

General Council Meeting Minutes
April 4th, 2009
Toepfer Room

Contents

1 Call to Order	2
2 In Attendance	2
3 Approval of Minutes for February Meeting	3
4 Announcements	3
5 Old Business	4
6 New Business	5
7 Reports of Standing Committees	5
7.1 Communication	5
7.2 Community Service	5
7.3 Elections	5
7.4 Fringe Benefits	5
7.5 Staff Policy	5
7.6 Staff Recognition	6
7.7 Staff Training and Development	6
7.8 University Strategic Plan	6
7.9 University Fringe Benefits	6
7.10 Liaison Reports	6
8 Discussion of Issues by the Representatives	7
9 Adjournment	7
Pooled Vacation Day Resolution	8
Paid Leave Resolution	9

1 Call to Order

The council meeting was called to order by Elizabethanne Murray at 10:09 a.m.

2 In Attendance

Anker,	Dan
Bailey,	Rebecca
Blazar,	Kathleen
Chalkley,	Carol
Cole,	Richard
Dore-Arshenovitz,	Maureen
Dowdell,	Kathleen
Fretthold,	Kurt
Fuller,	Jon
Gupta,	Anita
Gregory,	Carolyn
Grigger,	Theresa
Hetzel,	Bob
Huffman,	Marcia
Jacobberger,	William
Jones,	Jovon
Jones,	Theresa
Juknialis,	Barb
Kahl,	Rebecca
King,	Catherine
Knox,	Charley
Kramer,	Robin
Llewellyn,	Joan
Lynch,	Brittany
McColl,	Karen
Murray,	Elizabethanne
O'Linn,	Kathy
Payne,	Martha
Polinkovsky,	Alex
Saafir,	Michelle
Shaffer,	Amanda
Shoemaker,	Diane
Smith,	Mary Lou
Tobias-Watson,	Lorraine
Wichert,	William
Woodruff,	Pamela

3 Approval of Minutes

The minutes from the February meeting were approved with minor changes to the document headers (corrected Logo).

4 Announcements

Binders still need to be ordered out of current budget.

Beth has no chair announcements

Carolyn – With Beth’s help, we will recognize staff at 35-45-50 years of service with a proclamation. Thanks to Beth for pushing this through. Thanks to Carolyn for helping this. There will be 15 people getting Case frames as part of the program. President Snyder definitely was in favor of this. Reminder – On June 10th, the Staff Awards Banquet will be held. There are 10 people at the 25 years of service level and 93 at the 10 year level.

Spring holiday discussion—Change spring holiday schedule. This year, March 13th is the Official Spring Holiday. Start Jan1st, all would have a floating holiday for religious or special observances. This will help parents who have kids that do not have the same week of holidays as Case. It is effective for use any day during the year. The day still needs to be approved by supervisor. Dental could not close, so the university has given them different days. What happens is supervisor does not approve it and pushes it off? Call employee relations.

Some resolutions in the queue—To educate everyone on the resolution process, Lorraine will discuss. SAC presents resolution to Lorraine. She would take to Carolyn and then Carolyn would take to John Wheeler. From there, there are different executives who might need to have input. What is the time frame? It could take years, but HR will try to be as expeditious as possible. We need to make the resolution process part of the SAC constitution. We should make all these changes, along with others, over the summer. There are a couple of issues that need to be discussed and clarified. There needs to be an update process included. The minutes can hold the resolutions and their status.

Vice Chair and other elections—*The Elections Committee completed the election process for the Vice-Chair position. We called for nominations at the February SAC General Council meeting and sent follow up emails. Nominations were accepted through March 10, 2009. There were three (3) nominations: 1-declined; 1-was deemed ineligible and 1-accepted. With only one person running for the office we invoked the following from the SAC Constitution:*

ARTICLE II. GOVERNANCE

Section 5: Rules for Election of Officers

“In the event that there is only one nominee running for any of the officer positions at the time nominations are closed, that person shall be declared elected by acclamation at the next

scheduled general Council meeting.” Newly elected member Adam Evans replaced by Betty Gafney and Michele Mazala replaced by Teresa Jones. There is still one open position that needs to be resolved. There is a question as to the library in each school being part of the school or a separate entity. We will get Election members and updates for next batch of elections in June. Elections need to follow the constitution to the letter of the law.

