



## Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

April 12, 2013  
10:00 a.m. to 11:30 a.m.  
Toepfer Room, Adelbert Hall

Meeting called to order at 10:03 a.m. by Shannon Swiatkowski.

### Members in Attendance

Curtis Bunner  
Michael Crifasi  
Anne DeChant  
Dominic Dorazio  
Kathleen Dowdell  
Matthew Fletcher  
Theresa Grigger  
Suzanne Healey

Barbara Juknialis  
Lisa Kouns  
Robin Kramer  
Jennifer Loudiana  
Pam McGreor  
Allmarie Munroe  
Kathy O'Linn  
Christine Olson

Brinn Omabegho  
Jim Prince  
Sarah Robinson  
Karen Romoser  
Shannon Swiatkowski  
Yingli Wolinsky

### Approval of Minutes and Budget Report

The February minutes were approved. We currently have a balance of \$3,031.83. Funds were expended for the QuikPay fees from the basket raffle, the APN kickoff, coffee and food for the February meeting, and flowers for Annie Banks' funeral.

### Announcements from HR

There were no HR announcements.

### Announcements from Chair

Reminder about Relay for Life, 4/20-4/21 (1PM-7AM). Contact [relay2013@case.edu](mailto:relay2013@case.edu). Shannon also mentioned that Case has been named to the President's Higher Education Honor Roll with Distinction for Case for Community Day (which was founded by SAC).

### Presentations

Vice-Chair Nomination speeches were made by Brinn Omabegho and Karen Romoser.

Chris Ash gave a presentation about the Our People Working Group part of the Strategic Plan (see attached). She talked about the importance of a unified culture that includes faculty, students, staff, alumni, graduate students, and postdoctoral scholars. She stressed the importance of career development and pathing for staff. She solicited ideas from SAC in response to what is already in the plan. Ideas should be sent to Barb Juknialis or Shannon Swiatkowski. A SAC list will be compiled and forwarded to Chris and Carolyn Gregory. All ideas must be submitted by the end of April.

Elizabeth Click, Case Medical Director, talked about the new Tobacco-Free Policy. Currently, only the Health Sciences area is tobacco free. President Snyder wants the entire campus to be tobacco free by Fall 2014. This is part of a nationwide movement to have college campuses be tobacco free.



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While we do not know how many smokers are currently on campus, we do know that approximately 20% of adults in this geographic area smoke. Elizabeth mentioned that smokers who would like to quit can contact EASE at work. Smoking cessation products are also covered under the University health plans. A question was asked about e-cigarettes, which are included in the list of products that will be banned on campus once the new policy goes into effect. Elizabeth stated that e-cigarettes will be banned because they have carcinogens, are not generally included in smoking cessation programs, and because they are hard to differentiate from real cigarettes (and might be erroneously reported as evidence of smoking). In addition, Case wants to concentrate on other methods of quitting. Elizabeth mentioned that there will be an increased number of EASE sessions available, as well as programs for stress reduction and increased physical activity—all of which should help people who are trying to quit smoking.

It was mentioned that CCF gives money back to employees based on savings from its tobacco-free environment. UH has decreased insurance costs for the same reason. It is not clear whether or how Case will pass on any cost savings to employees.

A question was asked about how outside contractors will be made to comply with the new policy. All contracts will include information about the prohibition, and contractors will have to agree to comply.

It is possible that the ban on smoking on sidewalks adjacent to University buildings will not be included because of the proximity to the Euclid Corridor and traffic that is not related to University business.

## Reports of Standing Committees

### Communications

- Michael created Q3 and Q4 SACTivities Newsletters and Anne and Kerry will be leading the development of the 2013 issues.
  - We plan to include President's Award info in Q1 2013 edition
- Jim is updating website with Q3 and Q4 SACTivities Newsletters, finishing the ad-hoc committees web pages, and making sure the archived General Meeting Minutes are up to date.
- Jim and Anita are updating all of the pictures on the website with those taken by Michael at the February General Meeting.
- Jennifer is recording the SAC General Meeting on April 12, 2013 and it can be accessed through <https://connect.case.edu/sacgeneral/>.
- QuikPay brought in \$465 with a \$50.55 service fee for SAC and was well received.
- Shannon would like us to get some bids for USB drives and SAC Polo shirts – embroidered logo and quantity 100.



