



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

Thursday, December 7, 2017, 1-2:30pm, Toepfer Room, Adelbert Hall

IN ATTENDANCE:

Kaliya Arnwine	Kathryn Howard	Gabrielle Meester	Johnny Sams
Carlier Myers	JC Scharf-Deering	Nancy Vitale	Rebecca Weinrouch
Hadrian Djohari	Beth Jones	James Nauer	Shannon Swiatkowski
Dawn Ellis	Barbara Juknialis	Karyn Newton	Jean Seneff
Colleen Friday	Damian Junk	Kathy O'Linn	Robert Slovenec
Elise Geither	Paul Keeley	Robert Prezioso	Matthew Smith
Taryn Gress	Lisa Kouns	Jim Prince	Kasey Massengale
Renee Holland-Golphin	Brian Sherman	Martha Payne	Theresa Grigger
Jennifer Hawkins	Christine Olson	Justin Lonis	Laura Huffman
Mei Luo			

EXCUSED: Dominic Dorazio, Susan Reichart, Anita Banks, Ali Martin Scoufield, Gillian Irwin

GUESTS: Amber Toth, Lisa Palazzo

- I. **Meeting was called to order at 1:06pm by Chair JC Scharf-Deering.**
- II. **Community Service Committee.**
 - A. Slide show of Basket Raffle Winners.
 - B. Presentation to Amber Toth of The Littlest Heroes: \$4,125 from proceeds of raffle.
- III. **Group Photo, Individual photos throughout the meeting.**
- IV. **Approval of Minutes**

Unanimous vote to approve.

 - A. October 20, 2017 Meeting Minutes
- V. **Announcements from HR**
 - A. Stephanie Hathaway
 - i. 40% active participation in open enrollment. MMO and High Deductible plans saw increases. Employees enjoyed not getting a packet overall.
 - ii. New TRC codes in FMLA.
 - iii. Policy Manual expected in January.
- VI. **Presentations**
 - A. Lisa Palazzo, University Chief Compliance and Privacy Officer.

Presentation of the new compliance training activity for launch in January, due by March. Employees should be aware of organization's policies and standards. This is the third time offered online, likely to recur each year. Compliance training addresses needs and avoids problems. A survey was used to develop the new 2018 module.
- VII. **Announcements from Chair and Vice-Chair**
 - A. Budget Report: \$2,281.86
 - B. Welcome of representative from Graduate Student Council, Justo Karell (not present)
- VI. **Reports of Standing Committees**
 - A. **Communications:** Shannon Swiatkowski, Bob Slovenec
See attached report

- B. **Community Service:** Theresa Grigger, Laura Huffman
See attached report
 - C. **Elections:** Karyn Newton, Jim Prince
Danielle Bernat Sabo is filling the vacancy of Natalie Staats Reiss
 - D. **Fringe Benefits:** Damian Junk
See attached report
 - E. **Staff Policy:** Karen Romoser, Johnny Sams
See attached report
 - F. **Staff Recognition:** Pam Capasso, Paul Keeley
On hiatus until January 2018
 - G. **Staff Training and Development:** Laura Weber Smith
See attached report
- VI. Reports of Ad Hoc Committees and Liaisons to University Committees**
- A. **Sustainability Initiatives:** Matthew Smith
See attached report
 - B. **Fringe Benefits:** Barbara Juknialis
See attached report
 - C. **Diversity Leadership Council:** Bonnie West, Anita Banks
No Report, Hiatus over summer
 - D. **Parking Advisory:** Damian Junk, Nancy Vitale
No Report, next meeting in Spring
- VII. Old Business - none**
- VIII. New Business - none**
- IX. Adjournment – 2:26pm**

Upcoming Meeting Schedule:

Steering Committee (Attendees: Chairs of Standing Committees, SAC Executive Committee)
Adelbert M2

- Thursday, February 8, 2018; 2-3:30pm
- Thursday, April 12, 2018; 2-3:30pm
- Thursday, June 14, 2018; 2-3:30pm
- Thursday, August 9, 2018; 2-3:30pm

General Council (Attendees: All SAC Elected Representatives, Staff Volunteers, Invited Guests)
Toepfer Room

- Friday, February 16, 2018; 10-11:30am
- Thursday, April 19, 2018; 1-2:30pm
- Friday, June 22, 2018; 10-11:30am
- Thursday, August 16, 2018; 1-2:30pm

Staff Advisory Council

Communications Committee Report for General Council - 12/07/17

The Communications committee cancelled its November 16, 2017 meeting.

