



Please check the most recent minutes at the SAC website for the date and location of the next meeting. If you have a suggestion or a concern, please contact any member of SAC.  
**SAC website:**  
<http://sites.allegheny.edu/sac/>

## New SAC Members

The following staff members were nominated to serve on SAC: Nancy Brenot, Liz Caskey, Pauline Lanzine, Lynn McManness-Harlan, Annie Corbin and Kelly Wright. Due to Annie Corbin's leave of absence, her seat has been filled by Cristy Rhodes.

Officer elections were held during the June meeting and resulted as follows:

Chair: Lynn McManness-Harlan

Vice Chair: Ruth Dunton

Secretary: Kelly Wright

Treasurer: Liz Caskey

The Staff Advisory Committee (SAC) is elected to represent the interests, opinions and concerns of the non-exempt staff by communicating these concerns to the Allegheny Executive Committee (AEC). The SAC is comprised of eleven non-exempt employees. Representatives are elected by the staff to serve a two-year term of office, which runs from July 1 to June 30, with elections being held in April.

The SAC meets every first Thursday of the month, members of the campus community are welcome to attend.

Staff Sentinel Issue 5 Fall Semester 2014

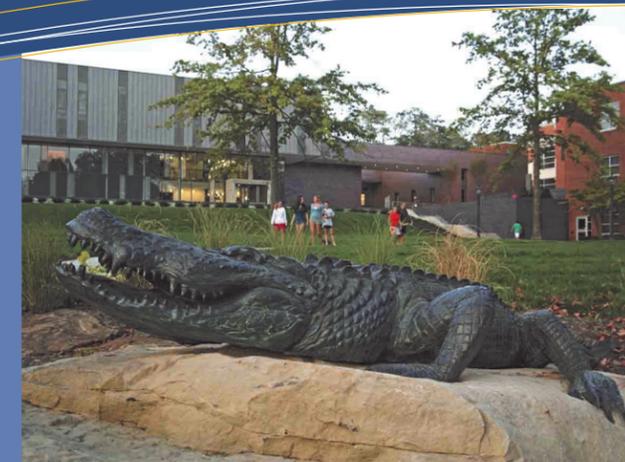
The Allegheny  
 Staff Sentinel



Fall  
 2014

ISSUE  
 5

# Allegheny Staff Sentinel



## Staff Advisory Committee

Tyler Belz  
 Nancy Brenot  
 Liz Caskey  
 Ruth Dunton  
 Ken Haddix  
 Pauline Lanzine  
 Linda Lees  
 Denise McHale  
 Lynn McManness-Harlan  
 Cristy Rhodes  
 Kelly Wright

**SAC website:**  
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## this issue

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### Clarifying summer student worker hours and work study questions

Natasha Eckart was asked to come to SAC and answer some questions regarding student employment. During summer months, Natasha explained, that "as an institution our first priority is to our students, which means if a student needs a summer job, particularly to help them fund their education here, we need to help them fill a position on-campus. Prior to this policy being enforced, we had several Allegheny students in need of a summer job and unable to find one, which in turn made the payments for the tuition difficult if not impossible for students. In the event that an Allegheny student cannot fill the position, with an AEC member's approval, a non-Allegheny student can be hired over the summer. Examples of reasons an Allegheny student could not fill a position include, but are not limited to timing, (a worker is needed to begin before Allegheny classes are out) or experience or knowledge (usually this is in reference to students who just graduated; if they were working on a project, but it is unfinished by the time they graduate, it is easier for them to continue through the summer, than to hire and train someone new).

Most students who accept a research position in the summer, also accept that it usually requires approximately 35 hours of work per week to complete the project. Therefore, although they are being paid a stipend and not reporting hours, they are usually working the institutional maximum through their research position. This does not allow for extra time spent in another Allegheny position, so they cannot work another job paid through Allegheny at the same time. However, most research projects only last 6 to 8 weeks, so they could remain on-campus for the rest of the summer and work another job outside of those weeks spent on the research project.

Federal work study, unlike campus employment, is listed as self-help aid on the financial aid package. Students have the option to use it or not. It does not go directly to their bill, instead as they work, they are paid a monthly paycheck that they can use to help fund their education, but are not required to do so. Therefore, if they elect to not utilize the federal work study award, they are not charged anything additional.

Allegheny College  
 Go Gators

## What's Going On?

Rhonda Hershelman is office manager in the Gateway.

Lori Riggle is now the building coordinator in Arter.

Bonnie Dunn is the secretary in the Health Center.

**October 24 - WQLN Challenge**  
Volunteers are needed to help answer phones.

**October 28- Gator Day**

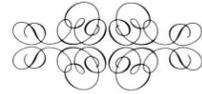
Link to put gatorcash on your card-

<https://allegchenycollege.wufoo.com/forms/gator-cash-shop-deposit-form/>

(It looks like it's for students but it's also for employees.)

