



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Friday, December 5, 2014

10:00 a.m. – 11:30 a.m.

Toepfer Room, Adelbert Hall

The meeting was called to order at 10:00am by Barbara Juknialis.

REPRESENTATIVES PRESENT:

Nanthawan Avishai  
Mark Beno  
Sharon Burke  
Pamela Collins  
Andrew Cruse  
Dominic Dorazio  
Timothy Eppich  
Diana Fox  
Theresa Grigger  
Suzanne Healy

Beth Jones  
Barbara Juknialis  
Cheryl King  
Charles Knox  
Linda LaPinta  
Heidi McKee  
Ana Merdita  
Jim Nauer  
Karyn Newton  
Kathy O'Linn

Christine Olson  
Sarah Robinson  
Karen Romoser  
Johnny Sams  
Morley Schwebel  
Robert Slovenec  
YoLonda Stiggers  
Shannon Swiatkowski  
Patricia Urbon  
Nancy Vitale

I. Approval of Minutes from October 24, 2014 Meeting and Budget Report

- Robert Slovenec & Johnny Sams motioned to approve minutes; Minutes approved.
- SAC Budget Report 2014-2015:

|                                |                 |                                      |
|--------------------------------|-----------------|--------------------------------------|
| Balance 7/1/2014               | 4,677.05        |                                      |
| STD Expenses                   | (292.93)        |                                      |
| PNC Donation                   | 50.00           |                                      |
| Balance 7/31/14                | 4,434.12        |                                      |
| RGK Award                      | (531.52)        | Note: We should be credited \$265.76 |
| Dry Erase Calendar & markers   | (168.95)        |                                      |
| SAC magnets                    | (398.70)        |                                      |
| Balance 8/31/14                | 3,334.95        |                                      |
| Orientation Breakfast          | (598.60)        |                                      |
| August Council Mtg coffee      | (38.25)         |                                      |
| Balance 9/30/14                | 2,698.10        |                                      |
| Basket raffle donation (Pres.) | 330.00          |                                      |
| <b>Balance 10/31/14</b>        | <b>3,028.10</b> |                                      |

II. Announcements from HR – Carolyn Washick – No announcements



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

III. Announcements from Chair and Vice-Chair: No announcements

IV. Presentations:

- SAC Basket Raffle Recipients:
  - American Heart Association, Cleveland (Katie Roach): \$2000 check presented; Donation made in honor of long-time SAC member Robin Kramer and goes to serve people in our own community
  - Seeds of Literacy (Jo Steigerwald): \$4000 check presented; this non-profit aims to serve adults in Cleveland (where the functional illiteracy rate is 66%) through providing one to one tutoring. For more information or to volunteer, see website: [www.seedsofliteracy.org](http://www.seedsofliteracy.org), or call Jo at 216.661.7950, ext 12.
- Unified Communications Upgrade over Winter Break (Greg Stewart, CWRU IT Services): SAC reps are encouraged to forward info to constituencies about upcoming upgrade
  - Key dates: January 5, 2014: after hours telepresence upgrade, January 7, 2014: after-hours phone and voice-mail upgrade
  - Employees will need to set a new PIN for the new voicemail system & record a new greeting
  - **Communications upgrade details & instructions are found at [case.edu/its/uc](http://case.edu/its/uc)**; there was also a Daily article about the upgrade on 11/26/14.
- SAC Pictures: a big THANK YOU to Mike Payne for volunteering to take photos

V. Reports of Standing Committees

A. Communications .....Shannon Swiatkowski, Diana Fox

The Communications committee met on 11/13/14. We are working on the December edition of the SAC newsletter; **please forward Newsletter to constituents & let them know about the Staff Survey contained within it.** The committee has finished the constituency email distribution lists and distributed them with instructions at the 10/24/14 General Council meeting. Any questions can be directed to Shannon Swiatkowski, Diana Fox, or [sac-communications@case.edu](mailto:sac-communications@case.edu). The SAC website is underway to going live in Terminal 4 upon approval by University Marketing & Communications. Our next meetings are Thursday, December 11, 2014 from 2-3pm, via Teleconference (216-754-3665), and Tuesday, January 13, 2015 from 11:45-1:00pm at the Tinkham Veale University Center food court.