As a reminder, the purpose of the Constituency communication network is to inform CWRU staff members of information that affects them as employees of this University. This information could be related to things such as job performance, available employee benefits, or anything related to the Case Western Reserve University staff member in general. It should not be used for any type of personal promotion (chain letters, petitions, fundraising). Additionally, please refrain from sending calendar invites to your constituent lists. If you are in doubt, contact the Council Chair or sac-communications@case.edu.

The Committee will use the professional photos taken this year to create a photo directory of our membership and add it to the website. We encourage you to use these photos for your professional development, including email and linkedin profiles or department websites.

Our next meeting will be on December 14, 2017 at 2:00pm via Zoom.
(<https://cwrु.zoom.us/j/2163687551>).

Submitted by:
Bob Slovenec and Shannon Swiatkowski
Co-Chair

SAC Community Service 2017-2018

Monday, November 27th, 1:30-2:30 Crawford 519

Zoom Meeting

Basket Raffle

- Power Point Presentation- Waiting for President's office response
- Check Presentation at General Council Meeting on Thursday, December 7
- Distribution of funds-\$4000.00 to Littlest Heroes big check remainder to CK Middle School
- President's office request

Action items

Laura follow up with President's office, bring camera for Thursday, December 7 at 1pm

Melanie to make checks

Janice will send school's vendor form to Theresa

Theresa will get checks cut

Theresa will secure parking

Laura will send out e-mail to thank donors with Power Point

Basket Raffle Lessons Learned

Cash Card issue - check with access services about new technology

Work on getting more baskets

Ask vendors at vendor fair

Heidi will make a poster to promote Basket Raffle at Vendor Fair

Cash card and wi fi, need to be closer to the windows to sell

Goals for 2018: Babyshower for Providence House; H2O Missions, Helping Others Healing Ourselves

Attendance: Theresa Grigger, Laura Huffman, Bonnie Worthy, Beth Jones, Heidi Mckee, Janice Eatman Williams

Next Meeting: Should we cancel Dec ?

SAC Standing Committee Report

Committee Name: Fringe Benefits

Meeting Date: November 11, 2017

Meeting Location: Adelbert Hall, Room M1

Meeting Start Time: 12:05 pm

Present: Damian Junk, JC Scharf-Deering, Matt Smith, Taryn Gress, Garth Wadleigh, Gabrielle Meester

Chair/Co-Chair: Damian Junk (no Co-Chair)

Discussion/Agenda:

- Tuition Opportunity- Tuition Exchange, Tuition for Employee, Tuition for dependents
- Tax Bill Ramifications

There was a special presentation and discussion regarding the following item:

- Tuition Benefit was discussed. It is becoming increasingly more difficult for dependents to successfully apply for admission. The usage of tuition exchange has increased causing caps related to time of service.

Action Items for Next Meeting:

- Benchmarking CWRU HR with peer institutions
- Continue discussion of employee tuition benefit.

Meeting End Time: 1:01 pm

Next Meeting Date: January 16, 2018

Next Meeting Time: 12 pm

Next Meeting Location: Adelbert Hall, Room M1

Report Prepared by: Damian Junk

The SAC Staff Policy committee met on November 16, 2017, from 4:00 to 5:00pm in Sears 563.
[the chair (JN) did not take attendance]

There was extensive discussion of the new HR Staff Policy Manual and the process around its introduction. Some issues highlighted include:

- attendance documents at the introductory meetings - does that imply any responsibility for knowing about the changes?
- questions about a change in the Equity Review process
- the complete text of the not-yet-approved Policy Manual - how can we comment on it or ask detailed question without actually seeing it? SAC was given a copy of the Table of Contents, Index, and Glossary (and feedback request on those items).
- Question: what is the chain of approval for the Staff Policy Manual? Conflict of Interest Policies are required to be approved by the Board of Trustees; does that apply to the Staff Policy Manual as well, or is the Policy Manual approved at a lower level (President, General Counsel, VP of HR)?
- The new policy manual is intended to be a "living document" - what will that mean in practical terms? (esp. with regard to changes - will they take as long as approving the initial document?)

