

**Case Western Reserve University
Staff Advisory Council
Minutes of December 9, 2004 Council Meeting**

Members in Attendance:

1. Carol Adrine, School of Medicine
2. Tawanna Armstrong, University Administration, Council Secretary
3. Laila Boesinger, School of Medicine
4. Carleen Bobrowski, School of Management*
5. Lois Bowers, School of Medicine
6. Kevin Cartier, School of Medicine
7. Junnan Chen, School of Medicine
8. Lia Chesner, School of Medicine
9. Marina Corleto, School of Law
10. Carol Dietz, School of Engineering
11. Kathleen Dowdell, School of Arts and Sciences
12. James Edmonson, Academic Administration
13. Terri Geiger, University Administration
14. Lynmarie Hamel, University Administration
15. Kathy Hanning, School of Nursing
16. Patsy Harris, School of Engineering
17. Janet Hlavna, School of Medicine
18. Kathryn Howard, School of Medicine, Council Past Chair
19. Tina Jurcisin, Human Resources*
20. Tony Kinslow, Human Resources*
21. Charles Knox, School of Engineering
22. Robin Kramer, University Administration, Council Chair
23. Estella Lopez, School of Medicine
24. Gail McGhee, University Administration
25. Barbara Nicol, School of Medicine
26. Kathleen O'Linn, School of Nursing*
27. Judith Olson-Fallon, University Administration, Council Vice-Chair
28. Jodi Pratt, University Administration
29. Dale Ray, School of Medicine
30. Susan Rischar, School of Management
31. Michelle Saafir, University Administration
32. Brian Sherman, School of Dentistry
33. Paul Schneider, School of Engineering
34. Shelli Snyder, School of Nursing
35. Doreen Thibodeau, University Administration
36. Sabrina Wagner, School of Dentistry
37. Jason Weiner, School of Medicine
38. 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.

Pictures were taken. Approval of October 14th meetings with 3 corrections – Kathryn Howard, Judith Olson-Fallon, and Kathryn Dowdell- remove the asterisk (*) from their names because they are now elected SAC members. With these changes, the general council minutes of October 14th, 2004 were approved by general consent.

II. BUDGET/MINUTES

Reported by Tawanna, SAC Secretary. Beginning budget of \$4,429.00, we have \$3,116.92 expenses to-date, leaving a balance of \$1,312.08.

III. ANNOUNCEMENTS

1. Welcome to the new council members – Junnan Chen (School of Medicine); Scott Hampton (University Administration); Sabrina Wagner (School of Dentistry).
2. Minority Affairs – Marina Corleto is the official liaison to this committee effective today.
3. Reminder – two ad-hoc committees: one, the Constitution Committee (Chaired by Lynne Ford) is still in effect. John is currently reviewing the Constitution. And two, the Staff Empowerment committee (Chaired by Kathryn Howard) is also still in effect and will start meeting soon.
4. Giving Tree Program – reported by Terri Geiger. An email was sent out for the Giving Tree Program, running from December the 1st through December the 15th. Gifts to be given to the children from the Northeast Ohio Neighborhood Association.
5. Kathryn Howard – donations for West Side Community contributed turkeys for 700 families. Thanks to those who helped.
6. Robin thanked volunteers for Benefits Fair.

IV. REPORT FROM THE DEPARTMENT OF HUMAN RESOURCES

Reported by Tina Jurcisin - There will be a Staff Development session at the Gilford house at noon today with Bill.

Human Resources hired an outside consultant in conducting a quality of life survey, which is critical to the University in seeking better quality of life here at case.

V. DISCUSSION OF ISSUES BY REPRESENTATIVES

Kathryn Howard – Quality of Life Survey; the staff can confidentially provide info.
Kathryn Howard – Payroll; effective January 2005 Human Resources will only be providing payroll through payroll deduction. For those who do not have this

capability, there will be an option of using a power paycard that works like a debit card. A letter will be coming out soon to explain the peoplesoft conversion. Terri Geiger – Baker building. Furniture was left in the departments and there are other departments on campus struggling to get furniture. Will there be future efforts when other buildings come down? Hussein was not aware of reusable furniture and does not want to waste university's assets will safeguard against this in the future. He even suggested some charitable orgs that may want the furniture.

VI. REPORT OF COMMITTEES (STANDING)

A. Staff Recognition – reported by Patsy Harris.

The President's Staff Recognition Award has been increased to \$1,000.00. The award will be "inflated" so that the recipients will receive \$1,000.00. (the award allows for 3 recipients). Thank-you letters about the change in the award amount will be written to the Administration. A Gala/Open House is still being discussed. Announcement of new committee members: Barb Nicol and Sabrina Wagner. [See page 7 \(Committee Reports\) for additional information.](#)

Meetings are held on the second Tuesday of the month.

B. Fringe Benefits - reported by Kathleen Blazar.

The committee has a rotating recorder for their minutes. The committee is researching if "sister" institutions have an ombudsman for benefits issues with the idea of recommending such a position for Case. HR indicated that the initial statement about health insurance coverage for married Case employees was misworded. An email was sent to married employees stating the corrected policy. However, the rest of Case employees have not been informed of this revision. Issues discussed: ombudsman for employee conflict issues. They are still looking for new members. [See page 7 \(Committee Reports\) for additional information.](#)

Next Meeting are held on the second Monday of the month in ADL 352.

