

PSA VOICE

OFFICIAL NEWSLETTER OF THE UNIVERSITY OF TOLEDO PROFESSIONAL STAFF ASSOCIATION

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utpsa.utoledo.edu

A Message from the Chair

—Joely Giammarco, Professional Staff Council Chair

What a busy semester this has been and will continue to be for Professional Staff Council. The PSA satisfaction survey, the PSA scholarship, brown bag seminars, the PSA general meeting, and supporting another local organization are just some of the things we are currently working on. These projects are keeping us occupied to say the least.

Another very important undertaking for us will be Professional Staff Council elections. We have seven seats to fill, six of which will be elected and one of which will be a Presidential appointee.

Perhaps you have thought about running for a seat, but worried you might not get enough votes or that you would not have the time to commit. Those are the same thoughts I had three years ago when I was debating on whether to run. I can tell you I'm so glad that I decided to participate. I have learned so much about this University and



grown so much as an individual, both personally and professionally, that I would not trade it for anything.

Over the next several weeks I'd like you to think about running for a seat on Professional Staff Council. Elections will be held later this spring and I would love to see PSA employees taking part.

Reach Out and Read – Charity Book Collection

—Cathy Zimmer, PSA Communications Committee

The Professional Staff Association is supporting *Reach Out and Read* with a book collection. *Reach Out and Read* prepares America's youngest children to succeed in school by partnering with doctors to prescribe books and encourage families to read together. Locally, *Reach Out and Read* has 18 sites and distributes nearly 25,000 new books and early literacy advice to families in Northwest Ohio. *Reach Out and Read* of Northwest Ohio is coordinated by Lori

PSA General Meeting: Save the Date



The next PSA General meeting is scheduled for **Tuesday, May 15** in the Student Union 2582. Professional Staff Council encourages your attendance. The agenda is being developed, and we will update you when it's finalized. Mark your calendars for May 15 from 12:00 noon -1:30pm!

Six Council Seats Open in Upcoming PSC Elections

Look for nomination forms and more information near the end of the semester about how you can help serve your fellow employees, the university, and yourself!

LeGendre and the Pediatric department on the Health Science Campus.

New books are given at each well-care appointment from 6 months-5 years of age. Gently used books are used in waiting rooms/exam rooms so that families can look at books together while waiting for their doctor's appointments.

The Professional Staff Council believes as we reach out and connect with local non-profit groups we are closer to living the University's mission of improving the human condition.

Book Drop-Off Locations

- Stranahan Hall -North 3130
- College of Law's Administrative Suite, LC 2000
- Gillham Hall 4500H
- Office of International Student & Scholar Services - Snyder Memorial 1020
- Rocket Hall 1400 – Gateway Programs
- Wolfe Hall, Room 1227
- Health Science Campus, Graduate Studies – Mulford Library B117
- Or drop a book in campus mail to MS 934

Just think of the impact PSA employees will make when we all work together with our community; a perfect way to embrace the fourth core value of UT's mission: Engagement, Outreach and Service. We will be collecting books through May 15.

How Many PSA Employees are UT Graduates?

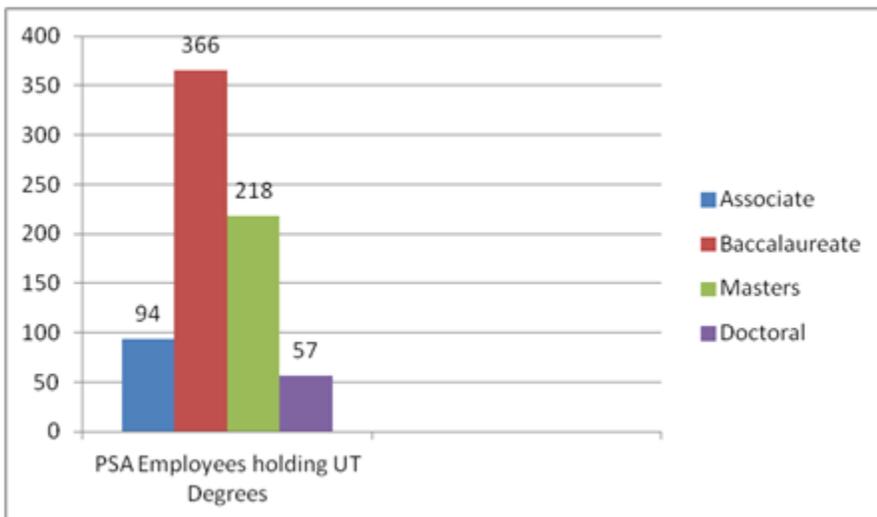
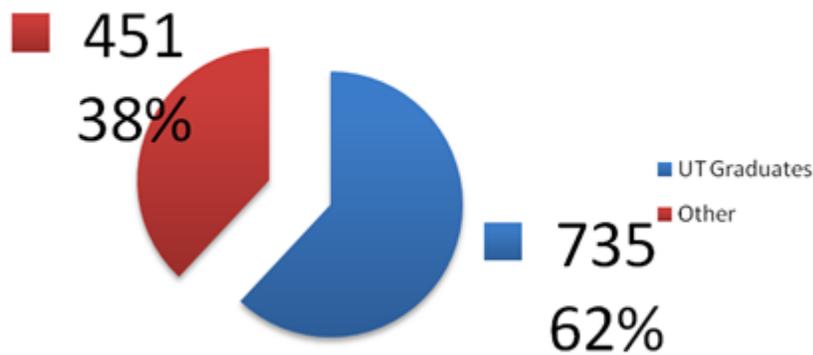
–Cathy Zimmer & Don Curtis, PSA Communications Committee

We recently ran a report to see how many UT PSA employees hold a UT degree. The report showed that 735 PSA employees (sixty-two percent) hold one or more degrees from The University of Toledo. Hiring its own graduates shows pride and faith in UT's primary product, not to mention that the university plays an important role in educating and providing advanced instructional opportunities to its employees, benefitting itself with a even more qualified and educated workforce.