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- SAC Steering Committee wants Communications Committee to “Archive” in print and/or electronic format the SACtivities and General Meeting Minutes through Helen Conger (216-368-6774, [helen.conger@case.edu](mailto:helen.conger@case.edu)) Library Systems & Tech.

#### Community Service

- Will send out a Google form to the campus community, to ask for nominations for the basket raffle recipient. This will enable the committee to visit the sites before the committee makes a selection. Tentative date is August to send out form and by early September to have the picks in place. out and have our top three picks back by early Sept. July meeting we will finalize form to be sent out. Plan on visiting sites prior to our selection.
- Still investigating ways to raise funds for diapers, concentrate on an event at the Jolly Scholar rather than selling any merchandise. Items needed: Disposable diapers sizes 4-6 and 3T pullups (Currently going through 80 diapers a day!!) Baby wipes (especially without perfumes or dyes)

#### Action Items

- Brinn will reach out again to Murtis Taylor
- Michelle waiting for response Mitchells Ice Cream
- Suzanne to contact Matt at Jolly Scholar, Theresa will follow up
- Continue to collect archives to create a google site for Community Service

Next Meeting, April 10,( Need to move to May 22) 2013 , 1:00-2:00 Crawford Hall Rm. 511 or on the phone

#### Elections

- Jim Prince received confirmation from Rimas that we will be able to use Filer Survey for both the Officer Election and the General Election through August 2013.
- Pam accepted the assignment to contact individual members that have not come to meetings and verify if they are still interested in participating in the Elections Committee
- Discussion of Filer Survey: Have Arman work with Rimas to expand characters available for the password field in Filer. As Arman is out of town Robin will contact him upon his return.
  - Plus explore possibility of SAC Elections taking server role of Filer Survey OR--
  - have Arman review other survey options that will meet our extensive criteria
- Assignment of remaining volunteers for remaining duties from meeting agenda
  - Will ask Arman to assist Robin with the replacement rep monitoring since Minjia left



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- This year's General Elections are for DEN, MSASS, NUR, Academic Admin & University Admin

Members report on committee assignments:

- Web Manager – [Anita Gupta](#) Updated members list
- Email Nomination follow-up (Accept/Decline) – [Karyn Newton](#)
  - Total of 12 Nominees
    - 3 nominees **Accepted**
    - 1 nominee **Ineligible**
    - 4 nominees **Declined**
    - 4 nominees **No Response**
- Email Bio-Sketch requests for Officer Election – [Karyn Newton](#)
  - Sent out 3 Bio-Sketch requests to those that accepted their nominations
- Compile Bio-Sketches for Officer Election – [Robin Kramer](#)
  - No Bio-Sketches returned (yet)
- Replacement Reps – Will offer to Arman ([Back-up Robin Kramer](#)) need to fill:
  - Minjia Griesser – SOM/Exempt (Elections & SRC)
  - Angela Sloan – UnivAdmin/Non-Exempt (Comms/Train & Develop)
  - Anthony Michaels – MSASS/Non-Exempt (?)
  - David Polak – UnivAdmin/Non-Exempt (Staff Policy)
  - Vanessa Forro – SOM/Exempt (Fringe Benefits)
- Created “Call for Nominations” Flyer for review - [Michael Payne](#)
  - Submitted for approval – committee requested 3 changes
- Created Flyers to hand out at POTQ (7/26/13) for voting kick-off - [Julieta Peterson](#)
  - Submitted for approval – committee requested 3-5 changes

#### Post Meeting Developments

- Pam contacted Sheila & she resigned from Elections Committee (now serving Fringe Benefits)
- Robin sent Mike corrections/suggestions for flyer & he responded he will complete by Mar 15th

*If a current member's status changes, e.g., transfers to another department, or leaves the University, the person with the next highest votes for the same position will be contacted (pending their good standing status) and “appointed” by the Chair of the General Council*



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*as a replacement representative. Currently the elections committee only knows if a member is inactive by personal contact from the member, and/or word of mouth. We ask that all representatives notify the committee if your status changes. Thank you.*

- Meeting was adjourned at 1:25pm
- Next meeting April 9<sup>th</sup> 12:30pm Sears Room 670

### **Fringe Benefits**

The Fringe Benefits Committee met in February and March. The February report was presented at the February Council Meeting.

