



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Friday, April 17, 2015
10:00 a.m. – 11:30 a.m.
Toepfer Room, Adelbert Hall

The meeting was called to order at 10:07am by Barbara Juknialis.

REPRESENTATIVES PRESENT:

Stephanie Corbett	Cheryl King	Christine Olson
Dominic Dorazio	Charles Knox	Johnny Sams
Kathleen Dowdell	Linda LaPinta	Morley Schwebel
Diana Fox	Kelly Marcus	Robert Slovenec
Jennifer Hawkins	Pam McGregor	YoLonda Stiggers
Laura Huffman	Heidi McKee	Shannon Swiatkowski
Beth Jones	Jim Nauer	Patricia Urbon
Barbara Juknialis	Karyn Newton	Nancy Vitale
	Kathy O'Linn	Michael Yeager

Guests: Chippy Kennedy (President Elect of the Undergraduate Student Government), Dr. Robert Savinell (Chair of the Faculty Senate)

** See end of Council minutes for attendance record for SAC 2014-15 General Council Meetings

- I. **Approval of Minutes** from December 5, 2015 Meeting and Budget Report: Michael Yeager and Robert Slovenec motioned to approve minutes; Minutes approved.
- II. **SAC Budget Report 2014-15:**

Balance 7/1/2014	4,677.05
STD Expenses	(292.93)
PNC Donation	50.00
Balance 7/31/14	4,434.12
RGK Award	(531.52)
Dry Erase Calendar & markers	(168.95)
SAC magnets	(398.70)
Balance 8/31/14	3,334.95
Orientation	
Breakfast	(598.60)
August Council Mtg coffee	



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

	(38.25)
Balance 9/30/14	2,698.10
Basket raffle donation (Pres.)	330.00
Balance 10/31/14	3,028.10
Quik Pay Basket Raffle	275.00
Case One Card Baskets	794.00
Other basket raffle income	4,191.00
American Heart	(2,000.00)
Seeds of Literacy	(3,750.00)
October Mtg	
Coffee	(54.25)
STD Expenses	(33.28)
Salary adjustment	563.35
Balance 11/30/14	3,013.92
Salary adjustment	281.67
Balance 12/31/14	3,295.59
Salary charges	(550.20)
Refreshments Dec. Mtg	(55.75)
Merchant fees, 11/14	(23.19)
Balance 1/31/15	2,666.45
Balance 2/28/15	2,666.45
February Mtg	
Coffee	(55.75)
Balance 3/31/15	2,610.70

III. Announcements from HR –No announcements

IV. Announcements from Chair and Vice-Chair:

A. Discussion re: the Revised SAC Constitution

- i. On Page 2 under Section 5: Rules for Election of Officers:
 1. Language added: “Nominees must be current elected members of the Council.”
 2. Officer election date to be added (elections to take place at April SAC General Council Meeting)

Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

- ii. The Elections Committee was asked to create an online ballot in order to approve suggested amendments to the SAC Constitution. (Note: an email dated 4/23/15 was sent by SAC President to SAC representatives asking them to participate in a vote by Friday, May 1, 2015.

V. Presentations:

Tobacco-Free Campus Initiative (Elizabeth Click, Medical Director)

- Elizabeth gave an overview of how the Initiative has evolved over the past 2 years; during Spring semester 2015, 3 subcommittees met weekly for 6 weeks; the committee included 25 faculty, staff and students
- Policy has been edited down to one page; it has been a collaborative campus process that focuses on cessation in a supportive environment
- Compliance language: focuses on the positive, but plan is to use the disciplinary protocols through the Office of Student Conduct (for students) and Employee Relations (for faculty and staff)
- A color-coded map, indicating where tobacco use is prohibited, was developed for the appendix area of the policy, with a note that individuals are asked to refrain from tobacco use on public sidewalks
- Implementation will focus on training& education over a period of time
- There has been discussion about safety at the perimeter of campus, as well as the need to communicate with special student populations who are more likely to smoke (international students)
- E-cigarettes will be included in the definition of “tobacco”
- In regards to individuals’ rights: “smokers” are not considered a “protected group” on campus and smoking is not a protected liberty right.
- No part of the policy includes language that would prohibit hiring of people who smoke or making university admissions decisions based on whether the student smokes; this is NOT part of the current conversation
- Legalization of marijuana is also NOT part of the current conversation

SAC members were asked to vote regarding support of the Tobacco-Free Campus: PASSED by majority.

