

**Case Western Reserve University  
Staff Advisory Council  
Minutes of April 14, 2005 Council Meeting**

**Members in Attendance:**

1. Tawanna Armstrong, University Administration, Council Secretary
2. Laila Boesinger, School of Medicine
3. Kathleen Blazar, University Administration\*
4. Lois Bowers, School of Medicine
5. Junnan Chen, School of Medicine
6. Lia Chesner, School of Medicine
7. Toni Curry, School of Nursing
8. Al DiFranco, School of Management
9. Kathleen Dowdell, School of Arts and Sciences
10. Paula Embury, School of Medicine
11. Kathy Hanning, School of Nursing
12. Patsy Harris, School of Engineering
13. Carleen Henderson, School of Management\*
14. Janet Hlavna, School of Medicine
15. Kathryn Howard, School of Medicine, Council Past Chair
16. Aruno Johnson, School of Applied Sciences
17. Tina Jurcisin, Human Resources\*
18. Tony Kinslow, Human Resources\*
19. Charles Knox, School of Engineering
20. Robin Kramer, University Administration, Council Chair
21. Judith Olson-Fallon, University Administration, Council Vice-Chair
22. Jodi Pratt, University Administration
23. Judy Richardson, School of Medicine
24. Michelle Saafir, University Administration
25. Hossein Sadid, Finance & Administration\*
26. Brian Sherman, School of Dentistry
27. Paul Schneider, School of Engineering
28. Shelli Snyder, School of Nursing
29. Jason Weiner, School of Medicine
30. Sandy Youngeberg-Fox, University Administration

\* Indicates non-elected or ex-officio member(s).

**I. CALL TO ORDER**

Chair Robin Kramer called meeting to order at 10:00am.

Approval of February 10<sup>th</sup> meetings by general consent.

**II. BUDGET/MINUTES**

Reported by Tawanna, SAC Secretary, our to-date budget as of today is of \$613.05, which includes a line item in the amount of \$970 (VP Debate forum AV Charge) that Kathryn Howard is seeking outside funding to cover.

### III. ANNOUNCEMENTS

1. SAC Newsletter will soon be posted on the website. Click on the following link to obtain the community newsletter: <http://www.case.edu/president/sac/sac.html>.
2. The SAC website has been totally updated by Rick Kramer with updates and changes. Please email Rick at [rick.kramer@case.edu](mailto:rick.kramer@case.edu) for any changes, ie. meetings, additional information, etc.
3. Vice-Chair Nominations Update. There were eight Nominees total; five declined, and three accepted. In the end, two dropped out, leaving one representative in the running. Per the Constitution, Article II Governance, Section IV ... ‘In the event that there is only one nominee running for any officer positions at the time nominations are closed, that person shall be declared elected by acclamation...’. We congratulate Kathryn Howard at this time for being nominate the next Vice-Chair of the Staff Advisory Council.
4. HR Announcements.
  - a) Staff Development Seminar on 4/28/05, “Empowerment in the workplace”, facilitated by Tina Jurcisin and Carolyn Gerich. It will be held in Crawford Room 14, from Noon until 1pm.
  - b) 7 Habits Renewal Seminar on 4/29/05. Please contact Tina Jurcisin at [tina.jurcisin@case.edu](mailto:tina.jurcisin@case.edu) to obtain more information.
  - c) Results of Quality of WorkLife Survey – by Tony Kinslow. Summary report: we were above national average – case participated at 75%. National Average satisfaction we achieved. Case had a mean of 5.01 (above National Average of 4.69), meaning general satisfaction of the University is higher. There will be a follow-up process to rollout the information for each department, creating an action plan where necessary. We will plan on doing the survey again in about 2 years. Also, we are able to use this information for the accreditation.
5. Constitution ad-hoc committee. We will continue the ad-hoc committee and operate under the present Constitution.

### IV. Public Speakers

- A.** Chris Massotti, Director of Internal Audit and Hossein Sadid, Chief Finance & Administrative Office, “Code of Conduct”.

The Code of Conduct documentation was distributed to SAC regarding issues of compliance at the University. This is an essential part of the Case Compliance Program that provides guiding tools to avoid salutations that may compromise our integrity. This information will be distributed to the University some time in May 2005. Some of the Highlights of the Code of Conduct Documentation were as follows:

- 1) Marketing new process to allow employees to report their concerns – another avenue or source to collect the information and investigate the areas of concerns.
- 2) New integrity hotline will be established. Posters will be posted around campus; it is an anonymous 24/7 hotline, which will be outsourced to a 3<sup>rd</sup> party who supports fortune 500 companies.

## V. REPORT FROM THE DEPARTMENT OF HUMAN RESOURCES

Reported by Tina Jurcisin – *see the above Announcements Section.*

## VI. DISCUSSION OF ISSUES BY REPRESENTATIVES

Nothing reported.