#### Expanded Sick Leave Resolution:

Data concerning time off at peer institutions were prepared and distributed before the meeting via email by Tony Kramar. These data were reviewed and discussed in preparation for the drafting of the expanded sick time resolution. Currently, employees are allowed to use a maximum of 8 days of paid sick days per year for family sick days. The draft resolution will ask for an increase to allow up to 15 days of an employee's sick bank to be used for family sick time per year. Karen Romoser (through the Policy Committee) agreed to prepare a draft resolution for the committee to take forward.

#### Parking:

David Peck reported calling contacts at peer institutions and asking them about how other institutions subsidized parking for their employees. All but two universities surveyed reported subsidizing parking in some way. David agreed to prepare the data in chart form and present to the group for continued discussion at our next meeting.

Further ideas about other ways to reduce parking costs, such as carpooling options, shuttle service, and RTA commuter advantage were also discussed. No resolution was reached, but parking remains a topic of interest the committee would like to pursue for improvement.

#### Tuition Reimbursement:

This agenda item was not covered and will be carried over to the next meeting.

### **NEW BUSINESS**

#### Review of Unused Vacation Time

We discussed how the culture of some departments discourages the use of sick days and vacation days in general. Some departments limit the time of year that vacation days can be used (certain seasons) or limit the number of employees who can be out during certain times, thus making it difficult for employees to use vacation days in a given year. These unused vacation days are then "lost" because the employee is unable to use them. Some committee members commented that they had plenty of vacation days, but received the unwritten message from their supervisors that they should not use these days. In order to get some data



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on how widespread a problem this is at CWRU, the committee would like to request data from institutional research to quantify the problem. The question of how much time per year is lost each year by department, school, and division, and by exempt/ non-exempt employees, will be explored.

#### Staff Policy

TOPIC - Six questions on the Strategic Plan web site:

How will we compete more effectively with other comprehensive research universities (especially our peer and aspirant groups)? How can we enhance our excellence, impact and reputation as supported by national and global rankings of the university, and of specific programs and schools?

What have been the most significant successes of the existing strategic plan? What additional actions are required to continue to realize important strategies (e.g., alliances, internationalization, and diversity)?

How will we respond to the demographic, economic and technological changes impacting higher education? What changes should be made to continue to enhance the things we already do well?

What are the three to five most important major actions or investments that would produce transformative rather than incremental change to enhance competitiveness and achieve excellence?

What are the top three to five barriers to success we must overcome?

How do funding, planning and assessment practices need to evolve to improve our ability to execute our plans?

No posts from the CWRU community in response to these questions. Do we (Policy committee or SAC) want to respond to any of these questions? Which one(s)? Discussion of how SAC in its advisory capacity "fits" into the strategic planning process; does the SAC charter re advisory vs negotiating role permit sufficient integration? What CAN we do, other than listen and wait for announcement of pending action by others?

Themes from the "Our People" focus group:

Dean Goldberg – "trust" as an issue

Working collaboratively rather than within fiefdoms; changes in funding model required for this?

The Hidden Agenda – "We value our staff" vs department-level outsourcing

Question: Can we quantify how staff is "valued"? Assign a \$ value to it, eg gross pay vs real cost of benefits, adjusted for inflation, over time?



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Starting a Google site for committee members so we can collect thoughts and compose answers to the questions

TOPIC – Collaboration with SAC Fringe Benefits committee on review and recommendation re 2 current Policies

Policy IV-7: Tuition Reimbursement

Dollar amount has been fixed at \$2000.00 since Jan 2005 when it was raised from \$1,500.00 where it had been since 2003 (or prior?); adjusted for inflation (18.9% since 2005) that's \$2,377.53 in 2013 or \$2000.00 in 2013 would have been \$1,683.00 in 2005. Value of benefit is barely keeping pace with value 7 – 10 years ago. Full-time, undergraduate tuition in 2005 = \$28,400. Full-time, undergraduate tuition in 2013 = \$41,420 (an increase of 45.8% since 2005). Can we / how do we quantify the cost to the university of the benefit? Request data re number of staff who use the benefit in a fiscal year and associated cost? Is it possible to tie the value of this benefit to % increase in CWRU tuition, eg tuition goes up 2% and benefit \$ increases correspondingly?