VI. Reports of Standing Committees

A. Communications Shannon Swiatkowski, Diana Fox

The Communications committee met on 3/12 and 4/14. We are working on creating a list of guidelines for use of the constituency email list servs. This will allow us to narrow our focus

Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

with emails, as the intent for our messages is to be relevant to staff rather than an alternative other methods of communication (e.g. The Daily). We have published the March newsletter and asked that it be sent out to our constituents. Starting in the next quarterly newsletter (June), we are going to add an information column that will expand upon the current "Did You Know?" section, where overlapping information across the university will be pulled into one place. Our goal is to unify communication and make it easier for staff to know what is offered on a particular topic (i.e. Professional Development, Women's events, etc.). We met with Terminal 4 and they have provided help with the transfer of our current website. They will be working with us and University Marketing & Communications to bring the site to live production within the next couple of months. We are working with the chairs of each SAC committee to develop an annual report of our 2014 successes and future plans for 2015. Our next meeting is Thursday, May 14, 2015 from 2-3pm, via Teleconference (216-754-3665). Submitted by: Shannon Swiatkowski, Diana Fox

B. Community Service.....Theresa Grigger, Laura Huffman

Community Service Committee met on Monday, March 16, 1:30-2:30

Key points of Discussion:

Attendance policy is to encourage participation and not intended for punitive purposes.

What do we want to do as our next event. Brinn asked is the group would be willing to do something for the Case Crafters - fundraiser, call for yarn donations, etc. It was suggested that we post a request for yarn and materials with exact items needed. Most were okay with the idea. Brinn will draw up a draft notice and will mail it out. Pick donation sites: Dental School, Medical School, Tink.

What else shall we do? City Mission? Cooking a meal at Ronald McDonald House? Food Bank? We have the spring and summer to do something. Spring activity - send a kid to camp program.

Info on the Fox Trot. Not publicly announced yet but we can discuss. August 30 - charity decided. Looking for suggestions for charities next year. It will be announced at the end of May.

It was suggested we do something for families spending time in ICUs. Take them supplies, food, keep them company. Create and deliver a care package, treats, water, magazine.

No kids go hungry program was discussed. It was suggested that perhaps we pair up with others, fraternities, sororities.

Action Items:

- Patty Urbon is willing to call Food bank and see what arrangements need to be made.(see page 2)

Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

- Suzanne Leach will call RB&C regarding care packages.

INFORMATION ABOUT VOLUNTEERING AT THE CLEVELAND FOOD BANK

Greater Cleveland Food Bank is located at: 15500 S. Waterloo Road, Cleveland. It is about 5 miles west from the University, pretty much a straight shot down Euclid Avenue.

It is a food distribution center to more than 750 local food pantries, shelters, etc. as well as a kitchen where meals are prepared and served. Volunteers can request working in the packing/distribution center or in the kitchen.

They are open Monday-Thursday 8:30 am - 8:00 pm and they schedule volunteers in two hour shifts beginning at 8:30, 10, 12, 2, 4, & 6. Fridays they close at 2 pm.

They have a public calendar for individual volunteers but like to pre-schedule, at least a week in advance, groups of 3 to 20. A group can volunteer once or multiple times.

Volunteers are on their feet for the two hours. Comfortable clothing and shoes are recommended. Closed toe and heel shoes are required. There is a little lifting involved and if one works in the kitchen one is asked not to wear fingernail polish and limit the amount of jewelry worn.

Once a group is determined we would make arrangements by calling Chris at 216-738-2069.

Hope this is enough information needed by the group to decide if this is something in which they are interested in participating.

If we are looking for a Spring activity perhaps this is something we could do every Tuesday in April (or something like that).

Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Community Service Committee					
	Last Name	First Name	Meeting Date		
			2/16/2015	3/16/2015	4/16/2015
	Beno	Mark			
	Bible	Dwayne	x	x	
Non SAC	Bolden	Heather	Excused	Excused	x
	Brown	Mischelle			
Non SAC	Copes	Bonnie		x	
	Delgado	Mary		x	x
	Grigger	Theresa	x	x	
	Huffman	Laura	x	x	x
	Juknialis	Barbara	x	Excused	x
Non SAC	Leach	Suzanne		x	
	McKee	Heidi	x	x	x
	Omabegho	Brinn	Excused	x	
	Pickel	Renee			
Non SAC	Saafir	Michelle		x	
	Schwebel	Morley	x	x	x
	Swiatkowski	Shannon			
	Urbon	Patricia	Excused	x	x
Non SAC	Williams Eatman	Janice	x		

C. Elections.....Karyn Newton, Jim Prince

- a. Vice Chair and Secretary Nominee Speeches: No speeches were given as both positions were filled by acclamation vote:
 - i. Suzanne Healy has been elected as Vice Chair for 2015-2016
 - ii. Diana Fox has been re-elected as Secretary for 2015-2016
 - iii. Laura Huffman has volunteered to represent SAC at the Diversity Leadership Council

D. Fringe Benefits.....Cheryl King, Karen Romoser

Fringe Benefits Committee met on 03/17/2015 - In attendance: Cheryl King, Nanthawan Avishai, Colleen Karlo, Karen Romoser

OLD BUSINESS

Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

At our last meeting, Elizabeth Click spoke to us about the University's Health Wellness Initiative. We continued our discussion on how can more staff access this benefit? When we look at this benefit we can see how our jobs are configured to work against the "wellness initiative" with wellness programs going on during the time staff is working or trying to eat lunch. It also appears to us that the wellness program is really shifting cost on to employees verses the University. We are digging for information to quantify our suspicions.

NEW BUSINESS

Meet our new Co-Chair of this committee – Karen Romoser

Karen Romoser is also the co-chair of SAC Policy committee which both she and I see as a natural fit for both committees as Policy looks at our employee HR policies and Fringe Benefit committee looks at the "fringe" policies of the University. Karen discussed the Sustained Dialogue group on campus and what they are tasked to do and how SAC can be part of this group. The sustained dialogue group is a national organization and with our group on campus they are looking for ways to improve the campus/university environment for students/faculty and staff. The sustain dialogue group is discussing a professional development center on campus and what offering it could have for staff, faculty and students.

Next Meeting – Apr. 21, 2015 @ Noon – 1p @ Crawford Hall – Room 720 Respectfully submitted,
Cheryl King

E. Staff Policy..... Karen Romoser, Johnny Sams

- a. Motion passed to submit the Tuition Reimbursement Proposal to HR
- b. Motion passed to submit the Ombudsman Proposal to HR
- c. More input/ discussion is taking place re: the Salary Equity Review Proposal; no motion yet made to submit this to HR

Policy Committee met on March 19, 2015 and April 16, 2015

March 19, 2015 - In attendance: Karen Romoser, Jim Nauer, Mike Yeager, Nanthawan Avishai, Johnny Sams, Charles Knox, and Kathy Willson (HR).

AGENDA ITEMS:

Discussed next General Council – To be placed on agenda:

- Tuition Reimbursement proposal
- Ombudsman proposal

Proposals to be discussed at Steering Committee meeting.



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Barb will be asked to email proposals to others as attachment with agenda. Everyone will be asked to please review and be prepared to vote before meeting. If a vote occurs, we may be able to get items in place for July 1.

For open discussion at next General Counsel meeting:
Recommendation to revise policy as relates to salary equity review.

Discussed meeting that was recently held with HR. Question was raised of what course of action is appropriate should the Ombudsman be approached with information that entails a legal obligation to report. Discussed our need to be prepared with an answer for this possibility. It is anticipated there will be a broad range of input regarding the Ombudsman proposal. Possibility discussed that, should the proposal be considered further, there may be a recommendation to focus scope on staff. Acknowledged the possibility of Bill Lederberry providing services for staff as an alternative solution.

