The PowerPoint presentation is available on the PSA website at the link at the top of this article.

PSC is proud to report that the 50/50 raffle and prizes raised a total of \$210 dollars for the PSA Scholarship. The raffle prizes include: football tickets, a night's stay at the Mansion View Inn, a 2010-2011 parking pass, a REC outing, a Mary Kay basket, and a UT gift basket. Congratulations to all our winners and thank you to all those who participated!

We look forward to seeing you all again at our next General Meeting in the fall. Details to come on that event.

## UT Works Committee Representative



**By Chris Smallman, Advocacy Committee Chair**

UT Works is affiliated with the Human Resources Department at The University of Toledo. Individuals who have been laid off over the past six months have the ability to add their name and credentials to open job positions on campus. Those who meet the job qualifications are included in the internal pool of candidates for the interview process. At the time this article was being prepared the Human Resource Department was preparing a report to determine how many individuals took advantage of the program, how many were successfully placed temporarily and how many were placed permanently. Additionally those individuals who are reaching their six month point in the UT Works pool are being sent a letter from the Human Resource Department informing them that their qualification will soon expire and giving these individuals tips on what they can continue to access and do to secure employment at The University of Toledo. Christine Smallman serves as the representative from Professional Staff Council on this committee and can be reached at 419.530.7865.

## Membership Committee Update



**by Eric Langenderfer, Membership Committee Chair**

As Membership Committee chair I feel that now is an exciting time for our Professional Staff Council. As we work to build and nurture a relationship with roughly 1200 Professional Staff members across two campuses, the Membership Committee is taking a lead role in building that relationship and identifying the PSC with our Professional Staff.

## Programs

**PSA Voice:** *Rose Marie, how long have you worked at The University of Toledo and what are your responsibilities?*

**Rose Marie:** I have been at UT since June 2006. I was hired on as the Program Manager for the CAP House – living learning community for undecided students. As academic advisors in the UTLC Gateway Programs, we work with students to choose classes towards their goal or major. Our office works with students who are undecided, in transition to a major, are conditional, pre-major, special status-here for one class, post secondary and non-degree seeking students. I also do Transfer Credit Evaluations for all the Gateway students as well as teach UC 1000 in fall and UC 1120 in spring. I will be working with the National Student Exchange program the UTLC is starting, allowing students to “study away” at another institution in the US instead of going to a different country.

**PSA Voice:** *What UT resource is your “must-have” to help you perform your job?*

**Rose Marie:** Besides my wonderful colleagues in the Gateway program - Ruth, Nancy, Char, Lisa, Kathy J, Kathy H, Cynthia, Terry, Amy and Charlotte, I work with the ladies who do the Transfer Credit evaluation. There are too many great people who help, we work as a team and if I can't find the answer, someone else pitches in or offers suggestions.

**PSA Voice:** *What is the best kept secret on campus?*

**Rose Marie:** The great food parties that are hosted by the UTLC office in RH 1820.

**PSA Voice:** *Your colleagues would like to know about your family.*

**Rose Marie:** I am the proud mom of five children, two in college (one at UT) and three in high school in BG and the wife of a recent UT MBA graduate, Doug. He earned his BS in Chemical Engineering at UT as well. Our family also includes a pure white Siberian husky with one blue and one brown eye named Dakota. She is 8 years young.

One of the charges of the Membership Committee is to actively work with the Office of Human Resources to maintain a list of all current University of Toledo PSA members. In support of this we recently started a project where once a month we send out a welcoming email to all new PSA hires. The email not only welcomes the new PSA member to the University but also includes an attached flier that helps to further explain the PSA and the role of the Professional Staff Council.

The Membership Committee is also charged with putting together events such as the Professional Staff Association's General Meeting, the most recent of which was held on Feb. 17th. The General Meetings are an opportunity for us to help get information of interest into the hands of our Professional Staff. The general meetings offer presentations, question and answer sessions, door prizes and camaraderie. We hope to hold a PSA General Meeting twice a year, alternating between the Main and Health Science campuses. In doing so our goal is to further merge and strengthen the two campuses into one solid Professional Staff Association.

If you are interested in learning more or would like to volunteer to work on the Membership Committee you can contact me directly at [eric.langenderfer@utoledo.edu](mailto:eric.langenderfer@utoledo.edu) or send an email through the Professional Staff Association's website. I look forward to working with each of you and together building a stronger Professional Staff Association.

## Advocacy Committee Highlights



**By Chris Smallman, Advocacy Committee Chair**

Advocacy committee is responsible for taking PSA employee concerns to the proper individual(s) who can assist them in resolving issues and concerns at The University of Toledo. The types of issues the advocacy committee can assist the membership with can range from health insurance concerns, ethics or confidentiality concerns, sexual harassment and other issues in which PSA employees need assistance or someone to act as a liaison to the correct office. Additionally two members of the advocacy committee represent the PSA membership on The University of Toledo Outstanding Staff Award Committee which will be reinstated this academic year. Committee consists of Christine Smallman, Chair 419.530.7865 and committee members Joely Giammarco 419.530.3200 and Carrie Schonter-Cherry 419.530.1389. Professional staff members wanting to utilize the Advocacy Committee can be assured of the strictest confidence and discretion.