Policy IV-9: Sick Days

“option to use up to a total of eight (8) days annually of their unused sick days for bereavement, parenting for natural child birth care or foster custody care, or family illness or family medical reasons” Collaborate with Fringe Benefits committee on draft of a resolution requesting change to “total of fifteen (15) days annually” – how do we proceed with a resolution? Note from HR: for FMLA only?

TOPIC – Impact of increased benefits cost / declining benefits value on staff  
Collect some data; do the math

#### ACTION ITEMS

Google site

Response(s) to one or all of the 6 questions?

Policy IV-9 resolution draft

Request data, do math, assess

#### NOTES FROM STEERING MEETING

budget report - whatever

announcements

CWRU honorable mention community service - yay!

survey results - wait until June meeting

President's Award

Elizabeth - draft policy version 2

Tobacco-Free Campus Policy

no use of tobacco on campus by anyone affiliated with the university (erc10@case.edu)

President requesting support for opt in for RAVE system (used to be WARN)

SAC reps to Parking: Karen Dunne, Mike Crifasi

Data request for how much vacation time is lost every year?

## CWRU - Staff Advisory Council



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Reason for proposed change, background, and present to General Council for vote  
SAC resolution for raise in tuition reimbursement amount

April 24<sup>th</sup> Administrative Professionals event – ask Rick if Operations can attend

April 17<sup>th</sup> Inclusion and Diversity luncheon [jmh35@case.edu](mailto:jmh35@case.edu)

April 19<sup>th</sup> LGBT day of silence, campus diversity town hall meeting

April 9<sup>th</sup> Parking advisory meets

Wellness committee – health risk assessment, only healthy people participated

Top 3 most important changes that could be considered? (wellness)

### Staff Recognition

#### Announcements:

- Review schedule of events – Apr. 18<sup>th</sup> Meeting Process President's Award selection of nominees; Lunch will be provided to committee.
- Staff Recognition Calendar has been update on website.
- Review SRC schedule out on Google Doc's updates have been added to schedule.
- The list of Nominees for the President's Award have gone to Kathy for verification of length of service and if they are in "good standing" with the University.

### President's Award

- President's Award:
  - We have 18 nominees of which 3 have been determined not eligible; Today 3-21 Patsy Harris brought in 3 more nominees to be included for consideration;
  - Robin will send entire list to Kathy for verification that they meet the qualifications of the award.
  - The SRC committee members to participate on selection committee will be: R&R Kramer, C. King, P. Harris, L. Kouns, G. Matthews, P. McGregor, J. Peterson and K. Gregor will receive packets for president's award selection. Packets should be available before Mar. 30<sup>th</sup>.
  - The selection committee will need to sign a confidentiality agreement before release of packet.
  - Patsy Harris provided the master copy of nominations, Gene and Karen G. will make the Nomination Packets for the selection committee. Copies to be shredded after submission of selections are approved by the President's Office.
  - Packets will include a tally sheet for scoring the nominees. Each selection committee member may make comments on this sheet, share your feeling as to why you are making the selection you are making or just using this area for reference. Please add scores and verify totals and put tally sheets in alphabetical order by last name for the selection meeting to be held April 18<sup>th</sup> (come early for lunch we have the room 11:30-1:30pm).

### POTQ Schedule for 2013

- Last week of July has not been confirmed for a date for POTQ as yet, but committee feels good about the date of July 26, 2013.





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- Donation letter to come to committee members once date of event is confirmed by HR.
- July 19<sup>th</sup>, 2013 donations are due and they are to go to Kathy Willson in room 317 – Employee Relations.
- As committee members get a donation, please remember to update the Google donation list.
- The July 26<sup>th</sup> (possible) list of volunteers needs to be completed.
- March will start the official letter to ask for donations. No cash donations, we want actual merchandise. If you know where you can go to get donations now, then please do so.
- Theme for POTQ is Mexican Festival – Fiesta
- Please look for extra goodies for the party, we need donations!
- Decorations are needed, get them if you can.
- We are hoping to secure DJ Adams for POTQ also recommend was our own Rodney Jordan.