## VII. REPORT OF COMMITTEES (STANDING)

- 1) **Staff Recognition** – reported by Patsy Harris.  
Nominations are continuing to come in. 4/15/05 is the deadline for nominations for the President's Award (\$1000). Patsy will keep us updated. [See page 7 \(Committee Reports\) for additional information.](#)  
*Meetings are held on the second Tuesday of the month.*
- 2) **Fringe Benefits** - reported by Kathleen Blazar.  
3/25 retiree health benefits. Currently working on a survey to get info on tuition benefits. [See page 7 \(Committee Reports\) for additional information.](#)  
*Meetings are held on the second Monday of the month in ADL 352.*
- 3) **Staff Training and Development** – reported by Kathleen Dowdell.  
Currently we have 15 volunteers. We also developed a SAC package to help market SAC. A sign up sheet was distributed for more volunteers. We are seeking volunteers to speak for 5 minutes to get new employees involved. We are currently working on future ideas for tours. i.e. moving times to lunch times. Attendance has increased due to time change. Video on wheels is still being facilitated monthly. 4/20/05 is our next meeting.

Tony Kinslow spoke on behalf of the Staff Learning Committee, which is headed by Tina Jurcisin. They have identified three types of Staff Training areas that are needed: Supervisory (Performance Management), Leadership and Computer Skills. They have been working in conjunction with SAC.

Kathryn Howard asked a question with regards to training, will there be charges for taking KSL courses. Hossein stats that there will not be charges for classes. That skills training should not be charged. There may be charges for Executive training (such as leadership coursework). They may have to look at that differently.

[See page 6 \(Committee Reports\) for additional information.](#)

*Meetings are held on the third Wednesday of the month in Adelbert Rm 1.*

- 4) **Community Service** – reported by Shelli Snyder.

Cookbooks are about ready to go. They have started taking volunteers. Please contact [shellie@case.edu](mailto:shellie@case.edu) for more information. The Cookbooks will be \$8 per book. The locations will be based at Thwing, BRB, and Tomlinson. An email will be sent out to saccom. We had 4 sponsors. This is a fundraising cookbook. Cash and checks (made out to Case Western Reserve) will be the only accepted money transactions. We took our SAC logo and put chef hats on them. There will be options to sell through the bookstore. Judith Olson-Fallon offered to take books to sell at a retreat and would help out setting it up in the bookstore. [See page 6 \(Committee Reports\) for additional information.](#)

*Meetings are held on the second Tuesday of the month.*

- 5) [Elections](#) – reported by Carleen Henderson.

Preparing for next general elections and continuing to fill open rep spots. [See page 8 \(Committee Reports\) for additional information.](#)

*Meetings are held on the second Tuesday of the month.*

- 6) [Staff Policy](#) – reported by Paul Schneider.

We are currently looking at data acquisition policies. Some of the issues are addressed in the Acceptable Use Policy. Some alumni retirees wanted to know about library or email access, so we are looking into avenues of providing and emeritus staff email. We are currently looking at costs to see if that is viable. [See page 7 \(Committee Reports\) for additional information.](#)

*Meetings are held on the last Wednesday of the month.*

- 7) [Communications](#) – reported by Jason Weiner.

Saccom guidelines were submitted last meeting. Paul Schneider is looking at the viability of a universal calendar. Jason Weiner is looking for lists that contain Administrative Personnel. Tawanna will help get a contact person in Human Resources. [See page 6 \(Committee Reports\) for additional information.](#)

*Meetings are held on the second Tuesday of the month in Adelbert 353.*

## VIII. Liaisons to University Committees

- 1) Budget – reported by Patsy Harris. Nothing to report.
- 2) Fringe Benefits – reported by Kathryn Howard.
  - a) Cardiac Defibrillators. Al Pollack did a presentation on cardiac defibrillators that are located around the university (currently located at Veale and UCI). Hussein will talk to security about placing more around campus.
  - b) Increase of benefits – 73.8 million was spent in benefits last year, compared to 82 million this year.
  - c) The President of the School of Dentistry is implementing a new dental plan. They will send out more information at a later date. Hussein says Al Pollack did a great job; providing a great example of the value added that SAC brings to these committees.
- 3) Minority Affairs – reported by Marina Corleto – no report. [See page 21 \(Committee Reports\) for additional information.](#)

- 6) Center For Women – reported by Carleen Henderson. Promoting sons and daughters to work on 4/28 [www.daughtersandsonstowork.org](http://www.daughtersandsonstowork.org).

