

**Case Western Reserve University
Staff Advisory Council
Minutes of December 8, 2005 Council Meeting**

Members in Attendance:

1. Delores Adams, School of Medicine
2. Fay Alexander, University Administration
3. Susan Alexander, Academic Administration
4. Kathleen Blazar, University Administration*
5. Laila Boesinger, School of Medicine
6. Tom Bondra, University Administration
7. Lois Bowers, School of Medicine
8. Ginnette Boyarko, University Administration
9. Lia Chesner, School of Medicine
10. Richard Cole, Applied Social Sciences
11. Helen Conger, University Administration
12. Toni Curry, School of Medicine
13. Gretchen Denaro, University Administration
14. Carol Dietz, School of Engineering
15. Kathie Dowdell, Arts and Sciences
16. James Edmonson, Arts and Sciences
17. Lai Lonnie Fong, University Administration
18. Patsy Harris, School of Engineering
19. Kathryn Howard, School of Medicine, Council Vice Chair
20. Charles Knox, School of Engineering
21. Richard Kramer, University Administration
22. Robin Kramer, University Administration, Council Past Chair
23. Tynomie Moss, University Administration
24. Carlier Myers, Academic Administration
25. Evelyn Neufeld, School of Medicine
26. Kathleen O'Linn, School of Nursing*
27. Judith Olson-Fallon, University Administration, Council Chair
28. Hossein Sadid, Chief Finance and Administrative Officer
29. Michelle Saafir, University Administration*
30. Brian Sherman, School of Dentistry
31. Shelli Snyder, School of Nursing*
32. George Stamatis, School of Medicine
33. Ronald Vojacek, University Administration
34. Jason Weiner, School of Medicine
35. Joy Wyatt, University Administration
36. Karen Young, School of Nursing
37. Sandy Youngberg-Fox, School of Engineering

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

I. Call to order

Chair Judith Olson-Fallon called meeting to order at 10:45 am.

Approval of October Council Meeting minutes by general consent with minor corrections; corrections made to management centers of Lia Chesner, Richard Cole and Charley Knox.

II. Announcements

III. Reports of Committees (Standing):

A. **Staff Recognition.**

See page 5 (Committee Reports) for additional information.

Meetings are held on the second Tuesday of the month.

B. **Fringe Benefits.**

See page 5 (Committee Reports) for additional information.

Meetings are held on the second Monday of the month in ADL 1.

C. **Staff Training and Development.**

See page 4 (Committee Reports) for additional information.

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

D. **Community Service.**

See page 6 (Committee Reports) for additional information.

Meetings are held on the second Tuesday of the month.

E. **Elections.**

See page 6 (Committee Reports) for additional information.

Meetings are held on the second Tuesday of the month in ADL 351.

F. **Staff Policy.**

Staff Policy Chairs Charley Knox and Jason Weiner presented the Staff Policy Committee's draft of a resolution regarding procedures for staff layoffs. The SAC Council worked on areas of the resolution requiring some editing. The resolution was then approved with the intent of forwarding this resolution to Human Resources.

Kathryn Howard noted the firsts and seconds for the approval.

See page 6 (Committee Reports) for additional information.

Meetings are held on the first Thursday of the month in ADL 353.

G. **Communications.**

See page 4 (Committee Reports) for additional information.

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

IV. Liaisons to University Committees:

- A. Budget – no report.
- B. Fringe Benefits – no report.
- C. Minority Affairs – no report.
- D. Parking/Security– no report.
- E. Center For Women – no report.

F. Energy Advisory Committee – no report.

V. Report from the Department of Human Resources

A. Tony Kinslow, *Vice President of HR*

VI. New Business: *Layoff Recommendations.*

The SAC Policy committee resolution was discussed at length and modified to the satisfaction of a definitive majority of the attending members. The concept of establishing an ombudsman generated disparate opinion and after much debate was sent back to committee for further study and clarification. The section requesting that managers be required to follow a consistent policy when laying off staff and that a seniority system with well defined job classifications carried by majority, (15 yes to 10 no) The request that the university use creative solutions to lessen the numbers of employees laid off (i.e. eliminating overtime, vacant positions, job sharing) was overwhelmingly supported and approved by general consent. The section of the resolution dealing with support of staff in the process of layoff and requesting a bridge to COBRA carried by majority consent.

After deliberation, the Staff Advisory Council voted to approve the resolution by an overwhelming margin and voiced strong support of the SAC Staff Policy Committee and their work on this issue of concern to staff.