The Case Staff Advisory Council-Elections Committee is pleased to announce Kurt Fretthold, Business Manager - Biochemistry as the newly elected Vice-Chair of the council. Kurt's term of office will begin on the third Monday of September 2009. The Vice Chair is elected by the Council to serve a one-year term as Vice Chair followed by a one-year term as Chair. Kurt Fretthold has served CWRU for 23 years. ***"I feel that SAC can effectively represent the interests of the University staff and act as a vehicle for change. I seek to participate in that representation."***

His university service has included: Staff Advisory Council Representative; ERP Liaison Committee-SOM; Appreciative Inquiry Training Seminar-Participant/Graduate; HR Training Seminar Graduate; UWIN2- HR Focus Group; Administrator's Forum-SOM and Diversity Awareness Trainer.

Kurt - I am quite glad to serve. I was here when SAC first started. I was an outspoken to the opinions in SAC and the process. This has changed. The new administration seems to be more effective and listening to SACs opinion. Financial issues will continue to be a problem, so we need to have our voices heard. I speak loudly!

5 Old Business

Kurt will discuss paid leave policy—Pooled vacation day plan. If you have medical issues, you could draw from the pool to help supplement your own time off. Any staff could participate—No faculty. You could donate at least one day with a max of 6, but no more than ½ of your carryover total. You must donate to take out. It requires 1 year or more service. Please see Page 8 for full resolution—The plan will stick within FMLA and does not go beyond FMLA limits. This does not need approval of supervisor. Panel made of SAC and ER would review and make decisions. It is not one to one. If you donate 1 day, you could take more, but that is at the discretion of the panel. Days do not expire, but that could change. There are a number of issues and discussions to decide on the final expiration. Carolyn sees issues like HIPPA, FASBE, and other legal issue. She wants to consult with the committee to clarify terms and work through these issues. The current cap on FMLA 12 weeks. Short term disability included? Needs to be decided. You can not use lost days. You need to set this up ahead of time and you can not earmark your days to a specific person. Currently, there is no other plan in the university that parallels this plan, but there are approval process parallels. Only good in the year you contributed. Even one day from each employee could make a huge difference. Can you buy

vacations days and donate them? That is reviewed each year and is not currently available. It looks like we need to table this for now.

Resolution 2—All Purpose Sick Leave – Carolyn raised this idea last year. University offers mothers 6 weeks and fathers 3 weeks of paid leave. For those beyond the childbearing age, we could have a caregiving leave. Please see full proposal on Page 9. More people who would use caregiving leave than parental leave. It will be expensive. Currently, only one place, Carnegie Mellon, allows you to use all your time for family issues. Others limit it to 10-20 days. We would be the first to do this. As fringe is a pot of money—If you add it, you would need to take out from somewhere else. Parental leave was based on the savings from LTD restructure. Can we just lift the 8 day ceiling to allow you to use all of your bank for family leave. Senior staff get faculty benefits, so they could use all their leave and this would be a problem. We do not accrue for sick time, it would be covered by the department. How do you pay for temps? Do we charge the university, or the schools, or the departments? It is difficult to juggle who would pay and how they are paid. There is a real cost for these programs and that would need to be discussed. This will be tabled as well.

We should amend the resolution process. To resolve these types of issues before they are discussed and proposed for a vote. This will make the resolutions correctly worded prior to the vote.

6 New Business

None

7 Reports of Standing Committees

7.1 Communications — Melenie and Adolfo are now set up to do updates. Michelle got help from Bob and Beth wants to thank him for his helpfulness.

7.2 Community Service – Participated in the day of service where 9 people came in on a Saturday to help at the city mission. Everyone agreed that they wanted to go back. Looking to do a service project with the Cultural Gardens over the summer.

7.3 Elections – See above.

7.4 Fringe – We thought about breaking bereavement time out of the 8 days you can take. Rebecca Kahl will co-chair.

7.5 Staff Policy – Talking about and reviewing peer institutions to see if there are items we might consider. Currently looking at civility policy—though spoken words, emails, and electronic communications.

7.6 Staff Recognition— Working with HR to pull together the Party of the Quad. International themes, Hawaiian theme, world theme—Yes We Can-locally. Bon appetite is supporting the event. 3/5 presidents awards - meeting one review. There are 22 nominations for the President's Awards. Please read the constitution!!! We are going to go through the selection process for the President's Award. We review and send three people to HR and they vet them. Then it goes to the President. If any are turned down, the next on the list is reviewed. President wants it by May 1st. They are not required to accept three, but each will get \$1000 post tax and your name on a plaque in Tomlinson. Working on Staff timeline of SAC at Party on the Quad. Would help people understand what SAC does and what we have accomplished.

7.7 Staff Training & Development—Congratulations to the committee for maintaining SAC presence and continuing to welcome new employees at the Monday Orientation for the past 5 years. If interested in volunteering to assist, contact Kathie Dowdell. Seventeen SEEF awards have been distributed this spring. The committee continues to work on initiatives to raise money for SEEF.