Discussed Sustained Dialogue group; Sustained Dialogue recently contacted the SAC to learn about our mutual interests which resulted in communication with our Fringe Benefits and Staff Training & Development committees. Leadership from Sustained Dialogue invited to next Steering Committee meeting. Sustained Dialogue is assembling a proposal regarding professional development. They are planning a presentation to the administration, including President Snyder, and are willing to give SAC the opportunity to contribute and collaborate. SAC Policy Committee to forward a request to HR for data regarding tuition reimbursement and copy Sustained Dialogue on the communication.

Respectfully Submitted, Johnny Sams

April 16, 2015- In attendance: Karen Romoser, Jim Nauer, Mike Jones, Johnny Sams, Cheryl King, Charles Knox, and Linda LaPinta.

AGENDA ITEMS:

Discussed tuition benefit data request that Karen sent to Kathy Willson of HR and copied Jeremy Bendik-Keymer (Sustained Dialogue) on.

Discussed a couple of cases involving handling of salary equity review; One instance was handled poorly, but resulted in an adjustment with minimal process, while the other was not resolved at all. Cases support the need for improvements to the salary equity review procedure. Salary Equity Review proposal draft to be placed before General Council to discuss.

Job Descriptions: No one appears to be tasked with responsibility for making certain each one is current. Discussed.

Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Briefly discussed and/or noted upcoming proposals to be placed before a group vote at tomorrow's General Council:

- Tuition Reimbursement
- Ombudsman

Respectfully Submitted, Johnny Sams

F. Staff Recognition..... Rick Kramer, Pam McGregor

Thursday, June 11, 2015: Award Luncheon

Staff Recognition Committee met on Friday, April 10, 2015 from 11:30-1:30pm

Attendees: Pam McGregor, Rick Kramer, Martha Payne, Beth, Pam C., Gene, Lisa

Meeting Notes – from February 22, 2015 Old Business

- Secretary needed
- Committee members must attend a minimum of two meetings to participate in the voting process for Presidents award and the Robin Kramer
- POTQ needs to be confirmed by HR for July 24, 2015.

Set schedules for President's Award & Robin K. SAC Award – Current business

President's Award & Robin Kramer Award

- Voted on President's award and Robin Kramer SAC Volunteer Award
- Three (3) nominees decided for President's Award
- One (1) nominee decided for Robin Kramer SAC Volunteer Award
- Files delivered to HR 4/16/2015

New Business – next meeting May 21, 2015

- Confirm with HR date and time – 7/24/2015, 3-6?
- Update volunteer list in Google docs by ???
- Update donation letter for gift/prizes by ???

G. Staff Training and Development Kathleen Dowdell, Kathleen O'Linn

- The Staff Training and Development Committee is working with the Administrative Professional Network (APN) to plan the event scheduled on Administrative Professional Day scheduled for April 22 at Noon in Thwing. Thrive @work has agreed to present a Keynote experience with the focus on owning your own happiness. Professional pictures were offered to APN members and will be displayed at the event. The committee has agreed to donate 2 executive courses to be covered from the SEEF Fund as a door prize to a qualified APN member. Graduate Education will also donate 2 executive courses.
- Bonnie Richley shared with us that SAC will be invited to collaborate with the HR Professional Development and Learning Center once it is established.
- Due to a conflict in scheduling for many, the meeting scheduled for April 15 was cancelled.

Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

- The committee will be working on updating the website for ST&D. All are asked to bring suggestions to the meeting scheduled for May 20th at 1:30 pm in Adelbert M 3. Respectfully submitted by Kathleen O’Linn.