C. Staff Training and Development – reported by Kathleen O'Linn

A campus tour is set for Friday, November 19. Approximately 17 to 19 new employees are scheduled to take the tour. It is hoped that all those signed up will be at the tour because a number of employees did not show up for the last tour. The committee, which consists of 5 members, needs to increase its membership in order to provide coverage for the weekly HR welcome meetings for new employees.

Every Monday between 9 am and 10 am, a member of the Staff Training and Development Committee meets with new employees to invite them to join SAC. The SAC member making this presentation is provided with a "script" as well as handouts from the Staff and Training Development Committee. The committee plans to pass around a volunteer list at the December 9 SAC Council Meeting to solicit additional coverage for the HR welcome meeting.

The Video on Wheels program is no longer hosted in Crawford but rather is scheduled for different areas of the campus. So far the programs have been scheduled for the Dental School and the Anthropology Department. In December, the program is set to be in the Nursing School. Next meeting is Tuesday, December the 14th.

Orientation – passed out a sign up sheet to ask for volunteers on Monday mornings for new employees to tell about SAC. [See page 6 \(Committee Reports\) for additional information.](#)

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

D. Community Service – reported by Shelli Snyder

Thanked volunteers for helping with the Basket Raffle. The committee received 49 baskets for their Annual Basket Raffle (\$4,072). An announcement of the recipient winners was sent via saccom. Announcement: Michelle Saafir is replacing Rhonda Peoples as Community Service Co-Chair.

Meetings are held on the second Tuesday of the month.

E. Elections – reported by Aruno Johnson.

Currently filling open sac rep positions for Mandel School, School of Medicine, etc.

Meetings are held on the second Tuesday of the month.

F. Staff Policy – Charley Knox

The Issues discussed: layoff issues, Spherion contract, temporary employment, climate control issues (plant services), move to Halle Building – access to campus services, etc. Holiday policies – celebration for non-Christians, diversity issues, evaluating if committee can do anything to resolve related issues. [See page 8 \(Committee Reports\) for additional information.](#)

Meetings are held on the last Wednesday of the month.

G. Communications – reported by Carol Dietz

The committee updated the SAC committee posters and displayed them near the Basket Raffle table at the November Benefits Fair. Compliance of SAC Representatives – 80% compliant; 13% (x50 people) do not. Over 700 emails sent out have been sent out. If you are having trouble, please contact Carol Dietz - cpd@case.edu if you are experiencing any problems with your lists.

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

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

VII. Liaisons to University Committees

A. Budget – reported by Hussein reported that they are currently working on a 5 yr long term budget.

B. Fringe Benefits – reported by Kathryn Howard. There is a meeting in January to discuss cost attainments.

The committee noted that the changes in the benefits options included increases for everyone. HR felt that while everyone's cost for health insurance did increase; the benefits options still makes Case competitive. A vision plan is being developed for 2005. The committee hopes that HR will develop a

campus-wide wellness program with incentive for employees to participate. The committee feels that faculty would not be interested in a sliding scale for benefits that corresponds with an employee's salary.

- C.** Minority Affairs – Marina Corleto – no report.
- D.** Parking – Shirley Mele – no report.
- E.** Security – Shirley Mele – no report.
- F.** Center For Women – reported by Carleen Bobrowski – no report.

V. Old Business

- A.** No issues were raised.

VI. Public Speakers

A. Guest Speaker Tony Kinslow, Vice President of Human Resources. Discussed issues: (1) timely performance evaluations; more accountability on supervisors, effective January 1st, (2) layoffs from reorganization; “apply by date” application process, starting January 1st; and (3) healthcare comparisons; fringe benefits – dental, healthcare, vision, tuition, retirement, short term and long term disability, FICA, worker's compensation reserves, etc. \$70 million is spent per year on employee benefits. Please contact Tony Kinslow (tony.kinslow@case.edu), Kathryn Howard (kjh4@case.edu), or Denise Douglas(denise.douglas@case.edu) if you have any fringe benefits questions. There will be a Wellness Committee starting in January to develop a Wellness Program at Case; one of the goals of this committee will be to create a “healthy” campus.

B. Guest Speaker Don Feke, Vice Provost for Planning and Assessment. Discussed Case's Accreditation which is valid thru middle of 2005.

VII. Adjournment

Laila Boesinger motioned to adjourn meeting. Charlie Knox seconded motion to adjourn. Chair Robin Kramer adjourned the meeting at 11:31am.

Respectfully Submitted,
Tawanna Armstrong, Secretary

Reports of Committees

SAC Staff Training and Development Committee Committee Report November, 2004

Employee Resource Partnering Program

- A Campus Tour for new employees was held on Friday, November 19th at 9 a.m. Although the group of 12 that showed up for the event was half of what we planned for, it was truly appreciated. The committee received several thank you messages from those in attendance.
- The committee is looking for volunteers from all SAC committees to welcome new employees to SAC and the CASE community. Orientation is held each Monday at 9 a.m. in Crawford Hall. A sign-up sheet is being passed around. Please consider spending a few worthwhile minutes to introduce yourself to the new group, welcome them to the University and give them a general idea of what SAC is all about. It is a great way to recruit members for your committee as well.

