



CASE



STAFF ADVISORY COUNCIL

General Council Meeting Minutes

February 1, 2008

Toefer Room

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## 1 Call to Order

The council meeting was called to order by Chair Richard Cole at 10:06a.m.

## 2 In Attendance

Bailey	, Rebecca
Blazar	, Kathleen
Boesinger	, Laila
Cartier	, Kevin
Cole	, Richard
Dowdell	, Kathleen
Emerson-Grigger	, Theresa
Franco	, Adolfo
Fuller Murray	, Beth
Gerich	, Carolyn
Gregory	, Carolyn
Holter	, Paul
Howard	, Kathryn
Juknialis	, Barbara
Llewellyn	, Joan
Masely	, Rosanna
McColl	, Karen
Mele	, Shirley
Mosely	, Shirley
Nathan	, Tedda
O'Linn	, Kathy
Payne	, Martha
Primm	, Tonia
Saafir	, Michelle
Sadid	, Hossein
Scanlon	, Melanie
Sciulli	, Barbara
Shaffer	, Amanda
Smith	, Mary Lou
Watts-Gup	, Peggy
Watson	, Lorraine



### 3 Approval of Minutes for August Meeting and Budget Report

The minutes from the December meeting were reviewed and approved subject to minor corrections. Budget stands at approximately \$1,600.00.

### 4 Announcements

1. Open for discussion: order food/coffee at SAC meetings? Q: can we take money not used for food and use it for education fund? A: Yes, it could be done? Compromise: Coffee/Tea/Water for SAC meetings, and remaining monies used for SAC ed. fund
2. Per H. Sadid: Fiscal situation continues to improve due to ongoing work/effort of all univ. members. Fundraising is going very well ... good sign. Still a ways to go, but signs are very healthy.
3. Per C. Gregory: Will continue to update w.r.t. TIAA-CREF

### 5 Old Business

1. Funds from GALA ball being depleted.
  - Q: Could the staff ed. fund benefit from people in the development office? How to find alternative ideas for fund raising events? Note that typical approach is very labor intensive (i.e., soliciting local vendors for products/service donations, etc.).
  - Q: Direct solicitation of donations? Could be one option. Can we send a mailing to all employees? Could be politically sensitive, but technically feasible. Online web site to accept donations via 501C3 at any time. Perhaps this could be publicized more. Is least labor intensive way to raise funds, but its effectiveness is questionable.
  - Q: The basket raffle (for benefits fair) draws a lot of enthusiasm and excitement. Why not pursue this? How about a reverse raffle: winning ticket gets 50% of the pot. But people like to walk away with "something", so the basket raffle might be preferable. The staff ed. fund needs a fairly significant input of cash to be effective. Donated computer may be attractive, and has appeal as a connection to the education process. Any of these ideas will need someone to champion and to do the legwork to get it accomplished. How can we raise awareness of the staff ed. fund? Partner with marketing, maybe? How to get the word out? Splashy campaign? Suggest a meeting with development office, discuss some ideas and assert the importance of the staff ed. program to the overall success of the univ. strategic goals.
  - Q: How much money do we want to raise? A: \$10,000 - \$20,000 would enable real awards that actually meet the needs of various staff members. For example, travel to conferences. Note that the fund only had about \$6,000 to start. SAC as an organization can provide a great service by



working to make the continuing ed. fund more viable. Charity Choice organizations are well-established and settled. There might be some backlash if a new option (staff ed. fund) were suddenly placed to compete with the existing choices. Per H. Sadid: Recommend Larry Gibson as a starting point for discussion with development office. Also, the more options you provided, the more money you raise, so the concern about competing choices may be unwarranted.

- Q: Write a grant as part of the general fund raising effort? Would univ. development office be opposed to a SAC-originated grant application? Note: Matching funds may be available through provost office. Idea: solicit testimonial from individuals who have benefitted from the staff ed. fund. Get their stories, post on the web site, etc. What about departments? Can we inspire departments to invest in the staff ed. fund? A: Probably won't happen because the departmental budgets have been cut so drastically over the past few years.
- 2. Resolution to support CWRU ombuds office. Still under consideration. SAC should collaborate with faculty senate rather than acting unilaterally. Office of ombuds is one of eight priorities from faculty senate currently under consideration. Note that the university diversity task force had a recommendation for the creation of an ombuds office.
- 3. **Staff Morale:** Per B. Murray: Will be working with Carolyn G. during Feb to plan another town hall meeting to present what has been accomplished thus far. Idea of suggestion box is useful, but there are already plenty of suggestions. Also want to support the ongoing staff ed. fund.
- 4. **Staff Recognition:** Call for nominations for president's staff award (see SAC web site). Plaque for president's staff award hasn't been updated since 2004. Request that recipient's names be placed in a more timely manner.

## 6 Reports of Standing Committees

### 6.1 Community Service

Next meeting in Feb. to discuss staff ed. fund. Proceeds from basket raffle: multicultural celebration of black history. Katrina Relief Service Project. Collaborative effort. Students, alumni, staff are invited. "FirstGiving" web page. Will have a table at Thwing center on Mardi Gras Tuesday. About 31 people currently scheduled for the trip.

### 6.2 Elections

Call for nominations to replace office of Secretary and Vice Chair this year. Elections to happen by August 31, 2008. Call for nominations held open for a few weeks.

### **6.3 Fringe Benefits**

Meeting in Jan. New resolution to revisit interpretation of FMLA. Many questions, concerns about how it is interpreted and implemented. Is CWRU in proper compliance with this federal law? Should HR have input into the follow up on these questions and issues? Absolutely. Note that CWRU is in full compliance with the FMLA, and is working on ways to expand benefits related to family medical leave. Resolution may not be necessary, rather a collaboration between HR and SAC. Why is sick leave being tracked as FMLA time for individuals who still have accrued sick time in balance?

### **6.4 Staff Policy**

New CWRU policies put into effect were previously reviewed by this committee. This is where SAC can truly make a difference. Invite all interested members to attend and participate.

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

Initiated SAC's presence in employee orientation. Request SAC members to volunteer a bit of time on a Monday, to inform new employees about SAC and encourage people to join. Should only take half an hour or so.

### **6.6 University Strategic Plan**

Thursday, Feb 14. Presentation by reps of the steering committee on S.P. Will present current status, directions, etc. Encourage SAC members to read report by diversity task force. One of the themes that appears to emerge from the 495 staff responses: the univ. should respect all stakeholders. Also, univ. needs to increase efforts to retain good people ... need better retention. Also, leadership: staff want stable, active, focused, inspiring leadership at top positions. Want a board of trustees that is transparent and whose vision is clear and accessible to all univ. employees. Need stability in leadership. Steering committee wants staff input. All are encourage to review web site and provide comment. Goal is to complete strategic plan by May for presentation to board of trustees in June meeting.

## **7 Discussion of Issues by the Representatives**

1. University-wide events calendar
2. New initiatives in employee assistance program: special needs children, retirement planning, smoking cessation, etc.
3. Lactation center in SOM for nursing mothers. Where can mothers express milk for their newborns? There is one in the Wolstein. Would like to work with HR. Employee relations should be able to address this issue. The problem is simply finding a small space.



State Assembly Council

## 8 Adjournment

The meeting was adjourned at 11:36a.m.