Let us know what your department, office and/or group is doing. Submissions can be sent to:  
Linda Lees or  
Lynn McManness-Harlan

## Event Planning 101



### ACADEMIC YEAR EVENTS:

When you schedule your event during the academic year, there are important steps to remember:  
**SPACE:**

Request your space well in advance of your event – we recommend at least a month if possible. When scheduling a space, you need to schedule enough time for set-ups and take-downs. (For example, if you are scheduling a luncheon, you will need to request the TIME for the space at least two hours before the luncheon starts for set-ups and two hours after the luncheon for clean up.) If you are scheduling a space over the weekend, you may need to also request Friday and/or Monday for large set ups as Physical Plant does not work over the weekends.

### PHYSICAL PLANT:

Physical Plant is on campus Monday through Friday from 7:30am – 2:30pm. Physical Plant MUST be contacted one week prior to your event to request set-ups and can be reached at [ppplant@allegcheny.edu](mailto:ppplant@allegcheny.edu).

### AV EQUIPMENT:

If you need AV equipment you MUST contact Craig Pardee at [cpardee@allegcheny.edu](mailto:cpardee@allegcheny.edu) at least one week before your event.

### CATERING:

If you need catering, you MUST contact the Catering Manager, Cali Ficorilli at [catering@allegcheny.edu](mailto:catering@allegcheny.edu) two weeks before your event. Confirmation of number of attendees is needed 48 hours before the event.

### HOUSEKEEPING:

You must contact Housekeeping at [housekp@allegcheny.edu](mailto:housekp@allegcheny.edu) for set-ups in the Campus Center and for all housekeeping services in every building.

**STUDENT ORGANIZATIONS** must keep in contact with Student Involvement prior to and during the course of planning your event.

### SUMMER EVENTS:

To schedule an event between Commencement and August 14, you must contact the Office of Conference and Event Services to schedule any space.



Vanessa Shaffer

Annual Giving Coordinator

Office of Development and Alumni Affairs

Vanessa was born and raised in London, England. After 30 years of living in the States, she became an American citizen in 2010. She's quick to point out that she hates to make rash decisions! Prior to joining Allegheny in May 2013, she was employed in the development office at Bethesda Children's Home. Vanessa also has worked in an administrative assistant capacity in the banking and health care sectors. She was first introduced to Allegheny through the ACA (Allegheny College Association) Scholarship Program – a program that awards scholarships to local women – through which she earned 36 Allegheny credits. She now serves on the ACA Committee and loves to see other women take advantage of this wonderful opportunity. In her spare time, Vanessa loves to garden, hike, and play with her dogs.



## Highmark/UPMC "Divorce"

Most of the current contracts between Highmark and the University of Pittsburgh Medical Center (UPMC) will expire December 31, 2014. The recent "Consent Decree", however, may protect your access to UPMC providers. Some UPMC physicians and facilities will be considered out-of-network. A more detailed explanation will be forthcoming.

As a Highmark member, you'll have:

- \* Access to UPMC for Cancer care and certain other facilities through 2019
- \* Continued Care from UPMC Doctors will be transitioned over 3-5 years, if you're in treatment now
- \* One Year to find new Doctors
- \* Access to emergency care at UPMC

Highmark will send letters directly to the member's home outlining their options.

- Letters are specific to the member's utilization patterns over the last 12 months
- Will include customer service information to allow member's to ask questions

## New Employees

### Join SAC in Welcoming the Newest Allegheny College Employees!

#### FULL-TIME

Danielle Barton  
Development

William Burlingame  
LITS

Jennifer Kessner  
The Gateway

Lindsay Lubeck  
Athletics

Corey Tomko  
Safety & Security



#### PART-TIME/TEMP.

Chris Norwood  
Health Center

Paula Varea  
Music

Sherry Vardaro  
Art

## Please send your ideas!

If you have stories, articles or suggestions for the Staff Newsletter, please send an email to:

[lmcmann@allegcheny.edu](mailto:lmcmann@allegcheny.edu)  
or [llee@allegcheny.edu](mailto:llee@allegcheny.edu)

## Bicentennial News

**Oct. 16 at 7:00 pm**

**Ford Chapel**

**Year of Voter's Rights**

**Speaker:**

**Gilda Daniels**

**Oct. 17 at 4:00 pm**

**Bicentennial Plaza**

**Plaza Ribbon Cutting**

**Ceremony**

**Oct. 17-19**

**Homecoming!**

**Oct. 31-Nov. 2**

**Family Weekend!**

**Nov. 1 at 8:00 pm**

**Shafer Auditorium**

**Band: Jackson Station**

The Bicentennial website has a complete list of events:

<http://sites.allegcheny.edu/200/>

