

**Case Western Reserve University
Staff Advisory Council
Minutes of August 12, 2004 Council Meeting**

Members in Attendance:

1. Tawanna Armstrong, University Administration, Council Secretary
2. Carleen Bobrowski, School of Management
3. Carol Dietz, School of Engineering
4. Kathleen Dowdell, School of Arts and Sciences*
5. Terri Geiger, University Administration
6. Kathy Hanning, School of Nursing
7. Patsy Harris, School of Engineering
8. Tina Jurcisin, Human Resources
9. Cindy Hill-Graham, School of Law
10. Kathryn Howard, School of Medicine, Council Past Chair*
11. Charles Knox, School of Engineering
12. Robin Kramer, University Administration, Council Chair
13. Estela Lopez, School of Medicine
14. Kathleen O'Linn, School of Nursing *
15. Judith Olson-Fallon, University Administration, Council Vice-Chair Elect
16. Curtis O'Neal, School of Applied Social Sciences
17. Jodi Pratt, University Administration
18. Judy Richardson, School of Medicine
19. Michelle Saafir, University Administration
20. Barbara Tubbs, School of Medicine
21. Lorraine Watson, Human Resources
22. 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.

II. BUDGET/MINUTES

Chair Robin Kramer spoke with Kathy Wilson. The budget for the upcoming fiscal year is still in process. Committees should send their budget requirement to Robin as soon as possible.

III. ANNOUNCEMENTS

Chair Robin Kramer announced the following changes: Joanne DiCarlo retired in May, leaving Jeanne Madison as Council Chair, but soon got laid off from the University, bumping Robin Kramer into Council Chair effective immediately.

Robin spoke with Judith Olson-Fallon who has agreed to become Council Vice-Chair Elect, depending on the voting of the Council. The voting had to be delayed due to a lack of quorum.

Terri Geiger asked for SAC participation with Thwing Center with Student Activities in conjunction with Case Community for all staff and students (there will be limitations with students). This is an initial request just to see what response she will get. The date still has to be determined. She also announced that there will be a sponsored Blood Drive on September 2nd. There is more information to come.

Regarding the SAC Web Feedback, Robin says that there have been questions regarding the Presidential VP Debate. Employees are concerned about parking since Veale will be closed for the event. Robin says that the plans have not been confirmed and the garage will not be closed. They are still working on security. Kathryn Howard will speak with Erin Walsh to address faculty concerns so that we can let our constituents know.

Beth McGee, a national speaker, has contacted SAC to speak to faculty and students next Fall. She wants SAC to help advertise the speaker. We will discuss more at the next Council meeting.

Robin has asked Kathryn Howard to sit as Council Past Chair. With Councils general consent, we will vote at a later date.

In the Steering Committee, there have been a few changes. Robin announced that the Council meeting will start promptly at 10am. She asked that Council to please be promptly to the Council meetings. Also, no longer will each committee report at the Council meetings. All committee reports will be mailed out before the general Council meetings.

IV. REPORT FROM THE DEPARTMENT OF HUMAN RESOURCES

Lorraine Watson provided information on the upcoming Supervisory Briefing Seminars on “Successful Strategic Planning”, Tuesday, August 17, 2004 from 1:30-3pm in Crawford Hall, Room 13 and Thursday, August 19, 2004 from 10-11:30am in Frohring Auditorium, BRB 105.

The Party on the Quad was a huge success with the theme of American Idol. There were many door prizes and everyone enjoyed themselves.

V. DISCUSSION OF ISSUES BY REPRESENTATIVES

Colleen Bobrowski was concerned that there will be a lack of participation due to lack of announcements related to Case Community Day. Kathryn Howard stated that there was information posted on the Case Website. She also provided the date of September 15th as the date for Case Community Day. There will be various projects available – painting houses, installation of playground at Forest Hills, etc. She says that an

announcement will come out shortly. She is looking for Council to provide “site leaders” for 20 projects that are available. The enrollment capacity this year will be 500 and it will be available via electronic submission to make it easier for people to sign up. A sign-up sheet to volunteer was distributed amongst the Council.

Community Service Committee to sit in on Planning Committee for Case Community Day. There has been one meeting thus far, the next meeting will be held next week.