Attendance at ST&D Meetings			
		3/18/2015	4/15/2015
Kathleen Dowdell	kathleen.dowdell@case.edu	yes	cancelled
Kathleen O’Linn	<kathleen.olinn@case.edu>	yes	meeting
Theresa Grigger	<tme@case.edu>	yes	
Shannon Swiatkowski	<shannon@case.edu>	yes	
Karen Romoser	<karen.romoser@case.edu>	yes	
Suzanne Healy	<slh73@case.edu>	yes	
Sharon Burke	<sxb457@case.edu>	yes	
Kumudu Kulasekere	<kck40@case.edu>		
Ana Merdita	<axm791@case.edu>	excused	
Brian Foss	<bjf7@case.edu>	yes	
Corrie Zimerla	<can12@case.edu>		
Stephanie Corbett	<ssc72@case.edu>	excused	
Erin Kollar	<erin.kollar@case.edu>	non-elected member	

VII. Reports of Ad Hoc Committees and Liaisons to University Committees

A. Sustainability Initiatives.....Kathleen Dowdell

Sustainability Alliance continued its spring lunch series with a presentation on March 5 by Linda Robson. Linda discussed campus sustainability programs and implications for sustainability professionals who want to improve their programs. This information was part of her PhD research. The Sustainability Alliance will meet every other Thursday during the spring semester. For more information or to become involved in its activities, contact John Ruhl at john.ruhl@case.edu. Respectfully submitted, Kathleen Dowdell

B. Fringe Benefits Barbara Juknialis

The Committee did not meet in February, March, or April.
The next scheduled meeting is May 13, 2015.

C. Faculty Senate Reports.....Barbara Juknialis & Jim Nauer

Barbara Juknialis attended Faculty Senate Meeting on March 31, 2015

Elizabeth Click presented an update on the Tobacco Free Campus Policy. There were no major objections from faculty. One member raised concerns about international visitors, who are used to being able to smoke anywhere. He was advised that such visitors should be escorted to a location off campus, which should be verified beforehand as being safe and accessible. Elizabeth Click will be presenting to SAC on April 17, 2015.

Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

D. Inclusion, Diversity and Equal Opportunity.....No representative

No report; Laura Huffman volunteered to serve as the SAC representative at the 4/17/15 General Council Meeting.

E. Parking Advisory..... Edith Gaffney, Kelly Marcus

Semi-Annual Parking Committee meets April 24th.

There have been no meetings since October. During that time, Edith Gaffney attended- Kelly Marcus was on maternity leave.

F. SAC Constitution Committee.....Barbara Juknialis

Barb Juknialis would like SAC representatives to review the SAC Constitution before the April General Council meeting. Link to SAC Constitution:

<http://www.case.edu/sac/about/sacconstitution.html>

Proposed Changes to SAC Constitution:

1. Deleted having the Chair appoint Committee members and Committee chairs.
2. Changed the secretary term to one year (which has always been in effect). Added some duties to the role of secretary.
3. Added information about privilege of attendance for Chairs of other groups on campus.
4. Specified that elections will be completed by August 1st each year.
5. Eliminated term limits—i.e., members can run for re-election every two years.
6. Specified that a member who resigns cannot run again for two years.
7. Added language about SAC Chair receiving feedback on submitted recommendations within one month.

G. Equity Committee.....Kathleen Dowdell, Kathleen O’Linn

No Report.

VIII. Old Business

A. Stephanie Corbett mentioned that UCI and Greater Circle Living are hosting a Home Tour for CWRU & UH employees on Friday, May 8 and Wednesday, May 13, 2015:

<http://www.universitycircle.org/events/2015/05/2015-uci-greater-circle-living-spring-home-tour>. If you’re curious about our area’s redevelopment, new and award winning schools and growing list of area amenities take the time to attend, you'll feel great about our neighborhood! Attending the tour will be great way to learn first hand about the cash benefits available to employees to live near work. You can learn more about the available CWRU employee incentives here,

<http://www.case.edu/finadmin/humres/benefits/housing.html>.

IX. New Business

Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

- X. Motions to adjourn were made and seconded by Karyn Newton and Michael Yeager. Meeting adjourned by the Chair.