B. Community Service.....Theresa Grigger, Laura Huffman

- Meeting was held Monday, November 17th, 1:30-2:30
- Basket Raffle Wrap Up
  - Money raised:
    - \$525.00 Vendor Fair



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

- \$1,195.00 Pre Sale
    - \$3,890.00 Basket Raffle ( Benefits Fair)
    - \$230.00 Presidents Office
    - \$160.00 SAC
    - Totaling \$6000.00 , \$4000 to Seeds of Literacy and \$ 2000 to American Heart in Honor of Robin Kramer
  - Lessons Learned
    - Would have preferred square tables
    - Clearer Instructions ( Pre-Sale)
    - Thought for next year: Basket Donors would receive complimentary tickets to distribute
  - Brinn reported on the Crafters group which is officially under the umbrella of SAC now. Credit card swiper may be used: Theresa said there is a cost associated with using it and there has to be a set price structure - can't type in an amount. May use the Case card; it must be reserved but it is easy to use because it is wireless. A simplified pricing structure will be set. May use color dots as a way of pricing items. Cash will be donated primarily to the Cleveland Food Bank, with crafted items being donated primarily to the Care Alliance and City Mission. The date for the Hat/Scarf sale is Tuesday, December 16th in BRB from 11-1; volunteers are needed. Suggested a Google form for sign-up.
  - **Anyone interested in joining can stop by Wood Bldg. W200 on Mondays, Tuesdays and Wednesday from 12:30-1:30p. At this time Brinn is collecting names, availability and locations of those interested in forming a second group (perhaps in the Case Quad area), then will work out the details based on their availability.**
  - Theresa reported on her interaction with the Church of the Covenant. They have a need that we might be able to help with. Lutheran Metropolitan Ministries sponsor lots of activities, not necessarily religiously oriented. Would like help with transportation with student volunteers. They have 6 students. Pick an activity in the Spring and volunteer to help. The committee present at meeting seemed interested. Theresa will get back in touch with the representative from the church and invite her to a future meeting.
  - Discussion about committee member participation and meeting attendance. A buddy system and a phone tree system were suggested.
  - Next Meeting, December 15th, 1:30-2:30, Crawford Hall Rm. 528 or on the phone (contact Theresa Grigger).
- C. Elections.....Karyn Newton, Jim Prince
- Will meet early in 2015; actively looking for representatives from MSASS.
- D. Fringe Benefits.....Stacy Fening, Tracy Wilson-Holden



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

The Committee did not meet in November. **Co-chairs Stacy and Tracy have both asked to step down from their leadership positions and are seeking volunteers; interested SAC members can reach out to Stacy, Tracy or Barbara Juknialis.**

The next scheduled meeting is December 10, 2014 in Crawford 720. (Always 3rd Tuesday of the month, at noon, Crawford 720.)

#### E. Staff Policy..... Karen Romoser, Johnny Sams

Staff Policy Committee met on November 20, 2014. In attendance: Charlie Knox, Jim Nauer, Mike Yeager, Nanthawan Avishai, Johnny Sams, Andrew Cruse, Kathy Willson (HR) and Karen Romoser.

Karen Romoser called the meeting to order. Minutes from last meeting read and approved.

Agenda items:

#### Grievance process – Kathy Willson

Scope: staff ONLY, does not apply to executive staff (question: are these the actual “executive staff” who “serve at the discretion of the president” or “staff salary grade 18 and above”), staff who have been laid off or are new hires in their probationary period

Grievances “should” be handled ahead of time for re-orgs (enter the secret re-orgs are procedurally exempt from the guidelines in the re-org policy, i.e. pre-approved by legal department)

Basic process is 3 steps

1. If a policy was used unfairly or not in accordance with policy as written, employee completes and files an informal grievance within 10 days of the action (question: how does “within 10 days” apply in cases of an overall pattern of discrimination or retaliatory behavior; i.e., what if there is no “incident” to grieve?)
2. HR employee relations will review action taken and, if determines “in accordance with policy”, notify employee. Employee has 5 days to file a formal grievance. If determines “not in accordance with policy”, take steps to resolve.
3. Formal grievance form – another, formal, review and decision by Employee Relations
4. If employee is not satisfied with determination – appeal (to whom?) within 5 days. ER convenes panel, reviews grievance and determination

Determinations communicated via email, mail AND certified mail



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

Motivation for the “confidentiality agreement” – required of all parties, including witnesses, in order to participate in an investigation

Kathy, “Does not prevent discussion with family, attorney”, is intended to prohibit discussion with other university employees

How many grievances in a year? Kathy, “A couple dozen” (all, formal and informal)

Routed to HR or OIDE0 based on nature of grievance (OIDE0 does protect class grievances)

Grievances reported to the Integrity Hotline would be routed to HR or OIDE0

Tuition reimbursement: Add “if laid off, employee does not need to reimburse the University. If resigned or terminated with cause, employee needs to reimburse the University for amount over \$2,500.”

