



think beyond the possible<sup>SM</sup>

**Staff Advisory Council**  
General Council Meeting Minutes  
Friday, August 8, 2014  
10:00am – 11:30am  
Toepfer Room, Adelbert Hall

Meeting called to order by Chair at 10:04 am

**ATTENDEES (24)**

Dwayne Bible	Laura Huffman	Kathy O'Linn
Sharon Burke	Beth Jones	Rebecca Orenstein
Kelly Campbell	Barbara Juknialis	Jim Prince
Pamela Collins	Cheryl King	Sarah Robinson
Andrew Cruse	Pam McGregor	Karen Romoser
Kathleen Dowdell	Matthew McManus	JC Scharf-Deering
Diana Fox	Jim Nauer	YoLonda Stiggers
Kerry Grimberg	Karyn M. Newton	Shannon Swiatkowski

- I. APPROVAL OF MINUTES FROM June 13, 2014 MEETING AND BUDGET REPORT
  - a. Minutes approved
  - b. Budget report
    - i. Recent purchases: Donation to SEEF (\$2,500); June Council Meeting Food (\$39.25)
    - ii. **Balance as of 6/30/14: \$922.04**
- II. ANNOUNCEMENTS FROM HR
  - a. None
- III. ANNOUNCEMENTS FROM CHAIR AND VICE-CHAIR
  - a. Will hold special election for Chair, as no appointee has accepted
- IV. PRESENTATIONS
  - a. **PNC Banking at Work: Jocelyn Halton Assistant Vice President, University Circle Branch and Allyn Thomas, Vice President Market Manager WorkPlace Banking**
    - i. Presented on PNC and CWRU banking partnership and benefits for CWRU employees, including no fees, extra financial services, and Virtual Wallet.
  - b. **CWRU Wellness Program: Elizabeth Click**

- i. Presented on the Tobacco Free Campus Policy and tobacco cessation programs which began August 1, 2014
- ii. Wellness program engagement
  - 1. Stress programs well attended with very positive feedback, new sessions added
  - 2. 2015 Wellness Benelect Premium Incentive Process activities open in September
  - 3. Biometric screening registration is open, to be held September 22 through November 20
  - 4. Health Risk Appraisal will open on September 1
  - 5. Questions about activities: Can fill out a reasonable alternative form; or keep a log of activity or eating. Contact Elizabeth with questions.
- iii. [case.edu/wellness](http://case.edu/wellness) for more information

V. REPORTS OF STANDING COMMITTEES

a. **COMMUNICATIONS COMMITTEE**

- i. The Communications committee met on June 12th and July 1st. The Committee posted signs at Party on the Quad of each school's nominees for the upcoming SAC election. We are working on the September edition of the SAC newsletter. We are still working on the completion of creating constituency email distribution lists. Due to the large volume of lists to create, the Committee would like to ask for assistance from the Council membership of anyone who has experience creating distribution lists. Please contact Shannon Swiatkowski or Jim Nauer if you can help create lists. The SAC website has been produced in Terminal 4 and we are still working on placing the content. We are also discussing new ways to market the successes of the Council. Our next meeting is Thursday, August 14, 2014 from 2-3pm, via Teleconference ([216-754-3665](tel:216-754-3665)).

b. **COMMUNITY SERVICE**

- i. Kicked off the Back to School Supply Drive at the Party on the Quad. Ruffled off four Back to School supply kits for bringing a donation.
  - 1. Winners: Mary Luberger, Adolfo Franco, Lisa Beard, Kevin Delisio.
- ii. Will be collecting now thru the Community Service day on Sept. 19<sup>th</sup>.
- iii. Collection Sites:
  - 1. Theresa Grigger, located in Crawford Hall, Room 532, x5887
  - 2. Bonnie Copes, Nord Hall, Room 304,x5119
  - 3. Brinn Omabegho, Wood Building W200, x3915
  - 4. Margaret Roudebush, School of Nursing, in the box by the front desk or in Room NO204D
  - 5. Shannon Swiatkowski, BRB 109, x7551

6. Suzanne Healy, Peter B. Lewis, LL#21, x5973
  7. Janice Eatman Williams, Thwing Center, CCEL, Lower Level, x1462
  8. Dwayne Bible, CASC ,170F, x3246
  9. Laura Huffman, School of Dental Medicine room 1250, x6731
- iv. Making edits to proposal for Crafter Clubs to become under the umbrella for SAC Community Service Committee.
  - v. Start talking about the Basket Raffle this year. We will need a new location.
  - vi. Next meeting: August 18th, 1:30-2:30 pm, Crawford 528
- c. ELECTIONS
- i. Voting will be sent out week of Aug 18, announcements shortly after
  - ii. Orientation breakfast Sept 9, Veale Ballroom
- d. FRINGE BENEFITS
- i. No report submitted
- e. STAFF POLICY
- i. Performance management recommendations for HR: 360 review / peer - Performance reviews and pay increase in a timely fashion (midyear and annual): if a supervisor has reviews more than a year overdue, they don't get their review or a pay increase. Consistent metric – nonexempt, professional, exempt. Separate pay increases from performance evaluation. Performance bonuses – why doesn't regular staff ever get one? Supervisors have no budgetary authority to enact pay increases. Process to file a grievance. Employee development – individual development plan. Annual salary equity review needs to be part of performance management.
    1. Karen has a full text of the Recommendations for those interested.
  - ii. Tuition Reimbursement recommendation. The draft recommendation is almost ready for presentation and vote at the August General Council meeting. Some clumsy wording in the “Whereas” section needs a final edit. Fringe is still trying (unsuccessfully) to get tuition benefits usage date from HR. Outstanding questions: what, if any, degree does the employee pursue (Associates, Bachelors, etc.)? using benefit to pursue degree or for continuing education? number of classes / hours taken? reason for using reimbursement instead of waiver?
  - iii. Draft resolution to establish and ombudsman office (see attachment)
    1. Discussion resumed about the Ombudsman proposal. Cheryl had reached out to Bob Savinell with an invitation to attend a Policy meeting, however, he was unable to attend. In his reply to Cheryl's invitation he stated, “I believe there is an Ombudsman,” and that Wally Gingrich