7.8 University Parking Committee—If you have suggestions about parking issues and concerns, we can talk those issue to the committee. If you get a ticket, you appeal it to Standard Parking. If it needs to, it goes up the ladder through Standard Parking. Eventually, the University withholds your fines. This is potentially a real issue. It is part of the agreement with Standard Parking. It is in the parking agreement. It is really a withholding and that means it should go through a legal process. There is no legal process here. That is the issue. Is withholding the same as garnishment? Shouldn't valet parking in lot 53 have contacted us instead of just doing it one day. They should just let us know. Richard would like to meet with Staff Policy to discuss this. This is not unsimilar to what has happened in other lots. It just needs to be a courtesy to let lot parkers know when there will be changes.

7.9 University Fringe Benefits – Timing of Benefits fair – Open Nov 2nd and end Nov 20th – Benefits fair 10th and 11th can still go after the start of the open enrollment. Allows Benefits Staff to get paperwork done. COBRA changes. Retroactive to Sept and will cover 85% of benefits cost for lost jobs. Comes back to Case as a payroll tax credits.

7.10 Liaison Reports

Faculty Senate—Doc Oc memorial designation will be 4/4 and will be part of Hudson relays. A rep would like to come to the next meeting to discuss branding.

Budget committee and minority affairs committee – There is no longer a budget committee. So there will no longer be anyone going. We would like to get a liaison to the Diversity committee. April 1st she let us know that we have an invite to the Minority Affairs. Monday the 13th is their first meeting. If interested, send Beth email.

8 Discussion of Issues

Carpooling has stalled.

Bill would like to thank everyone who worked to get the Paternity Leave Policy approved. He will be taking his time starting 4/6 to be home with his wife and daughter.

9 Adjournment

The Meeting was adjourned at 11:45am

Pooled Paid Vacation Plan Proposal

This proposal is to establish a Pooled Paid Plan benefit whereby staff, facing a serious personal illness and having exhausted their own paid time off, may use paid vacation time off donated by others into a pool.

Employees in categories I, II, III (faculty are excluded) may choose to participate in the Pool Plan or not. Participating employees must donate a minimum of one vacation day annually into the pool. Donations will be made by participating employees each year on July 1, and will be deducted from the employee's annual unused vacation day carryover total. Employees may donate a maximum of 6 vacation days, but may donate no more than one-half of their carryover total. Only employees donating into the pool on each July 1 will be eligible to withdraw donated vacation days during that academic year.

Employees who have donated into the Pooled Paid Vacation Plan are eligible to withdraw days from the pool if they:

- Have been a CWRU employee for one year or more;
- Have worked a minimum of 1250 hours in the 12 months immediately preceding a request to use pool funds;
- Are suffering from a serious illness;
- Have used all of their personal sick days and vacation days

If a staff member has taken an FMLA leave, days drawn from the pool may be used to supplement the staff member's paid days during the FMLA leave. Days withdrawn from the pool may not be used to extend an FMLA leave or pay beyond the 12-week FMLA period. The use of days drawn from the pool in this fashion does not need the approval of the staff member's supervisor.

If the staff member proposes to use days drawn from the pool but is not on an FMLA leave (e.g., is using them intermittently for absences of five days or less or seeks a non-FMLA leave), the absence (but not the use of vacation days drawn from the pool) must have the approval of the staff member's supervisor.

A Pooled Paid Vacation Plan Panel, composed of members of the Staff Advisory Council and representatives from the CWRU Human Resources Office, will be established. The Panel will consider staff member's applications to withdraw Pooled Paid Vacation Days and decide whether or not to grant such requests. The panel will determine the number of paid vacation days allocated to an employee for withdrawal. (Employees who participate in the Pooled Paid Vacation Plan may withdraw more days than they contribute, dependent upon need and the FMLA limitations).

All-Purpose Sick Leave

We the members of the Staff Advisory Council support the implementation of a program to allow staff to use all available sick leave for any approved purpose—i.e., care for loved ones, bereavement, personal illness. The eight days per year currently allotted to cover bereavement and caring for a sick family member is inadequate. It is not uncommon for a full-

time employee to be responsible for providing care to multiple generations of family members. This policy change will recognize the tremendous responsibilities placed on staff members, and enable them to truthfully account for their time.

The use of a sick time allotment of 5 days or more would be subject to the existing policies related to FMLA leave. Should the employee need more leave than he/she has available in sick time, vacation time must be utilized before unpaid leave starts.

The removal of the 8-day maximum for family medical care or bereavement will allow employees to fulfill their obligations to their families while still preserving vacation time.