Toni Curry offered the motion to approve the resolution as modified Fabienne (Fay) Alexander offered the second to the motion.

29 YES 3 NO 1 abstention.

For content of the revised resolution, please see page 7: *Staff Advisory Council Resolution on University Layoff Policy.*

VII. Adjournment

Council Meeting adjourned at 11:59am.

Reports of Committees

SAC Staff Training and Development Committee Committee Report November, 2005

Campus Tour

Tour was held on Friday, October 21 at 10 am. Fatima Karriem and Mike Shafarenko were the CASE tour guides. The University Circle tour guide was Michael Horgan. There were approximately 18 in attendance.

The committee has decided to host the next quarterly tour in early Spring (the date to be decided.) The committee is still considering a way for HR to provide weekly or bi-weekly mandatory tours for new staff.

Department Learning Sessions

The brochures have been mailed to CASE supervisors inviting them to reserve a session for their department in an area that may be of interest to them.

Kathleen Dowdell and Kathleen O'Linn presented the first session to a department of 12 incorporating "Teaming up for Success and Managing conflict in the workplace." The program was well received and appreciated by those in attendance.

Members of the committee are encouraged to volunteer to present a topic of interest to them and prepare for the presentation. Robin Thompson will present the session on December 14 to a department from Weatherhead.

The next meeting of the Staff Training and Development Committee is scheduled for Wednesday, December 21, at Noon in Adelbert Room 1.

SAC Communications Committee Committee Report November, 2005

Report for November 2005

The Communications committee met on Tuesday, 11/15/2005 at noon in Nord 500A. The following members attended the meeting: Al Pollack, Janet Hlavna, Lai Lonne Fong, and Carol Dietz.

Al, Janet and Carol reported on the number of SAC reps forwarding their saccom emails. In the Academic and University Administration areas, 12 out of 15 reps are forwarding emails; in the School of Medicine, only 6 out of 17 are forwarding emails and for all the reps are forwarding emails. Al, Janet and Carol will contact reps not forwarding emails again and re-report on these numbers at the next SAC General Council meeting. A list of the reps not forwarding emails will be provided to the SAC Executive committee.

Al has received new employee updates from HR. He will distribute this information to the reps soon so that they can update their constituent lists.

Rick Kramer has updated the SAC website with new committee member and calendar information. Committee chairs should continue to send Rick any information that needs to be posted on the SAC website.

Lai Lonne Fong is working with Brian Hurd, Security Services, and Tangela Scott, Custodial Services to distribute and post saccom email information in work zones.

The committee also brought the SAC committee posters to Thwing for display during the Benefits Fair. Once new photos are taken, the committee will update the posters for this year.

Our next meeting will be Tuesday, December 13, 2005 at noon in Nord 516.

SAC Staff Recognitions Committee Committee Report November, 2005

Report for November 2005

Staff Recognitions is currently working on several recommendations for acknowledging staff.

SAC Fringe Benefits Committee Committee Report November, 2005

Attendees: Dan Baechle, Kathleen Blazar, Lois Bowers, Cindy Creegan, Denise Douglas, Paula Embury, Lynne Ford, Lynmarie Hamel, Kathryn Howard, Barb Juknialis, Joan Llewellyn

The October 2005 meeting of the Staff Advisory Council's Fringe Benefits Committee was called to order at noon.

Attendance was recorded, and the minutes of the previous meeting were approved.

Kathleen Blazar asked committee members to contact her with the name of the subcommittee they wanted to join (education, flexible spending, health care or retirement) if they have not already expressed an interest in a particular subcommittee. Also, she asked those present to review the list of committee members to ensure that contact information is accurate.

The committee discussed the changes in health care benefits for 2006 that were announced at SAC's general council meeting of Oct. 11. In 2006, the university will pay a greater percentage of the cost of the health care benefits for non-exempt employees than it will pay for exempt employees, because, on average, non-exempt employees make less money than exempt employees. However, Kathryn Howard noted, some exempt employees make less money than some non-exempt employees. The university's new PeopleSoft system cannot sort people by salary, only by exempt and non-exempt status, but the university has asked its IT people to develop a program so that people can be sorted by salary. Then, the university may use salary to determine how much it pays for employees' health benefits.

Kathryn Howard asked the group whether it should be communicated to the university that staff members want the university to offer a benefits plan based on quality, not just price. Perhaps the university could look into offering another tier of benefits for those willing to pay for benefits of higher quality than those currently available, she said. She encouraged members to solicit feedback from their constituents about this matter.

