



General Council Meeting Minutes
February 6th, 2009
Toepfer Room

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1 Call to Order

The council meeting was called to order by Elizabethanne Murray at 10:05 a.m.

2 In Attendance

Bailey,	Rebecca
Blass,	Robin
Blazar,	Kathleen
Chen,	Xu
Copes,	Bonnie
Dore-Arshenovitz,	Maureen
Dowdell,	Kathleen
Fuller,	Jon
Gupta,	Anita
Grigger,	Theresa
Harris,	Patsy
Huffman,	Marcia
Juknialis,	Barb
Kahl,	Rebecca
King,	Catherine
Kramer,	Rick
Kramer,	Robin
Llewellyn,	Joan
McColl,	Karen
Murray,	Elizabethanne
O'Linn,	Kathy
Payne,	Martha
Saafir,	Michelle
Scanlon,	Melanie
Shaffer,	Amanda
Shoemaker,	Diane
Smith,	Mary Lou
Swiatkowski,	Shannon



Wichert, William

3 Approval of Minutes

The minutes from the December meeting were reviewed and approved with minor correction – Correct the spelling of Blazar and Dore-Arshenovitz.

4 Announcements

Expenditures stand at \$1214.13, but does not include costs of Bon Appetite. We still owe approx. \$503 to Mediavision and Bon Appetitie

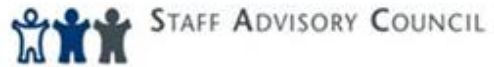
Bill said that tent cards will be corrected based on issues with current spelling.

Beth announced that we are moving website management to the chairs of each committee. Bob is going to help chairs update their own content by offering help and personal assistance. He will continue to manage the homepage and handle access requests. New pictures will be sent to chairs for the sites to update all the data. Everything on the newsletters should be included on the site.

Bill announced that minutes will be placed on the website for review approx. two weeks before the following meeting for review. He will not be offing a paper copy of the minutes at the meeting. This way, a legitimate review of the minutes can be done in advance and we will not continue to waste so much paper.

Beth stated that the agenda will also be moved the website. We will attempt to find a way to display the agenda on the screens instead.

Peggy Watts Gup came to discuss the University's move to Google Apps. This move has been approved by faculty senate. For most people and clients, things will change very little. Instead of going to mail.case.edu, you will go to webmail.case.edu. Need to move all staff faculty and students to google mail by next January. Includes docs, spreadsheets, calendar – current SAC calendar on Google, but only chairs have location. There has been no decision on migrating to the Google Calendar service—The calendar move will not be mandatory at this point. We will likely make the change in the future. Does it work with Palm sync—They have



great sync options, so it should work well. All students must be moved by May 2009. Faculty and staff opt in now, but move by January of 2010. This includes moving Alumni as well. Keeps all accounts – no ads. All instructions and settings on case website. Please act as advocates for the change. Is Student affairs making the change? ITS is currently going building by building – Would like to meet with UGEN admins to discuss the move. This service does include Google Talk for chat and IM. Google Sites—add docs and share them. How secure is the system? Attorney and Tom Sui have signed off on it. Sensitive info should NEVER be emailed. Security not an issue—Everyone has signed off on these issues. Retention of old mails? We encourage you to migrate them over to new account or save them on your own computer. ITS and perceptis will support. The service is very PDA compatible. Google docs does not always store the correct formatting with some docs. DOCX files to not come out right. 2003 works fine. No MAC issues. There are a couple of different instructions out there—The specific webpage is the only one that is authoritative. Some things in Wiki FAQlist may be different. Tom Sui required that the Google password be different than the Campus password. This makes system more secure. One of the major issues that some of our faculty have come up with is the potential of a cost in the future. Once locked in, we are stuck with paying. Have you guys addressed that? Case emails does not lose control. Any vendor has that option, but we do not lose control of the emails and can always change services. Also, webstart portal page is just like my.case.edu . It is still controlled by SSO. Google does not have your campus password. You may also choose to forward your Google apps account to personal email. You are responsible to back up your data and emails. ITS has a service called Carbonite for \$50 to back up systems. Even if files are deleted they will still be in all mail. There are great lab features. Will this work offline? Yes.

5 Old Business

SEEF-Spring apps have been submitted and staff have been notified of acceptance. They are currently sending in receipts. Summer application form will be online soon.

6 New Business

None

7 Reports of Standing Committees

7.1 Communications —As mentioned earlier, Chairs are now in control of their own committee web pages.

7.2 Community Service – No Update



7.3 Elections – Beth will not schedule presentations for the April meeting to allow election speeches. Nomination forms on website March 15th – April 16th.

7.4 Fringe – Fringe vacation time donation issue is very complex. Care giving leave— Pool of 8 days a year. Care giving leave and bereavement will be studied by itself. Currently the committee is looking into the policy at different institutions.

7.5 Staff Policy – No update

7.6 Staff Recognition—30+ years of Service discussions, Beth has asked for 30 35 40 50 year recognition—will be happy with three of them. Focus is on the budget. It does not have to be an issue. We could do inexpensive things. Staff members want to feel valued and not just get stuff. Harry Berger celebrated 40 years. They made a timeline for him about what has happened since he started here. Theresa has a calendar that shows everyone’s anniversary. Come up with theme for party on the quad. Depression theme suggested.

7.7 Staff Training and Development—Each month a committee will be highlighted for the news letter. Available staff benefits will also be announced eg. Staff may swim at Veale during certain hours of the day. Future fund raisers are under consideration for the SEEF Program.

7.8 University Strategic Plan

7.9 University Fringe Benefits – Prescription Benefits - 3 month supply vs. 1 month is an issue. The Caremark contract is up June 30th likely joining HAC to get better deal. Might institute surcharge for spouses if they have access to insurance.

7.10 Liaison Reports

8 Discussion of Issues

Bill asked that the committee chairs forward their minutes to him for future inclusion in the minutes.

9 Adjournment

The Meeting was adjourned at 11:30 am.