had served in the role. Questioning the faculty perception that their mediator is an Ombudsman; title is “Conciliation Counselor”. Karen to reach out to confirm whether or not the Conciliation Counselor is actually an Ombudsman, i.e., a privileged resource. New person to be confirmed in that role at the September faculty senate meeting is Bill Leatherberry.

2. Discussion of privilege and the legal vs. internal resources for staff (HR/ER, OIDEO, Compliance Office/Integrity Hotline, EASE)
3. Identification of the privileged sources on campus (with input from Kathy): Health Services, Counseling, Women’s Health Advocate (Monica Yost). Not all are available to staff.
4. Sustained Dialog contacted Karen to confirm their support for the Ombudsman effort and indicated that they will forward their research / benchmarking to Policy for staff. However, they feel that as the president does not favor the idea it would not be in their group’s best interest to co-sponsor a recommendation at this time.
5. Suggestion: Supply a fact sheet about what an ombudsman does, and key points to support one here
  - a. Ombudsman Association has something like this
6. Will send to Provost or President’s office for feedback

f. STAFF RECOGNITION

- i. No report submitted

g. STAFF TRAINING AND DEVELOPMENT

- i. The Staff Training and Development Committee met on July 16, 2014.
- ii. Steps4Staff will be held on October 3, 2014. Adelbert Gym will be the starting point of the walk and the inside will be used for the walk in case of rain. “Save the Date” cards will be passed out at the Party on the Quad July 25. Registration is officially open at this time. The committee will be contacting vendors for donations for the 50/50 raffle.
- iii. The Administrative Professionals Network is having a “clean your office/campus” planning meeting on September 16.
- iv. New SAC PACKS have been provided for the Monday morning HR orientation sessions. The packs have been trimmed down and only contain a welcome letter, a SAC magnet containing the link to the SAC website, and a Spork.
- v. The committee is nearing the finalization of its strategic plan, a document that highlights the accomplishments of the Staff Educational Enhancement Program since 2007. This document will be shared with administration, encouraging their support in sustaining the program.

- vi. Our next meeting is scheduled for Wednesday, August 20, 2014 at 1:30 pm in Adelbert M 3.

VI. REPORTS OF AD HOC COMMITTEES AND LIAISONS TO UNIVERSITY COMMITTEES

- a. SUSTAINABILITY
  - i. No report
- b. FRINGE BENEFITS
  - i. The Committee did not meet in June or July. The next scheduled meeting is in August, but the date has not been set.
- c. FACULTY SENTATE
  - i. No report
- d. INCLUSION, DIVERSITY, EQUAL OPPORTUNITY
  - i. Brinn has stepped down as liaison; Sarah Robinson will now attend meetings
  - ii. Gay Games are August 9-16. Some events are on campus, to volunteer or attend.
  - iii. [gg9cle.com](http://gg9cle.com) for information
- e. PARKING ADVISORY
  - i. The meeting included Michelle Adams, Assistant Director of Access Services; Dick Jamieson, Vice President and Mike Goliat, Director of Facility Security Services. Staff: Edith "Betty" Gaffney. Faculty: Robin Dubin, Erin Lavik. Graduate Seats: Nicholas Schmandt. No Undergraduate Seats attended.
  - ii. Summer months are considered: Staff - June 2 - Aug 24, 2014; Students: May 12- August 24
    - 1. Everyone must move back to their original lots by August 24<sup>th</sup>
  - iii. Student RTA Passes: Students must be enrolled in at least one summer class or have letter from department to show they are working on campus to receive the discount. The rate is \$75 for students.
  - iv. 2014/15 Parking Rates: Rates have increased 4%. See link: [http://www.case.edu/accessservices/parking\\_rates.html](http://www.case.edu/accessservices/parking_rates.html)
  - v. Student Parking: There was a question of whether Residential parking in area 5 and 57 could be used by Grad Students
  - vi. Open Discussion: The tracking system for the continuous loop will be ready for fall 2014.
  - vii. There is a Squire "Greenie" shuttle that could be reserved for special events - contact Mike Goliat.
  - viii. There is a regular bus stop for the Farms (in front of Thwing - 7:30 a.m.).
- f. SAC CONSTITUTION
  - i. The Committee has not met. We are planning a meeting in August.
- g. CIO SEARCH
  - i. Narrowing candidates
- h. EQUITY

- i. The committee met July 24. Members of the committee continue to work on ideas and gather information about campus equity issues. Information of the findings will be presented to the council in the near future
- i. NEW BUSINESS
  - i. Council Meeting Presentations
    - 1. Barb receives a number of requests to present from interested parties, which may be of interest to a more general staff audience. Thus, committee members can organize a presentation for a wider group of staff. This will also allow more discussion during the General Council Meetings.
    - 2. Theresa Grigger has offered to host a presentation, for example; details to come.
  - ii. Topics for Discussion
    - 1. Will allot more time for discussion at upcoming meetings.
- j. Meeting adjourned by the chair at 11:31am.