Salary Equity Review:

Recommendation that annual equity review is too frequent? 5 years too long.

Topics for further discussion:

Performance management, mid-year reviews

Clarify optional nature? Make less optional for employees on probation, in positive corrective action

Performance management, 360 reviews

The delayed performance review problem: Recommendation to create a “stick” for managers

Job description reviews: How to keep these current?

Compensation model review: How does SAC get a seat at the table?

HR’s Professional Development Center: How to get a seat at that table for SAC; give employees options which have value outside of CWRU instead of only at the university

Meeting adjourned at 5:15 p.m.

Based on Jim’s notes, and respectfully submitted, Karen Romoser

**F. Staff Recognition..... Rick Kramer, Pam McGregor**

No report.



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

G. Staff Training and Development.....Kathleen Dowdell, Kathleen O’Linn

The Staff Training and Development Committee met on November 17, 2014.

- We are pleased to report that our membership has increased to 14 staff members.
• A recap of the SEEF awards for fall 2014 was given. A total of \$2,422.00 was awarded to qualifying recipients. Awards ranged from \$50 to \$150. John Wheeler agreed to match the contributions collected from the Steps4Staff event that was held on Friday, October 3, 2014 by contributing an additional \$550.00.
• A final draft of the suggested Strategic Plan requesting funding for the SEEF program was discussed. There are two primary objectives of the proposal:
1. We are requesting that the SAC Staff Educational Enhancement Program receive a \$10,000 line item in the budget (bake sales only go so far...)
2. We are asking for a “seat at the table” as the university considers creation of a professional development center.

The General Council unanimously supported the proposal and asked that it be forwarded to Human Resources: John Wheeler and Carolyn Gregory. See end of minutes for copy to the proposal.

- Plans were made to host a Valentine Bake Sale on Feb. 13, 2015. All SEEF recipients will be encouraged to participate.
• Our next meeting is scheduled for Wednesday, December 17, 2014 at 1:30 pm in Adelbert M3. Respectfully submitted by Kathleen O’Linn.

VI. Reports of Ad Hoc Committees and Liaisons to University Committees

A. Sustainability Initiatives.....Kathleen Dowdell

No report.

B. Fringe Benefits ..... Barbara Juknialis

The Committee did not meet in November. The next scheduled meeting is December 10, 2014.

C. Faculty Senate Reports.....Jim Nauer

Faculty Senate, Nov. 2014 meeting - SAC representative report

There were two items from the November Faculty Senate meeting that may be of particular interest to staff: the combined admissions and fundraising report and discussion of the Research Misconduct Policy (nearly exactly mirrored issues raised regarding the recent Sexual Misconduct policy revisions).

For admissions and fundraising:

- Rick Bischoff and Bruce Loessin reported on enrollment, the capital campaign, and in particular, scholarship funding as it relates to both.



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

- Funding: the "Annual Fund" portion of the campaign goes to the Operating Budget (i.e., directly affects funding for the same part of the University budget that includes the staff payroll).
- Enrollment and selectivity are both up (good)
- But financial aid funding is very low compared to peer AAU universities.
- Our students have relatively high "need", but only 20% of them get support (very low for AAU).
- About 25% of student body's need is unmet (some other AAU schools meet 100% of need)
- Financial aid funding comes from endowment and operating budget. CWRU's endowment contribution is very low (8% of financial aid, vs. 33% at some other AAU schools).
- To address this, the administration is making a push to raise \$200 million in scholarship funding as part of the campaign

#### **D. Inclusion, Diversity and Equal Opportunity .....Sarah Robinson**

The Diversity Leadership Council met on November 13 and December 9. Abridged notes include:

##### NEWS AND UPDATES

- There are diversity-related employee resource groups for staff to join. Contact Sarah Robinson or someone at ODIEO for more information.
- #webelonghere student group movement updates. It is a good sign that students feel empowered and comfortable enough to speak out about racial issues on campus. The group has developed a mission statement and goals.
- Other minority groups on campus face similar challenges and Office of Multicultural Affairs is working with other student groups to identify needs to move forward.
- Discussion of the impact on Ferguson and local events on the campus community. Campus and public forums have been/are being held and student participation in local activities.
- Stay tuned for MLK Day writing contest for staff, faculty, students and other MLK events including the convocation and Black History Month
- Laverne Cox, transgender activist spoke on campus in November. Cox is a critically acclaimed actress who currently appears in the Netflix original series "Orange is the New Black." She plays an incarcerated African American transgender woman and is the first trans woman of color to have a leading role on a mainstream television show. President Barbara Snyder introduced Cox, commenting on how Cox was bullied in school and how she overcame that abuse. President Snyder then highlighted various ways in which the university's LGBT Center is working to make the campus a welcoming place for members of the LGBT community.



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

- Diversity Annual Report is in process - to highlight the three focus areas included in the university's Diversity Strategic Action Plan, in its final year: campus climate, recruitment and retention and leveraging resources for diversity and inclusion efforts
- LGBT Center received an Illumination Award during Cleveland's Transgender Day of Remembrance on November 29. Senator Sherrod Brown also attended and received an award.
- Campus-wide diversity training program, Diversity 360, is in progress, with a pilot version launching in January 2015.
- University recently joined the National Center for Faculty Development and Diversity (NCFDD)
- The 41st Ebony Ball took place on December 6 and was co-sponsored by the Office of Inclusion, Diversity and Equal Opportunity; Office of Multicultural Affairs; Center for Civic Engagement and Learning; Flora Stone Mather Center for Women; President's Advisory Council for Minorities; University Program Board; Weatherhead School of Management; Residence Hall Association; and Undergraduate Student Government.
- At the December 9th DLC meeting, Dr. Marilyn Mobley provided a presentation given to the Board of Trustees and others overviewing ODIEO and campus diversity-related activities, accomplishments and goals in each realm of administration, faculty, staff and students.

#### STAFF UPDATES:

- Elfreda "Alfie" Chatman Walter accepted position of Director of Diversity and Corporate Relations for the Office of Inclusion, Diversity and Equal Opportunity.
- Suzanne Rivera appointed as Vice President for Research, first Latina vice president. Suzanne serves as the executive sponsor of the Alianza Latina/Latino Alliance, the university's campus resource group.
- Office of Multicultural Affairs has Assistant Director of Student Advocacy and Programming John Killings and Department Coordinator Amari Yah Israel, who will work part time in the Office of Multicultural Affairs and part time in the LGBT Center
- New temporary acting director of LGBT Center while Liz Roccoforte is on maternity leave.

#### **E. Parking Advisory..... Edith Gaffney, Kelly Marcus**

Meeting notes: Parking Advisory Committee met on November 5, 2014.  
Attendees included: Michelle Adams, Access Services; Erin Lavik, Faculty; Gary Previts, Faculty; Edith Gaffney, Staff Member; Jacob Ma, Undergraduate; Meghna Srikanth, Undergraduate; Richard Jamison, Campus Services; and Michael Goliat, Facility Security Services.





## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

#### PARKING ADVISORY MEETING AGENDA

- I. Student's spring parking renewal period is November 17 through December 19<sup>th</sup>. *Students will receive an email. Students can renew at Fribley or Wade Commons (open late in the evening).*
- II. Parking requirements – *Applicant cannot have any outstanding violations (unless under appeal).* Vehicle information is required
- III. Lot 7 is closed
- IV. Lot 29 – *there were structural concerns made regarding the lot...Michelle sent committee members a note regarding engineering studies that were done prior to building Tinkham Veale. According to the note sent to Michelle from Stephen Campbell, a geotechnical survey and analysis of soil borings was performed. Test pits were also dug above and adjacent to the existing garage to confirm the as-built condition v. the original design documents.*
- V. Lot 1A exit to Cedar - *Michelle is talking to RTA regarding signage for this area. There are safety concerns since buses and vehicle are using this street.*

#### DISCUSSIONS

- I. Meghan Srikanth expressed students concern regarding the low lighting at Lot 46 - Bill Goliat is looking into this issue.
- II. Parking rates are set for the current year July 1 – June 30 – there has been a 4% increase.
- III. Bill Goliat is going to follow up regarding the complaint that the light on the call post at the Ford Garage is out.
- IV. **IMPORTANT NOTE** – all are encouraged to download the Shield App (<http://police.case.edu>). This application allows users to:
  - a. report emergencies to the nearest authorities based on the user's location;
  - b. set “safety checks” to alert emergency contacts if they do not respond to the app’s timed reminders; and create “iReports” to send campus police photos and/or videos of crimes or potentially dangerous situations. This App will allow the campus Police to locate your position in case of an emergency using the apps GPS.