#### New ideas to recognize Staff

- Discussed new ways to recognize staff at last meeting of FY12 and plan place more attention on this after the completion of the President's Award selection.
- Suggested discussions include "Staff Award Effectiveness" and the like.
- Discuss the Blue Star Award, an award staff can earn. What is it? Who can earn it? Call for nominations to go out.
- Patsy brought forth awareness of individual departments holding their own awards and she suggested we tap into including their winners in the pool of nominees for the President's Award.

#### **Staff Training and Development**

The Staff Training and Development Committee met twice since the last General Council meeting.

The committee decided to revise the current SEEF program. Originally awards were given for the summer, fall and spring semesters. Awards will now be given for the fall and spring semesters only. New full and part time staff are eligible after completing the 90 day Orientation period. Deadline for applications for the fall is Sept. 15. Deadline for spring applications is January 15. After receiving notice of award, eligible staff must supply verification of receipt within 30 days.

A suggestion was made by Theresa Grigger and Lora Veselsky to form a Staff Professional Group in the university to be known as "Administrative Professional Network." This endeavor will be included under the Staff Educational Enhancement Program. Invitations have been distributed to Administrative Staff to attend an informative and planning session on April 24<sup>th</sup>, 2013.



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The committee has begun discussion on the Steps4Staff event and other endeavors to continue to raise funds for the SEEF Program.

Our next meeting is scheduled for Wednesday, April 17 at 1pm in Adelbert M 3.

### Reports of Ad-Hoc Committees

#### Sustainability Initiatives

The first Ethics Table brown bag lunch was held on Wednesday, Jan. 30, 2013, from 11:30a-1:00p in Thwing Center's Spartan Room. These meetings are held every Wednesday through April 17 and are open to all the University Community.

These weekly lunches will offer members of the campus community an opportunity to meet and discuss pertinent ethical issues such as "how should the philosophy of sustainability be considered? Is it an ethical demand or just a technological one?" Topics for the series take their inspiration from the University's next strategic planning phase.

Attendees should bring their own lunches; coffee and cookies will be served.

#### Faculty Senate

**President Snyder** noted the Strategic Plan has been discussed with the Trustees. Everyone's input is essential, and we are encouraged to participate as opportunities arise.

**Provost "Bud"** added that the working groups are finalizing their reports, which will be ready in the next couple of weeks or so. There will be meetings at the various Schools over the next couple of months.

**Robin Dubin:** The Relay for Life will be held on April 20<sup>th</sup> and 21<sup>st</sup>. This event supports cancer research. We are all encouraged to organize teams and participate. Announcements will be released in the Case Daily. In addition, the American Cancer Society is looking for 300,000 volunteers nationwide to participate in a cancer prevention study. Representatives from the Society will be at Thwing on April 19<sup>th</sup>, and at the track and field village on April 20<sup>th</sup>. Criteria include: between ages 30-65 years, no prior diagnosis of cancer. Keep an eye out for the announcement in the Case Daily.

**Anderson-Fye** reported on the President's Committee on Childcare options. In 2012 63% of faculty and staff cited the need for on-site care; 95% use vacation/holidays for care. They prefer a Center on/near campus over a subsidy. Quality is critical, and the greatest need is care for the 0-18 months, and also the 0-3 years range. There is a desire for Case students to intern at the facility. 90% of AAU institutions have such facilities. Six providers are currently being considered, and a request for information is being sent to each provider prior to release an RFP. Another option under consideration is Spring Break programs with the Music Settlement



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and the Mandel JCC (with free shuttle service). There is also potential for an end of summer program with the Museum of Natural History.

The next steps will be to review the responses to the request for information, review current policies, and continue to evaluate partnerships to meet our outstanding needs.

#### University Fringe Benefits

**Health Risk Assessment:** Approximately 13-15% of faculty and staff completed the Health Risk Assessment. These data will be combined with the information from medical and prescription claims to provide baseline information on the health of the employee population.

