

**Case Western Reserve University
Staff Advisory Council
Minutes of October 14, 2004 Council Meeting**

Members in Attendance:

1. Delores Adams, School of Medicine
2. Carol Adrine, School of Medicine
3. Chris Anderson, University Administration
4. Tawanna Armstrong, University Administration, Council Secretary
5. Laila Boesinger, School of Medicine
6. Carleen Bobrowski, School of Management
7. Lois Bowers, School of Medicine
8. Veronica Campbell, University Administration
9. Lia Chesner, School of Medicine
10. Marina Corleto, School of Law
11. Toni Curry, School of Medicine
12. Carol Dietz, School of Engineering
13. Albert DiFranco, School of Management
14. Kathleen Dowdell, School of Arts and Sciences*
15. Terri Geiger, University Administration
16. Lynmarie Hamel, University Administration
17. Kathy Hanning, School of Nursing
18. Patsy Harris, School of Engineering
19. Janet Hlavna, School of Medicine
20. Kathryn Howard, School of Medicine, Council Past Chair*
21. Aruno Johnson, School of Applied Social Sciences
22. Tina Jurcisin, Human Resources
23. Walter Kirksey, School of Medicine
24. Charles Knox, School of Engineering
25. Robin Kramer, University Administration, Council Chair
26. Gail McGee, University Administration
27. Evelyn Neufeld, School of Medicine
28. Judith Olson-Fallon, University Administration, Council Vice-Chair Elect
29. Jodi Pratt, University Administration
30. Dale Ray, School of Medicine
31. Susan Rischar, School of Management
32. Judy Richardson, School of Medicine
33. Michelle Saafir, University Administration
34. Paul Schneider, School of Engineering
35. Shelli Snyder, School of Nursing
36. Lorraine Watson, Human Resources
37. Jason Weiner, School of Medicine
38. Sandy Youneger-Fox, University Administration

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

I. CALL TO ORDER

Chair Robin Kramer called meeting to order at 10:00am.

II. BUDGET/MINUTES

Secretary Tawanna gave beginning budget of \$4,429.0 for SAC and \$ 3,114.30 expenses to-date, including the future council meetings, leaving a balance of \$1,314.70

III. ANNOUNCEMENTS

▪ Updates to Liaisons to University Committees:

Chair Robin Kramer announced the following updates to the Liaisons to University Committees:

Budget – Patsy Harris

Fringe Benefits - Denise Douglas.

Minority Affairs – Vacant. If anyone is interested, please contact Robin – rgk@case.edu.

Parking & Security – Shirley Mele

Center for Women – Carleen Bobrowski

▪ Committees

Chair Robin Kramer went around the room for all council representatives to state which committee they were going to participate in. Chair Robin to collect and distribute the information.

▪ SAC Health Forum

Staff Advisory Health Forum. Please ask your constituents to attend. A flyer will be distributed via saccom.

▪ Employee Appreciation Sale

Request to help advertise – appreciation sale – robin is sending out an email today.

IV. REPORT FROM THE DEPARTMENT OF HUMAN RESOURCES

Lorraine Watson provided the update on benefits. Tony met with Fringe Benefits Committee. There is a long term strategy of what our benefits will be. They are currently working on proposal for benefits of 05-07.

There will be a supervisor training session at 1 today at Crawford.

The Flu Shot will not be available this year at the Benefits Fair. We will not be receiving the 850 units we received last year. Please make arrangements elsewhere.

V. DISCUSSION OF ISSUES BY REPRESENTATIVES

VI. REPORT OF COMMITTEES (STANDING)

- A. Staff Recognition** – Patsy Harris
See page 6 for attached Committee Report.
Meetings are held on the third Tuesday of the month.
- B. Fringe Benefits**
Representatives are currently in a Benefits meeting. Nothing to report.
Meetings are held on the third Monday of the month in ADL 352.
- C. Staff Training and Development** – reported by Kathleen Dowdell
See page 5 for attached Committee Report
Meetings are held on the third Wednesday of the month in Adelbert Rm 1..
- D. Community Service** – reported by Shelli Snyder
They are finalizing the baskets for the Benefits Fair.
Meetings are held on the second Tuesday of the month.
- E. Elections** – reported by Curtis O’Neill
Committee is currently working to fill open council representative positions. Staff Recognition and Elections Committee will work in conjunction this year with Party on the Quad and Robin would like the other committees to think about in their committees how they can help the other committees.
Meetings are held on the second Tuesday of the month.
- F. Staff Policy** – Charley Knox
Nothing reported.
Meetings are held on the last Wednesday of the month.
- G. Communications** – reported by Carol Dietz
See page 5 for attached Committee Report.
New members were given distributed constituent list. If you haven’t received it or having trouble, please email cpd@case.edu. Tips for the constituent list: If you have any problems with sending information with attachments, sent it to Carol. No personal solicitations. And bcc: your constituent lists. Messages that are sent to case, you do not need to forward those.

Announcements for all committees. Please take a look at the posters that have been stored by Al Pollack. Al will be contacting you to see what updates you have for the benefits fair. Shelli Snyder also did a tri-fold poster that will be used at the Benefits Fair.

SAC Newsletter – Al is working on this to allow us to send updates to our constituents.

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

VII. Liaisons to University Committees

- A.** Budget – reported by Patsy Harris – budget information is not available yet.
- B.** Fringe Benefits – reported by Tony Kinslow.