Several people commented that staff members were tame in the asking of questions of university administrators speaking at the general council meeting. Kathryn Howard volunteered to have staff members submit questions to her, which she would ask without identifying the senders at the upcoming budget/human resources forums.

Committee members reviewed drafts of the committee's goals for 2005-2006 and annual report for 2004-2005 and decided to eliminate or rewrite some language to make it more neutral in tone.

SAC Community Service Committee Committee Report November, 2005

- The 5th Annual SAC Community Service Basket Raffle was a great success! May thanks to the entire committee as well as all of the SAC members who volunteered their time and effort to make it so successful.
- There was an all time record of 71 baskets donated to the raffle this year. There were eight members of SAC who were basket winners. They are: Judith Olson-Fallon, Charlie Knox, Robin Kramer, Tom Bondra, Barb Lozada, Shirley Mele (won 3!), Sabira Mustaquim and Michelle Saafir.
- The committee raised a grand total of \$5702.00 for the Salvation Army. This total includes the \$75 deduction for repayment to SAC for petty cash. As advertised, half of the proceeds will be donated to the victims of Hurricane Katrina in NE Ohio and the other half will be used to help those in need in the Cleveland area.
- \$100 of the funds raised was contributed in the form of a journal entry to the SAC account earmarked for the basket raffle from Laura Artwell in Purchasing/Accounts Payable. Laura's department committed to donating a basket for the raffle and was unable to fulfill the obligation so they donated \$100 instead.
- Judith Olson-Fallon has asked the President's office to contribute \$298 to the total to make our donation amount an even \$6000. No word on the outcome of the request as of yet. Once that's been determined, we will proceed with submitting a request to Kathy Willson in HR to process two check requests for the Salvation Army. One check for the Katrina victims and one check for the Cleveland area needs. A formal check presentation to the Salvation Army will be planned.

SAC Staff Policy Committee Committee Report November, 2005

No report available.

SAC Elections Committee Committee Report November, 2005

No report available.

Staff Advisory Council Resolution on University Layoff Policy

In the spirit of maintaining the values and the respect afforded the individual at Case Western Reserve University and consistent with the mission statement of the department of Human Resources, we, the members of the Staff Advisory Council (SAC), find that the university's current layoff policy does not fully address the complex needs of staff members.

It is with respect for all employees and with consideration for current financial circumstances that we recommend the university's current layoff policy be re-evaluated. Policies that are consistent with our peer institutions help the university remain competitive in pursuit of its goal to become the most powerful learning environment in the world.

(See Attachment A for policies from other institutions.) Additionally, the committee believes that including the SAC recommendations in a written policy will remove the perceived arbitrary nature of the current layoff policy. The SAC recommendations focus on three areas: process, alternatives, and support.

Whereas, SAC is dedicated to empowering individual staff members and advocating the perspective of the staff during challenging and difficult times at the university; therefore,

Resolved, current policies require that managers and supervisors follow a consistent, well-defined university-wide process for laying off staff.

SAC supports the empowerment of Human Resource staff to ensure that all layoffs are achieved through a process that is perceived as fair and equitable, including appropriate sanctions when said process is not followed. Additionally, SAC recommends the establishment of a seniority system within job classification where non-benefits-eligible staff, new hires with fewer than six months of university service, and temporary employees will be considered first for layoffs. Furthermore, every effort should be made to use existing staff employees within the reorganized structure.

Resolved, SAC recognizes that the university encourages alternatives to laying off staff by eliminating overtime or vacant positions, eliminating positions through attrition, and decreasing work hours. Some additional suggestions include buyout or voluntary early retirement options, university-wide non salary budget reductions, temporary reduction of staff hours within an entire department/office, and/or a temporary wage freeze for all staff within a department/office or across campus.

Resolved, SAC recommends that the university provide appropriate support for staff facing layoffs. To facilitate this transition, the university policy should provide for skills assessment, resume creation/revision, effective interviewing training, and assistance in identifying other job opportunities. Additionally, a staff member scheduled for layoff should be given reasonable time off to seek another position and conduct scheduled interviews during the notice period. If, during a layoff period, a hiring freeze is in place, the 1-year time limit for recall and rehire following the layoff should not begin until the hiring freeze is lifted. Finally, SAC recommends that the university provide a bridge to COBRA benefits for employees who

want or need to continue their health coverage. SAC recommends that the university subsidize laid-off staff for three to six months.

Resolved, a university community should strive to act with compassion, ethics, and care for all staff impacted by layoffs.