Additional discussions included the concept of a central "hub" web page linking to all of the individual policy documents throughout the university which may apply to any or all staff - for example, not only the HR Policy manual, but Procurement, Campus Security, UTech/IT Security, Parking, Research Administration, etc.

Finally, there was a discussion of how SAC receives input from constituents regarding major changes such as the new policy manual. We want to explicitly solicit feed back from the entire SAC constituency on this issue (related discussion of the effective use of the SAC Constituents email lists).

The next Staff Policy meetings are Thursday, Dec. 21, 2017 and Thursday, Jan. 19, 2018, both from 4:00-5:00pm in Sears 563.

Staff Recognition Committee.

The Staff Recognition Committee is on hiatus until January, 2018. There will be no reports from our committee until then.

ST&D Committee Meeting 11/15/17

In attendance: Laura Weber Smith, Mary Ann Dobbins, Michelle Lampton, Theresa Grigger, Shannon Swiatkowski, Mei Luo, Jean Seneff, Kumudu Kulasekere and Melissa Van

Volunteer for December Orientations

Shannon Swiatkowski volunteered to give the new employee orientation presentation for SAC during the month of December. Thanks, Shannon!

APN Update

Michelle Lampton has joined the board of the APN. She will be a valuable addition to the leadership, since the mission of the PDC aligns so closely with the work the APN does. They are busy preparing for the half-day conference in 2018, tentatively scheduled for April 11. After a request from membership for more training on hard skills, the working title of the next conference is "The Skilled Admin." Theresa has been communicating with Corrine Hoisington, a tech expert and keynote speaker from Central VA Community College, whom she met at the national conference. With any luck, we will be able to engage her to come and speak at our conference without too much expense.

The next meeting in December will focus on EMS (new facility management system) and Zoom. The APN is also collecting hats, socks and gloves for the needy to honor the memory of Kathie Dowdell.

There was a request from JC that the APN could possibly use its network to promote the WSLDI program, and to publicize the fact that it is not just for women in leadership positions, but also for those who *aspire* to be leaders (there seems to have been some general misunderstanding about this). If the Women's Center would like to provide the APN with a marketing piece or a drafted announcement, they would be happy to pass it on when it comes time to recruit the next cohort.

PDC Update

The e-learning initiative is moving right along. The first offering, Employee Law, will be coming soon and will be accessed through Canvas.

There was some discussion about comments from our constituents asking for training in hard skills, and what the PDC might be able to do to help with this. Shannon talked about some training she had received through her department from Admin Pros, and wondered if maybe we could enlist the help of outside facilitators like this, since the PDC might be limited because it has a small staff? Melissa brought up another topic that might be appropriate to design some training around – the transition from a hard copy system to a digital one and the processes involved: how they might need to be adjusted.

SEEF

Shannon has found a copy of the strategic plan that Kathie Dowdell and Kathy O'Linn created for the committee several years ago. We will create a google drive just for ST&D committee and share this document along with others so that everyone can see. We agreed that the committee should read through the strategic plan, especially in regard to how it pertains to SEEF and its mission. At the next meeting, we will discuss if the strategic plan possibly needs revising.

There was more discussion about reinstating the traditional SEEF reimbursements. Once again, the sticking point seemed to be finding a way to fund SEEF sustainably, so the discussion was tabled until the next meeting.

Chair Announcement

Laura announced that due to a combination of factors, she will be stepping down as chair within the next 3 months. It is her hope that someone who has a true passion for the work of this committee will step forward to take over the position in her place. She will work with the new chair to ensure a smooth transition. Anyone who is interested or has questions should contact her directly: llw38 or x6403.

CWRU - Staff Advisory Council

Our next meeting has been rescheduled: it will be December 13 at 1:30 and will be conducted via Zoom videoconferencing. Laura will send an invitation with a link to the meeting as the date draws nearer.

Sustainability Report

Please see: <http://mailchi.mp/case/office-for-sustainability-october-2017-newsletter?e=171666a528> for the most recent enewsletter for important information.

University Fringe Benefits Committee Report
December 7, 2017 SAC Council Meeting

There was no meeting in November. The next scheduled meeting is December 13, 2017.