Patsy Harris brought up the concern of daycare/pre-school support. Lorraine Watson is currently sitting on a committee that is addressing this concern in possibly building a childcare center on campus.

Curtis O’Neil brought up the concern of the BP move. The concern was – will there be a prefaced discussion due to the move being announced a [Crain’s Cleveland](#) article. Lorraine Watson says that Human Resources will provide support for those employees and will continue to update us any changes. Carole Dietz asked if SAC has “officially” submitted a request to Administration. Chair Robin states yes we have and that we have received 30% positive feedback and that SAC will continue to collect feedback and we should continue to encourage our constituents to use SAC Feedback so that we can address their concerns.

Chair Robin asked Kathryn Howard to Chair the Empowerment Committee until the September positions were in place. Tina Jurcisin may be a possible co-chair.

VI. REPORT OF COMMITTEES (STANDING)

- A. [Staff Recognition](#) –**
Robin thanked the Staff Recognition Committee for helping Human Resources with the Party on the Quad. There were approximately 500 people and it was a great success! There was a talent show, karaoke, door prizes, etc.
Meetings are held on the third Tuesday of the month.
- B. [Fringe Benefits](#) – nothing reported.**
Meetings are held on the third Monday of the month.
- C. [Staff Development and Training](#) – reported by Kathleen O’Linn**
i. *Video on Wheels.* After the committee devised a new plan to change the location/time to encourage participation of the program, they are still in need of help from the other committees to make these activities a real success.
ii. *Employee Resource Partnering Program.* This project was a successful “take-off”!
iii. *Campus Tour Orientation for new employees.* There is still a lack of participation. Kathy will ask for volunteers at the next Staff Advisory Council meeting.
Meetings are held on the third Wednesday of the month.
- D. [Community Service](#) – reported by Judith Olson-Fallon**
The Parade on the Circle event was held on Saturday, June 12th, 2004. It

was a success! We had approximately 30 volunteers. Rhonda Peoples will chair the committee if Judith gets voted in as Vice-Chair of SAC. The committee is preparing for the next Basket Raffle.

Meetings are held on the second Tuesday of the month.

E. [Elections](#) – reported by Curtis O’Neill

Curtis gave a progress update on changes to the Elections Committee. Robin will no longer exist as co-chair due to her responsibilities as SAC Chair, Monica Bradley has resigned from the committee, and Aruno Johnson has agreed to Co-Chair of the Elections Committee. He also provided an update on the 2004-05 SAC Elections. The voting booths were set up and the constituents were notified to sign up for their representatives.

Meetings are held on the second Tuesday of the month.

F. [Staff Policy](#) – nothing to report at this time.

Meetings are held on the last Wednesday of the month.

G. [Communications](#) – reported by Carol Dietz

Diedre Grunning will not be running for re-election, so there is a need to recruit new members at the SAC Orientation Breakfast. Also, Carol Dietz and Al Pollack are currently working on the new constituent lists.

Meetings are held on the second Tuesday of the month.

VII. Liaisons to University Committees

A. Fringe Benefits – reported by Kathryn Howard.

In efforts to save costs, an external firm was hired to evaluate current benefits in comparison to other institutions to evaluate our cost savings.

B. Minority Affairs – nothing reported.

C. Parking –

Chair Robin states that although the debate will be in progress, we should come to work and we also encourage people to participate.

D. Security – nothing reported.

E. Center For Women – reported by Carleen Bobrowski

There is nothing else to report, but the usual announcements that have been distributed via email.

V. Old Business

VI. New Business

A. Breakfast Orientation for new Council Representatives – Friday, September 17th, 2004

B. “Information Sessions” for Addressing Employee Concerns

1. BP Move
2. Perceptis

C. Vote of Registration for VP Debate

There will be a vote of registration on August 19th from 11am-1pm and 5-7pm. Kathryn Howard is seeking volunteers to help distribute voting cards. Chair

Robin will send out an email about the vote of registration. Charlie Knox will check into Geauga County to providing us a stack of their voting cards. (USG will also be involved in this event).

VII. Adjournment

Chair Robin Kramer adjourned the meeting at 10:50am. Kathryn Howard seconds the motion to adjourn the meeting.

Respectfully Submitted,
Tawanna Armstrong, Secretary