**SAC GENERALNOTE: There was some discussion about parking rates @ CWRU vs. Cleveland Clinic; unclear if rates have increased across campus. Concern raised that visitor rates went from \$10 to \$15/ day at the Health Sciences Garage. Barb Juknialis agreed to follow up on this.**



**Staff Advisory Council**

MINUTES FOR GENERAL COUNCIL MEETING

**F. SAC Constitution Committee.....Barbara Juknialis**

The Committee met on December 3, 2014, but only 4 members were present. There will be a meeting in January to finalize revisions to the Constitution. The plan is to present the revised version at the February Council meeting and, hopefully, vote to submit it to central. The next meeting will be held on January 7, 2015.

**G. Equity Committee.....Kathleen Dowdell, Kathleen O'Linn**

**VII. Old Business (none)**

**VIII. New Business**

**IX. Motions to adjourn were made and seconded by Karyn Newton and Nancy Vitale. Meeting adjourned by the Chair.**

**Respectfully submitted by Diana Fox, SAC Secretary**

**General Council Meetings:**

February 27, 2015, 10:00-11:30, Toepfer Room  
April 17, 2015, 10:00-11:30, Toepfer Room  
June 12, 2015, 10:00-11:30, Toepfer Room  
August 14, 2015, 10:00-11:30, Toepfer Room

**Steering Committee Meetings:**

February 12, 2015 , 2:00-3:30, Adelbert M2  
April 2, 2015, 2:00-3:30, Adelbert M2  
June 4, 2015, 2:00-3:30, Crawford 720  
August 6, 2015, 2:00-3:30, Adelbert M2



CASE WESTERN RESERVE  
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Staff Advisory Council  
MINUTES FOR GENERAL COUNCIL MEETING



Staff Training and Development Committee

Strategic Plan 2014 - 2018

Staff Advisory Council

Case Western Reserve University

Kathleen Dowdell & Kathleen O'Linn, Co-Chairs



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

**Staff Advisory Council**  
MINUTES FOR GENERAL COUNCIL MEETING

**Strategic Plan 2014 - 2018**

**Executive Summary**

The Staff Training and Development Committee (The Committee) was established by the Constitution of the Staff Advisory Council (SAC) of Case Western Reserve University (CWRU) as one of seven standing committees. The Committee is charged by the SAC Constitution to “suggest, comment, and provide feedback on issues concerning training and development of Case Western Reserve University employees in order to improve performance and aid in career advancement with the goal of increasing job satisfaction.”

The Committee seeks to enhance and expand its initiatives in support of training and development for staff, as well as to inform and actively participate in University efforts such as the proposed professional development center. The Committee advocates for investment in staff development as a means to enhance the value of staff as members of the campus community. It also encourages staff participation in development activities as a means to further professional accomplishment and personal growth.

**Mission**

The Staff Advisory Council is dedicated to assisting individual staff members as they pursue their educational and professional goals. To this end, SAC, through the Staff Training and Development Committee, develops and sponsors opportunities for staff: 1) to participate in educational or professional development programs that encourage career growth and enhance employee value to the university; 2) to receive financial support for their pursuit of higher

**CWRU - Staff Advisory Council**



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

education or professional development.

### **Key Initiatives**

The Committee has implemented a number of independent and collaborative initiatives to support University and Council efforts in pursuit of this charge. In partnership with Human Resources (HR), the Committee participates in and promotes the University orientation for new employees. The Committee's Employee Resource Partnering Program (ERPP) organizes and trains volunteer representatives from SAC, who join HR in presenting weekly orientation sessions for new employees. During these sessions, new staff have the opportunity to meet a representative from SAC and learn about the Council. They receive a packet of information that includes a welcome letter from the Committee co-chairs (Kathleen Dowdell and Kathleen O'Linn), a SAC magnet imprinted with a link to the SAC website, and a spork from the Office of Sustainability. The Committee seeks continuous feedback regarding its "piece" of orientation, and is currently assessing new ideas and approaches to keeping orientation content fresh and relevant. It is also developing a follow-up process to reach out to new hires after their first 90 days to help address questions that may have arisen.