## **V. New Business**

- A.** Update on Outstanding Resolutions – Tony Kinslow and Lorraine Watson. Tony addressed the following:
- a) [Tuition Resolution](#) – HR has implemented a policy this past year to increase funding at outside schools; HR is currently looking at e-learning as another means to address tuition concerns.
  - b) [Retirement Resolution](#) – HR continues to look at retirement benefits.
  - c) [Parental Leave Resolution](#) – HR is still working to improve this benefit; they have already put some things into place. Visit the HR website for further information.
  - d) Retiree Health Benefits Resolution. Kathleen Blazar brought up to be addressed. This resolution will be looked into.

Kathryn Howard brought up concerns to address implementing a policy (appeals process) for employees when supervisor deny their employees from taking classes. This will be looked into.

## **VI. Vice-Chair Acceptance**

- A.** Kathryn Howard accepted Vice-Chair position.

## **VII. Adjournment**

Chair Robin Kramer adjourned the meeting at 11:21am.

Respectfully Submitted,  
Tawanna Armstrong, Secretary

# Reports of Committees

## **SAC Staff Training and Development Committee Committee Report March, 2005**

### **Employee Resource Partnering Program**

Currently the committee has 10 volunteers to welcome new employees at Orientation. We will invite other SAC members to join this venture at the next Council meeting by distributing another sign up sheet.

The Campus tour was held on Friday, March 18<sup>th</sup> at Noon.

Ideas for future tours will continue to be discussed at the next committee meeting.

### **Video on Wheels**

The committee will continue to provide the Video on Wheels to the Staff community at various locations on campus through May.

The committee is working on future plans for Video on Wheels.

The next meeting of the Staff Training and Development Committee is scheduled for Wednesday, April 20<sup>th</sup> at Noon in Adelbert Room 1.

## **SAC Communications Committee Committee Report March, 2005**

The Communications committee last met on Tuesday, 1/11/2005 at noon in Adelbert 353. The committee did not meet in February or March.

Carol Dietz presented additional saccom email guidelines, developed by the committee, at the February 10<sup>th</sup> general SAC meeting

The committee would like to thank Rick Kramer, a Case IT employee, for the tremendous job he has done updating the SAC website.

Paul Schneider is still looking into using the university calendaring system to develop an online SAC Calendar.

Jason Weiner has volunteered to compile committee reports and edit the SAC electronic newsletter.

Our next meeting will be Tuesday, April 12, 2005, at noon in Adelbert Room 1. Please join us.

## **SAC Staff Recognitions Committee Committee Report March, 2005**

The committee has called for nominations for the President's Award for Staff Excellence. Information is on the SAC web page; please encourage your co-workers, faculty and students to submit a nomination. Submission deadline is Friday, April 15, so get them in early.

Plans for Party on the Quad will soon be underway.

## **SAC Fringe Benefits Committee Committee Report March, 2005**

At our monthly meeting held March 21, 2005, the Fringe Benefits Committee discussed the outcome of the meeting with the Faculty Senate Compensation Committee concerning Retiree Health Benefits. Depending on HR's response to the Retiree Health Resolution put forth by the Council in the Fall 2004 semester, SAC Fringe Benefits would recommend that at the minimum, information would be very transparent to all seeking retiree related benefits information. Our benchmarking of sister schools has shown the extensive use of the HR website to communicate to this special class of individuals. Our recommendation would include website changes as well as communication about the use of current retirement vehicles to save for future retiree healthcare costs. The committee plans to continue to review and monitor this issue.

Fringe Benefits also discussed HR's Quality of Life Survey and tuition benefits.

Our next Meeting is April 18, 2005 12-1PM Adelbert 352.

## **SAC Community Service Committee Committee Report March, 2005**

We received over 100 recipes, 4 sponsors, and the book will be sent to the printers tomorrow afternoon. We do not have a price quite yet, and the first date of sale is the 18th...locations and times TBA.

## **SAC Staff Policy Committee Committee Report March, 2005**

The committee is currently reviewing the following issues: privacy policies on accessing and using data; acceptable use and guidelines and allowing access to retirees; access to email and library services.

## **SAC Elections Committee Committee Report March, 2005**

At our March meeting, we discussed the following agenda below for Vice-Chair Elections. After the Vice-Chair Elections, we will begin working on the next general election to kick off at the Party on the Quad. This will be for the following management centers – University Administration, Academic Administration, DEN, MSASS, NUR, etc.

03/08/05	ELECTIONS COMMITTEE MEETING
03/14/05	Send reminder to Nominees who have not returned Bio's
03/18/05	Bio Deadline –
03/19/05	Submit Bio's to Steering Committee for Review

04/04/05	Bios Audited by Elections Committee
04/08/05	Include nominee Bios for agenda for Steering committee
04/12/05	ELECTIONS COMMITTEE MEETING
04/14/05	GENERAL COUNCIL MEETING – Nominee Platforms
	HR to discuss outstanding resolutions
04/15/05	Ballots mailed out to Council