Respectfully submitted by Diana Fox, SAC Secretary

General Council Meetings:

June 12, 2015, 10:00-11:30, Toepfer Room in Adelbert Hall
August 14, 2015, 10:00-11:30, Toepfer Room in Adelbert Hall

October 16, 2015, 10:00-11:30, Toepfer Room in Adelbert Hall
December 4, 2015, 10:00-11:30, Toepfer Room in Adelbert Hall
February 12, 2016, 10:00-11:30, Toepfer Room in Adelbert Hall
April 15, 2016, 10:00-11:30, Toepfer Room in Adelbert Hall
June 17, 2016, 10:00-11:30, Toepfer Room in Adelbert Hall
August 19, 2016, 10:00-11:30, Toepfer Room in Adelbert Hall

Steering Committee Meetings:

June 4, 2015, 2:00-3:30, Crawford Hall, Room 720
August 6, 2015, 2:00-3:30, Adelbert Hall, Room M2

October 8, 2015, 2:00-3:30, Adelbert Hall, Room M2
December 3, 2015, 2:00-3:30, Adelbert Hall, Room M2\
February 11, 2016, 2:00-3:30, Adelbert Hall, Room M2
April 7, 2016, 2:00-3:30, Adelbert Hall, Room M2
June 9, 2016, 2:00-3:30, Adelbert Hall, Room M2
August 11, 2016, 2:00-3:30, Adelbert Hall, Room M2



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

SAC Membership 2014-2015		Attendance - General Council Meetings			
		10/24/2014	12/5/2014	2/27/2015	4/17/2015
Council Officers					
Barbara Juknialis (Chair)		X	X	X	X
James Nauer (Vice Chair)		X	X	X	X
Shannon Swiatkowski (Past Chair)		X	X	Excused	X
Diana Fox (Secretary)		X	X	X	X
College of Arts and Sciences					
Charles Knox		X	X	X	X
Sarah Robinson		X	X	X	Left CWRU
School of Engineering					
Nanthawan Avishai		X	X	X	Excused
Cheryl King			X	X	X
Lyn Spellman		X			Excused
School of Law					
Michael McCarthy					
Ana Merdita		X	X	X	
Weatherhead School of Management					
Suzanne Healy			X		
Michael Jones		X			
School of Medicine					
Mark Beno			X		
Mary Delgado		X			
Matthew Fletcher					
Brian Foss		X		X	Excused
Sarah Frischmann		X			
Sarah Grabinski					
Kerry Grimberg					Excused
Jennifer Hawkins					X
J. Colleen Karlo		X		X	
Kelly Marcus				X	X
Pamela McGregor		X		X	X
Christine Olson		X	X		X
Johnny Sams		X	X	X	X
Morley Schwebel		X	X	X	X
Robert Slovenec			X		X
Shannon Swiatkowski		X	X		X
Patricia Urbon		X	X	X	X
Nancy Vitale		X	X	X	X
Wei Wang					
Bonnie West		X			Excused
Yingli Wolinsky		X			
Corrie Zimerla					



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

	10/24/2014	12/5/2014	2/27/2015	4/17/2015
School of Dental Medicine				
Laura Huffman	X			X
Heidi McKee	X	X		X
Mandel School of Applied Social Sciences				
Diana Fox	X	X	X	X
Rebecca Orenstein				
School of Nursing				
Matthew McManus	X		X	
Pamela Collins		X		Excused
Academic Administration				
Andrew Cruse	X	X		
Linda LaPinta		X		X
Tracy Wilson-Holden	X			
University Administration				
Dwayne Bible			X	
Mischelle Brown				
Robin Brown				
Sharon Burke	X	X	X	
Kelly Campbell	X		X	
Stephanie Corbett	X		X	X
Richard Cowie				
Timothy Eppich	X	X	X	
Karen Gregor				
Theresa Grigger	X	X	X	Excused
Beth Jones		X		X
Michael Kurutz				
Jing Li				
James Nauer	X	X	X	X
Martha Payne			X	Excused
Michael Yeager	X		X	X
OTHER				
Dominic Dorazio	X	X		X
Kathleen Dowdell	X		X	X
Stacy Fening	X			
Darlene Khalid	X			
Richard Kramer				Excused
Karyn Newton		X	X	X
Kathy O'Linn	X	X	X	X
Karen Romoser		X	X	
JC Scharf-Deering				Excused
YoLonda Stiggers		X		X