The Committee actively promotes the training and development programs of HR's Organizational Development and Learning Unit (ODL), such as the Staff Mentoring Circles and the L.E.A.D. and Train the Champion programs. The Committee also promotes and supports the Administrative Professionals' Network (APN) as part of its outreach efforts for staff and to provide formal opportunities for administrative professionals to develop working relationships



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

beyond their immediate office environments. The APN sponsors training, development, and networking events that are designed to bring staff together to exchange ideas and insights in an interdisciplinary setting. Members of this network recognize and value the important contributions that they make in their departments, divisions, and, by extension, the entire campus community. Administrative staff utilize this peer network to share best practices, facilitate communication, encourage professional development, and serve as valuable resources to one another. The group encourages participation in organizations such as the International Association of Administrative Professionals (IAAP), Certified Professional Secretary (CPS), or Certified Administrative Professional (CAP). The Administrative Professionals' Luncheon, held on April 23, 2014, drew 150 administrative staff from all areas of campus. The current vision for the APN includes expansion of its current events agenda to include hosting of an APN event that will be open to administrative professionals across the state of Ohio.

In fall 2007, the Committee initiated a new program called the Staff Educational Enhancement Program (SEEF). Funding efforts for SEEF were kicked off with a Staff/Faculty Gala Ball held at the University. The event raised \$5,868 for the program's initial funding. In the summer of 2008, the University's Chief Financial Officer provided \$3,100 in additional program funds. The overwhelming interest in the program and the number of applications made it clear to committee members that more funds would be needed quickly. The co-chairs met individually with deans, vice presidents, and directors of various departments and centers at Case to ask for support; these efforts garnered an additional \$13,900. Since 2007, the Staff Educational Enhancement Fund has awarded nearly 390 scholarships (totaling more than \$30,000) to



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

deserving staff who are pursuing college degrees, certifications, and professional development. These funds have addressed individual needs and bridged the gap between University tuition benefits and the actual costs of higher education and professional certifications.

The Staff Educational Enhancement Program includes two distinct awards: the Staff Educational Enhancement Fund scholarships; the Eastwood-Inamori Staff Educational Scholarship (SES). SEEF awards are available to full- and part-time staff who are pursuing college studies at all degree levels or pursuing professional or technical certifications related to their work at CWRU. The typical scholarship award is \$100 in fall and spring semesters for each recipient. This amount allows SAC to use its limited funds to support the maximum number of deserving staff who apply. Awards may be used to pay for textbooks, certification fees, conference registration fees on and off campus, workshops, etc. that are not funded as part of regular University benefits. Table 1 summarizes the awards since the program's inception in 2007.

The Eastwood-Inamori Staff Educational Scholarship (SES) was created in 2008, in partnership with the Inamori International Center for Ethics and Excellence, as an expansion of the Staff Educational Enhancement Fund concept. Scholarship applications are accepted in the fall of each year from staff who are pursuing leadership training in ethics and excellence at the Weatherhead School of Management. Each staff member is eligible to receive up to \$1,500 in scholarship funds for courses at Weatherhead. The scholarship was conceived as part of former Inamori Center Director Dr. Gregory Eastwood's concept that staff members are the often overlooked, but vitally important, "third estate" of the University; it mirrors the personal philosophy of Dr. Kazou Inamori, for whom the Inamori Center is named. Inamori's philosophy



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

## Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

“that people have no higher calling than to serve the greater good of humankind and society,” will be furthered by offering a scholarship for leadership to qualified University staff who seek to engage in the University’s mission,.

By the second year of the program, Committee members recognized that resources would likely be insufficient to meet the needs of award-eligible staff. The Committee has pursued a number of fundraising endeavors, raising over \$37,000 over the 8-year life of the program, and continues to experiment with creative new ways of raising money for scholarships. Independent fundraising efforts that use a “Staff Helping Staff” model create small revenue streams: biannual bake sales; the annual Steps4Staff walk; creation and sale of a cookbook; 50-50 raffles. Table 2 summarizes many of the SEEF funding sources that the Committee has leveraged since the program was created. Many recipients continue to “give back” long after their personal goals have been met so that fellow staff members may continue to benefit from the program. A more reliable stream of income is, however, necessary to sustain and expand these efforts. A stable budget dedicated to sustaining current programs and planning for expansion and improvements that would support greater benefit for staff recipients is vital to the continued success of the program.