With a reduction of PSA employees over the last few years, one may ask what impact does the UT administration and PSA employee relationship have on alumni event participation, fundraising efforts, enrollment or other aspect of campus life? PSA employees make a difference!

PSA Employees Holding UT Degrees



PSA Scholarship Applications Being Accepted

—Cathy Zimmer, PSA Communications Committee



Applications for the Professional Staff Association (PSA) Scholarship are currently being accepted for the 2012-13 academic year. This \$500 scholarship is awarded to a part-time or full-time student who is currently enrolled at The University of Toledo.

The recipient *must* have completed at least two (2) semesters of coursework at UT and have sophomore or higher standing (30 earned hours) by time of application. To be eligible to receive this scholarship students *must* submit their completed application to include three (3) personal/professional references and attach both their 500-750-word essay and PSA letter of recommendation to their application.

Application deadline is April 15

Applications and supporting materials should be turned in to the PSA Scholar-

ship Committee, c/o Myrna Rudder:

Deliver: NE 1612

Campus Mail: MS 402

US Postal Mail: PSA Scholarship Committee, c/o Myrna Rudder
2801 W. Bancroft Ave, MS 402
Toledo, OH 43606

PSA Scholarship Application is on the PSA Scholarship Committee web page <http://www.utoledo.edu/org/psa/scholarship.asp> or on the Financial Aid website under [general scholarships](#).

Did you know?

Professional Staff are served by the **PSA Advocacy Committee**, charged with promoting the causes and improving the working conditions of the professional staff on the campus of The University of Toledo. It acts as an informal mediator between professional staff and the administration. If you have comments or suggestions, or if you are interested in serving on this committee please contact Peter Thomas.



Peter Thomas
Advocacy Committee
419-530-4229
peter.thomas@utoledo.edu

Employee Hotline

The University of Toledo Foundation takes employee concerns very seriously and desires employee cooperation in resolving issues of policy breach or other behavioral and inappropriate activities; however, the reporting line does not replace or supersede existing reporting methods as employees are encouraged to bring concerns to their supervisor or other entities as appropriate

*The **Compliance Concepts*** anonymous reporting line is available seven days a week, 24 hours a day, 365 days a year.

How to Use: Call toll-free 888.416.1308

Please visit their [web site](#) to learn more.

Sick Leave Bank Benefit Attracts New Members

-Daniel Kall, PSA Communications Committee

This year's open enrollment period for the [Professional Staff Association's Sick Leave Bank](#) took place from Thursday, March 1, 2012 through Saturday, March 31, 2012. Thirty-one additional PSA members enrolled in the Sick Leave Bank during the month. If you missed your opportunity to enroll this year, another open enrollment period will take place next spring. Keep watching for emails and articles in future editions of the *PSA Voice* for more information.

The Sick Leave Bank is a voluntary program open to Professional Staff Association (PSA) members on all UT campuses. 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.

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

Additional details, including a link to the sick leave policy, are available on the PSA Sick Leave Bank Committee Web page at <http://www.utoledo.edu/org/psa/sickleleavebank.asp>.

Sexual Harassment Policy Review Slated for Wednesday, April 11

-Emily Hardcastle, PSA Member



Please join us for another exciting session of the Culture Building Institute. On Wednesday April 11, Mr. Kevin West will be facilitating a review of UT's Sexual Harassment Policy Review from 12:30-1:30pm. The session will be held in the Eberly Center for Women Conference Room, Tucker Hall 0180. This event is open to all UT faculty, staff, and students. If you have questions about the policy this would be a great time to ask them. Please RSVP to 419-530-8570 or emily.hardcastle@utoledo.edu.

Popular PSA Brown Bag Series Draws Large Audiences

-Holly Schiffler & Don Curtis, PSA Communications Committee



A total of 85 PSA members attended the two Brown Bag Series presentations over their lunch hours – proof that this program has piqued the interest of professional staff at the university and is sure to be continued. The sessions, held on March 19th and April 3rd, covered two topics.

The first, presented by Erin Thompson of the Social Security Administration, touched on aspects of Social Security that most affected PSA members. Her lively presentation drew laughs and spurred a lively question and answer session at its close. [Content from her presentation is available online](#) at our web site.

The second session, *How to Plan Now for Retirement Income Distribution Later*, was presented by [Rebecca Curtis](#) and Bob Ruff of Mass Mutual Financial Group. Together they covered strategic, long-term financial planning, including advice and tools to use for protecting oneself from inflation, making the most of retirement benefits, and passing along tax-efficient inheritance. [Content from this presentation is also available online](#).



Left: Over 60 PSA members attended Erin Thompson's presentation in the Student Union on Main Campus.



Left: Erin Thompson (Social Security Administration) listens to a question from Tom Garey, Manager of Facilities Information, after her presentation.



Left: Rebecca Curtis (Mass Mutual Financial Group) answers questions about investments from Larry Wang, Interface Developer in IT, while Joan Easler, Equity and Diversity Res. Specialist, waits her turn.



Left: Bob Ruff (Mass Mutual Financial Group) gives personalized advice to Terrina White, Assistant Director of Rocket Solution Central.