**Retirement Plans:** There will be April sessions conducted by Vanguard and TIAA-CREFF that are targeted to different segments of the population: younger employees will be encouraged to start investing; the mid-career group will be counseled about saving more for retirement; those nearing retirement age will learn about adjustments to saving profiles.

**Tuition Exchange:** The December 20, 2012 introductory session had 100 attendees. It is important to remember that this is a scholarship program and NOT a benefit. Case has no say in any decisions made by member institutions. The program is only open to first time, first year students. Those who are already enrolled in universities are not eligible.

**Voluntary Benefits:** We are closer to launching the implementation of programs that are completely funded by employees. Examples: critical illness insurance; life insurance with a long-term care component; supplemental long-term disability for those making \$75,000 or more. The standard rate of disability compensation is 60% of the employee's salary; this supplement would provide an additional 15% coverage.

**Child Care:** There will be a pilot program for a spring break option, including camp sessions and ad hoc days. The long-term goal is to have a day care facility on or near campus.

The next scheduled meeting is on April 10, 2013.

#### Health Advisory Committee Meeting Report for April 12 SAC Council Meeting

21 people attended the first Health Advisory Committee meeting on March 13, 2013. Historical information on the wellness initiative was shared in addition to goals of this initiative. Summary health risk assessment and benefit claims data were reviewed. We then broke into small groups for brainstorming.

#### Small Group Feedback –



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“Imagine a healthier work environment at CWRU: How would daily work life be different for faculty and staff? What are the top three most important changes that should be considered? What new initiatives could be implemented?”

- Culture change – creating greater connection within the University.
- People need to understand the value of wellbeing (more education).
- Some people are aware and thoughtful. Many are stressed out. Adding another thing seems overwhelming.
- Programs to reduce stress are “tricky.” Programs themselves may be a source of stress if people want to attend, but don’t have the time.
- Work/life integration is important. We need to set limits that everyone respects.
- Increase premiums for those who self-report tobacco use. Additional tobacco cessation programs at more convenient times (access).
- Wellness wise activities – time off for participation, reduced premiums, encourage/incentivize preventive care.
- Incentive for bike commuters
- Incentives: UH program provides points. Concerns about privacy of participation in health surveys, smoking cessation programs.
- Initiatives: amount of time for lunch, work to track/monitor eating habits (e.g., student use of Case Card).
- Metrics/Monitoring of stress: Exercise, massage, meditation, counseling.
- Bike sharing – don’t need your own bike. Bike safety program – combined with sharing program.
- Different rates for insurance.
- Educational sessions
- Expand calorie content postings for food service outlets. Price unhealthy foods higher.
- Subsidize Weight Watchers on campus – reduce \$39/month cost.
- Cleaner offices – “seasonal cleaning holidays” – get professionals to help.
- Encourage people to have plants in offices – clean the air; brighten up the place.
- Section in each building with “happy” lighting.
- Standing desks.
- Healthier people – less stress, more active, be more productive, Mediterranean diet – change quality of food; promote healthy food; consider offering discounts; offer calorie counts.
- Walking club
- Top 3: Education; Stress Management; Healthy work day incorporated into day (e.g., walk); Campaign for wellness (do bathroom posters on wellness).
- Involve less healthy in a survey
- Flexible schedules – work remotely
- Find anonymous way for employees to provide feedback.
- There would be a culture of health that was communicated from leadership through schools and departments so that people would know that we supported each other in



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that journey. Daily life would change as it would be a positive to go on a walk at lunch or to build in time for healthy food. This would be true for everyone - faculty and staff. The culture would foster innovations in particular places—e.g., people bringing healthy food to meetings. The key is leadership and messaging.