### **Conclusion**

“Think Beyond the Possible,” the 2013-2018, five-year strategic plan for Case Western Reserve University, expresses the institution’s commitment to “engage and inspire faculty, staff, alumni, and other stakeholders, and provide opportunities for growth and recognition.”

Furthermore, the administration pledges to “collaborate with staff to identify avenues for

**CWRU - Staff Advisory Council**





## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

increased engagement” and to “find ways to enhance their influence and development.”

In keeping with the University’s strategic goals, Staff Training & Development has identified the following objectives:

- Commitment by the CWRU administration to providing a yearly line-item budget of \$10,000 for SEEF to ensure the long-term viability and expansion of staff training and development efforts, both collectively and for individual staff members;
- Continued collaboration with Human Resources and SAC General Council to engage and inform staff of tuition benefits, eligibility for benefits, and other options available for assistance in working towards and achieving professional and educational goals;
- Coordination with CWRU admissions offices, Registrar, and Human Resources to spread the message of eligibility for the Staff Educational Enhancement Program to all staff;
- Collaboration—i.e., “a seat at the table,”- in the development of a University professional development center for faculty, students, and staff. The goals of this center include the engagement of staff in the University mission, participation in shared governance, plans for individual professional development of staff, and opportunities for professional advancement within the institution;
- Annual checkpoints to assess staff engagement in training and development programs, to identify gaps in funding and services, and evaluate the effectiveness of programs.

The Staff Training and Development Committee has been actively engaged in the pursuit and provision of development opportunities for staff since SAC was established in 1990. The



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

## Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Committee invites the University administration to join the Staff Advisory Council, the Staff Training and Development Committee, and all CWRU partners in striving towards the achievement of these common goals.



Staff Advisory Council  
MINUTES FOR GENERAL COUNCIL MEETING

Appendix A - Tables

Table 1 summarizes awards since 2007.

|   |      |      |      |      |      |      |      |          |
|---|------|------|------|------|------|------|------|----------|
| Table 1<br><i>Staff Educational Enhancement Program awards</i>  |      |      |      |      |      |      |      |          |
| Key Statistics  | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014     |
| Number of applications  | 51   | 86   | 97   | 62   | 42   | 20   | 24   | 27       |
| Estimated total need (\$)   |      |      |      |      |      |      | 2400 | 2400     |
| Number of awards  | 34   | 80   | 82   | 61   | 40   | 19   | 24   | 20       |
| Total needs met (\$)  | 3208 | 8325 | 6563 | 4935 | 4457 | 1733 | 2254 | 2422     |
| SEEF Total  |      |      |      |      |      |      |      | \$33,897 |
| <i>Note: All figures are in current dollars for the period shown. In 2012 the summer semester scholarship was eliminated.</i> |      |      |      |      |      |      |      |          |



Staff Advisory Council  
MINUTES FOR GENERAL COUNCIL MEETING

Table 2 summarizes the funding sources for the program.

| Source   | 2008   | 2009 | 2010   | 2011 | 2012 | 2013 | 2014   |
|--|--------|------|--------|------|------|------|--------|
| Steps 4 Staff (\$) (exclusive of raffle prize donations)                                     | *      | *    | 928.31 | 636  | 225  | 740  | 550    |
| Bake Sales (\$)  | *      | *    | 553    | 1153 | 687  | 385  | 602.75 |
| Donations (\$)   | 800    | 1320 | 334.10 |      |      |      |        |
| Matching Funds (\$)  | *      | *    | *      | *    | *    | 740  | 550    |
| Cookbooks (\$)   | *      | *    | *      | 2160 | *    | *    |        |
| 50/50 Raffle (\$)  | 932.50 |      | 257    | 400  |      | 212  |        |
| <i>Note:</i> All figures are in current dollars for the period shown.<br>Total to SEEF (\$): | 1733   | 1320 | 2072   | 4349 | 912  | 2077 | 1703   |