Video on Wheels

- Members of the committee are hosting this event monthly in their respective areas. The idea is to encourage a greater attendance. This procedure will be evaluated by the committee at a later time.
- The next "Video on Wheels" is scheduled for **Tuesday, December 14** in the **School of Nursing at Noon**. The topic is Accountability. Hope you can join us for a great video and a lively discussion. Cookies and coffee will be provided.

Next Staff Training and Development meeting is Wednesday, December 15 from Noon to 1 p.m in Adelbert Room 1.

SAC Communications Committee Committee Report November, 2004

The Communications committee met on Friday, 11/10/2004 at noon in Nord 500 to create new SAC committee posters. The posters were displayed in the lobby of Crawford Hall during the Benefits fair, November 16th and 17th. Carol Dietz is storing the committee posters in her office, if you should need to borrow them for any reason.

As you know, the Communications committee sent out the SAC representatives' constituent email lists in September. Overall, the compliance of SAC representatives forwarding saccom emails is fairly good. Forty-five SAC reps consistently forward emails, while seven (13%) have not forwarded any emails. Over 700 saccom emails have been forwarded, which is an average of 16 emails per compliant rep. We will contact non-compliant reps in an effort to assist them with forwarding emails to their constituents.

Our next meeting will be Tuesday, 12/14, at noon in Adelbert 353. Please join us.

NOTE: Meetings for the next fiscal year are scheduled for the second Tuesday of each month at noon in 353 Adelbert Hall. Check the [Communications page](#) for actual dates.

SAC Staff Recognitions Committee Committee Report November, 2004

The Staff Recognition Committee met on Tuesday, November 9, 2004.

I. Announcements

Meetings are now held on the Second Tuesday of each Month.

II. Discussion

Presidents Award:

- The nomination forms will be available on line from now on; flyers will be displayed in buildings on campus listing the website and directing people to use it for voting purposes. For those who do not have access to the electronic nomination form, a computer will be available to utilize for that purpose.
- ~The President's Staff Recognition Award has been increased to \$1,000.00.
- ~Thank-you letters about the change in the award amount will be written to the Administration. A Gala/Open House is still being discussed.
- ~ Holiday Party:
*Winking Lizard is the location for Holiday Party
DATE: 12/14/04: 3:30PM
*Robin Kramer has invited Staff Elections Committee.
*Secret Santa/Gift Exchange (Please limit gift cost to \$ 5.00)

Our next meeting is on TUESDAY, January 11, 2005 TIME: Noon

SAC Fringe Benefits Committee Committee Report November, 2004

At the latest Steering Committee meeting, there were a few items of discussion with importance to all.

First of all, ALL COMMITTEE MEMBERS, not just elected, but ALL, should plan to attend the next General SAC Meeting on December 9, 2004. Plan to arrive by 9:30 A.M. ALL committee members will be included in the photo shoot for SAC for this year. And, if this is a little early for you, wonderful refreshments are provided. Please EVERYONE plan on coming.

In addition, there will be a sign-up sheet at the next SAC meeting for those individuals who are interested in helping the Staff Development and Training Committee with new Staff Orientations. These orientations are the Monday morning sessions put on by HR. Kathie Dowdell and Kathy O'Linn are the chairs of this committee and can provide more information.

Our next Fringe Benefits meeting is scheduled for Monday, December 20, 2004, in room 352. I must apologize for creating some confusion about the time. We actually have the room scheduled from 11:30 A.M. until 1:00 P.M. If people have problems getting away at 11:30, we can change the time to Noon and talk real fast. Please let me know.

Some of the agenda items we should discuss include the following:

Tuition Benefits for KSLearn
Temporary employees

Please send more agenda items.

SAC Staff Policy Committee Committee Report November, 2004

ISSUES DISCUSSED

- Temporary employment staff policies
- How long before full-time employment?
- Is there an upper bound for temp-to-perm temporary employment?
- An issue of ethics.
- A possible issue of discrimination
- Climate control: Waiting for the Winter to hit to see how things have progressed. Plant services have been doing as much upgrading as possible to building environmental systems.
- Touched on firing/layoff policies
- Move downtown to the Halle building for some people
- Concerns about the shuttles and possibility of use of public transportation
- Access to on-campus educational resources.
- "Take it or leave it" regarding a position you are hired for and is summarily moved downtown.
- A lot of details are probably not even hammered out, hence some of the confusion and miscommunications.
- Holiday policies for non-Christians
- "Floating" Holiday to be used to celebrate or observe non-Christian holiday.
- Inclusive/Diversity issues.

TO-DO

- Book room for upcoming meetings (contact room control)
- Take a look at a Spherion contract.
- What does the request form from the department look like? Is there a designated area for expected length of employment?