- Expansion of Bon Appetit (replacing less healthy options, for example)
- Behavioral economics- inspired incentives for health eating
- Lunchtime yoga/meditation/calisthenics sessions that rotate around the buildings on campus. Once a week at each location.
- Make the elevators slower to encourage use of stairs.
- Many faculty/staff might not have time or energy to prepare healthy dinners when they get home. Perhaps campus eateries could sell ingredients for a healthy meal-- e.g. precut veggies ready to stir-fry that employees could purchase on their way out.
- Each dean should be an outspoken advocate for culture change—e.g., promote programs in school-wide publications, post messages (or include on LED screens) to use stairs
- Get rid of junk food in vending machines and food service
- Agree to endorse the CDC guidelines for serving healthy meals at all school functions: [http://www.cdc.gov/nccdphp/dnpao/hwi/downloads/healthy\\_worksite\\_food.pdf](http://www.cdc.gov/nccdphp/dnpao/hwi/downloads/healthy_worksite_food.pdf)
- Convene a school wellness committee
- Conduct an audit of the wellness culture: [http://www.cdc.gov/nccdphp/dnpao/hwi/downloads/swat/SWAT\\_observing\\_worksite\\_environment.pdf](http://www.cdc.gov/nccdphp/dnpao/hwi/downloads/swat/SWAT_observing_worksite_environment.pdf)
- Speak out about the inconsistency of having employees who smoke
- Take the lead for the university on advocating for a smoke-free campus--including enforcement.

### Updated Demographic Data

Majority of benefits eligible employees are:

- Exempt employees – 76%
- Female – 55%
- Caucasian – 70%
- Work at CWRU <10 yrs. – 62%
- <50 yrs. Of age – 60%

### **Inclusion, Diversity and Equal Opportunity**

- The 2013 Inclusion and Diversity Achievement Awards Luncheon is scheduled for Wednesday, April 17<sup>th</sup> at 11:30a in the Thwing Center Ballroom. This event is free and open to the entire Case community. Those who would like to attend should rsvp to Janetta Hammock ([jmh53@case.edu](mailto:jmh53@case.edu)). Awards will be presented for Faculty Leadership, Staff Leadership, Department/Office/Unit Excellence, Graduate/Professional Student Achievement, and Undergraduate Student Achievement.



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- Case Western Reserve University's progress toward meeting its inclusion and diversity goals will be highlighted during the Campus Diversity Town Hall NEW DATE- Friday, April 19, 12:30 p.m., location tbd. During the meeting, Vice President for Diversity, Inclusion and Equal Opportunity Marilyn S. Mobley will discuss and provide data related to progress the university is making toward fulfilling the three main goals outlined in the university's Diversity Strategic Action Plan (DSAP). The goals include: improvement in campus climate; increase in the retention and recruitment of underrepresented students, faculty and staff; and development and leveraging of resources to advance diversity and inclusion.
- April 19<sup>th</sup> is also the LGBT Day of Silence, an event that promotes awareness of anti-gay harassment and discrimination.

### Parking

#### Summer Parking (May 20<sup>th</sup> – August 25<sup>th</sup>)

1. Purchase New permit for summer months (charge by week)
2. Exchange current permit for a closer lot for summer months only (Available lots: 5, 29, 44, 46, 47, & 53)
3. Faculty may turn in permits for Summer Leave/Sabbatical

#### Parking Requirements for purchasing new permit

1. No outstanding violations
2. Access services must have current information regarding your vehicle
3. Reminder: with valid permit, employees have access to some after hours parking in other lots

#### 2013-2014 Parking Rates

1. Standard 4% increase
2. Increase used to offset debt, maintenance, lighting, utilities, security and shuttle services

\*Faculty and Staff are eligible for pre-tax deduction.

Student RTA passes can be purchased for the summer months (5/20/13-8/9/13) beginning 5/15/13. To be eligible:

1. Must be registered for at least one summer class (and/or)
2. Working on campus (must have letter from department)

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#### Student Parking for Fall

1. Renewals: begins May 1<sup>st</sup> –May31st
2. New: Begins June 6<sup>th</sup> and is on a 1<sup>st</sup> come, 1<sup>st</sup> serve basis. On-line access begins at midnight.

Stay connected with Parking through the following:

Facebook: CWRU Parking

Twitter: CWRU\_Access

Webpage: <http://www.case.edu/accessservices/index.html>

Stay tuned: Electronic Information display board (Veale Garage) is coming sometime in the next few months. Used to display upcoming events around campus, announcements and emergencies

#### **Old Business**

None reported.

#### **New Business**

None reported.

#### **Adjournment**

The meeting was adjourned at 11:39 a.m.