Staff Advisory Council  
MINUTES FOR GENERAL COUNCIL MEETING

**Appendix B - Initiatives**

| Figure 1<br><i>History of Committee Initiatives</i>  |                |   |
|--|----------------|---|
| Initiative   | Year(s)        | Description   |
| Administrative Professionals Network (APN)           | 2013 - Present | Encourages professional development by facilitating networking events and meeting.  |
| Cleveland Care Alliance                              | 2010- Present  | Collects new winter outerwear for homeless men in the Cleveland area. The drive begins at the Benefit Fair and ends mid-December.   |
| Staff Educational Enhancement Fund (SEEF)            | 2007 - Present | Awards for funding professional and educational endeavors   |
| Eastwood-Inamori Staff Educational Scholarship (SES) | 2008 - Present | Awards for funding professional and educational endeavors   |
| Newsletter   | 2008 - 2011    | Published a monthly newsletter detailing SAC activities about opportunities for staff ; now incorporated into the SAC newsletter and website  |
| Employee Resource Partnering Program (ERPP)          | 2001 – Present | Joins Human Resources at its weekly new employee orientation sessions to provide information about Staff Advisory Council. Members of SAC, greet and welcome employees and encourage them to join SAC. “SAC Packs”, filled with campus information, are given to each new employee. |



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

|                              |                |  |
|------------------------------|----------------|--|
| New Employee Campus Tours    | 2004 –<br>2006 | Provided campus tours in conjunction with University Circle, Incorporated. A bus and walking tour of the campus was offered to each new employee. Information about areas pertinent to the work environment as well as places to eat and visit were highlighted. Tours were held quarterly.  |
| Department Learning Sessions | 2005 –<br>2006 | The Video on Wheels (1997-2004) program was replaced by Department Learning Sessions. These sessions were offered to departments on an as-needed basis. Departments chose their topic of interest from a selection of available training resources. Committee members facilitated learning sessions, provided handouts and encouraged open discussion by participants. These sessions were a stepping stone for departments to reach their goals and objectives. |



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

**Staff Advisory Council**  
MINUTES FOR GENERAL COUNCIL MEETING

**Appendix C – Testimonials**

“I received the Inamori International Center for Ethics and Excellence Staff Educational Scholarship in 2011. Through the funds I received, I was able to earn an Emotionally Intelligent Leader Certificate from Weatherhead Executive Education at Case Western Reserve University. The certificate helps build a set of distinctive competencies that form the essential core for great leadership. As an advisor for a student group on campus, it is valuable to know practical coaching skills for inspiring the leadership development of others. I am more confident in my ability to lead our next generation of leaders and I owe much gratitude to the Staff Advisory Council for helping me fulfill what I am passionate about.”

Heather Claretta Clayton Terry, MPA

“I am so grateful for the support I received from the SAC Staff Educational Enhancement Program this year. This award was an absolute blessing. There were times during my college experience that I was not able to afford the purchase of all of my textbooks. I hope one day I will be able to give back what was so generously given to me.”

Donna Stewart

“I take this moment to express to you my sincere appreciation for selecting me as a recipient of the 2008 Eastwood-Inamori Staff Educational Scholarship. This particular honor, at this transitional point in my career is a rewarding and motivating first step in an incredible new journey I boldly face as a graduating student this winter. I feel compelled and prepared to make

**CWRU - Staff Advisory Council**



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

## Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

a positive footprint on society, and I'm looking forward to the chance to exemplify my learning in the days, weeks, months and years to come. Thank you for your vote of confidence.”

Adam Evans

“I have been extremely fortunate to have benefited from the Staff Educational Enhancement Fund while in pursuit of my Master's Degree. It has afforded me the opportunity to purchase additional books which have greatly enhanced my learning as well as the ability to share that knowledge. This program truly fosters the essence of individual growth and its positive ripple effect to others. I strongly encourage all staff to support SAC and personally benefit by applying to this very generous fund.”

Gail Papay





CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

Staff Advisory Council  
MINUTES FOR GENERAL COUNCIL MEETING

**Appendix D – References**

SAC Staff Training and Development Committee (2013). *Staff Educational Enhancement Program*. Retrieved December, 16, 2013, from <http://case.edu/sac/committees/staffdev/Topics/staff-ed-enh-fund.html>

SAC Staff Training and Development Committee (2013). Staff Training and Development Committee. *Constitution of the Staff Advisory Council, Article V, Section 2, G*. Retrieved December, 16, 2013, from [http://www.case.edu/sac/about/sacconstitution.html?nw\\_view=1387393468&](http://www.case.edu/sac/about/sacconstitution.html?nw_view=1387393468&)