They are looking at Fringe Benefits (Tuition, Retirement, Dental, Healthcare) Last year we spend 70 million dollars. The main discussion is if we are getting the most out of our benefits. They want to add vision plan. Propose to Presidents cabinet that will make us more competitive – as far as i.e. lifetime insurance coverage, vision, etc. 2004 – spending 14% more and still increasing in FY05. Looking at wellness credits. Health Risk assessments, access to wellness opportunities, etc. Increases, based on our healthcare coverage. We are 47 ½ years old and changes need to be addressed.

- C. Minority Affairs – nothing reported. If anyone is interested, let rgk@case.edu know.
- D. Parking – nothing to report.
- E. Security – nothing reported.
- F. Center For Women – reported by Carleen Bobrowski – nothing to report.

V. **Old Business**

Chair Robin Kramer asking confirmation of SAC Council positions:

Judith Olson – officially voted in with 32 votes.

Past Chair – Kathryn Howard – officially voted in with 33 votes.

VI. **New Business**

1. *Meeting Schedule.*

Kathryn Howard made a motion to approve the meeting schedule and also made a motion to approve the council meeting schedule. Kevin Cartier seconded motion, passed with 37 votes.

VI. **Public Speakers**

1. Ken Basch. - Halle Building move. 5th and 9th floors, 120,000 sq feet. Started programming initiatives. Forecast of moves in Summer 2005. Goal by end of the summer to have everyone moved. Arranged with Forest City for parking – 170 garage spaces for \$55/month and 130 surface parking spaces at lower cost than garage. Working with RTA for discounted rates for transportation. Cleveland Corridor Project – in 2007 to have a less than 10 minute service back and forth to campus. Still accessing traffic patterns and other concerns.
2. Joe Torkowsky, Asst Director of Programs and Leadership at the Thwing Center. October 30th Halloween Event at the farm, free of charge to employees, faculty, staff, etc. He distributed flyers to post in our areas.

VII. **Adjournment**

Chair Robin Kramer adjourned the meeting at 11:33am.

Respectfully Submitted,
Tawanna Armstrong, Secretary

Reports of Committees

Staff Training and Development Committee Report September, 2004

Video on wheels

The committee has planned the program for the year. Please join us for some great new videos at various sites on campus. Each month is a different location to encourage more participation!

Employee Resource Partnering Program

1. Campus Tour

The next campus tour for new employees is scheduled for Friday, November 19th. All new staff (within the last year) are encouraged to sign up for this most enjoyable event.

Members of the committee took part in "A Walking Tour of Campus" that was held for faculty, their spouses, partners and children on Sept. 28th.

2. Short presentation at Orientation

The committee is looking for volunteers from SAC to welcome new employees to SAC and the CASE community. Orientation is held each Monday morning in Crawford at 9 a.m.

3. Welcome letters

Letters of welcome are sent to new employees after orientation. All interested SAC members are invited to join us in this endeavor.

Next Staff Training and Development meeting scheduled for Wednesday, October 20th at noon in Adelbert Room 1 will be changed due to the Health Forum that SAC is sponsoring at Allen Memorial Library.

SAC Communications Committee Committee Report September, 2004

The staff members currently on the committee include Carol Dietz (Chair), Deidre Gruning, Aruno Johnson, and Al Pollack.

The committee updated constituent e-mail lists and distributed them to the new and returning SAC representatives. Instructions for effective list usage, and personal assistance were also provided. Initial compliance is very good.

Goals for 2004-05

- A. Recruit several new committee members.

- B. A full, annual update and distribution of the constituent e-mail lists, including removal of names that are no longer CASE employees. We will continue to encourage and work with all representatives to initiate and maintain the effective use of their lists.
- C. Continue to work with management center representatives in protective and housekeeping services to improve methods of communicating with constituents who are not regular users of the CASE e-mail system.
- D. Develop and implement a procedure for forwarding constituent emails for SAC reps away from campus or on leaves of absence.
- E. Updating the various standing committee informational posters. Much of the material is now three years old.
- F. Develop and implement a procedure for the timely update of constituent lists with more frequent updates from HR.

NOTE: Meetings for the next fiscal year are scheduled for the second Tuesday of each month at noon in 353 Adelbert Hall. Check the [Communications page](#) for actual dates.

SAC Staff Recognitions Committee Committee Report October, 2004

The Staff Recognition Committee met on Tuesday, October 12, 2004.

I. Announcements

Meetings are to be held on the Second Tuesday of each Month.

II. Discussion

A: Presidents Award

- *Implementation of the quest to increase the "President's Award" from \$500.00 to \$1000.00. Re-formatting of the Intent Letter is necessary.
- *SAC wishes to implement electronic form instead of paper copies of the nomination form for "President's Award".
- *Robin Kramer will e-mail Aruno Johnson to get the form set-up on-line.
- *Rose Foster will check with Carol Dietz to see how many constituents do not have access to computers for email access. (Already emailed Carol, waiting for response)
- *Suggestion to Hand-Deliver request for increase in President's award.
- *Possibility of having computer available for voting purposes.

B: Holiday Party

- *Contact Karen Cohen, Special Events to check on room availability.
- *Winking Lizard as location for Holiday Party?
DATE: 12/14/04: 3:30PM
- *Robin to invite Staff Elections Committee.
- *Secret Santa/Gift Exchange (Game)

C: Nomination for Co-Chair-Staff Recognition Committee

- ***Rose Foster** nominated for Co-Chair for Staff Recognition Committee