



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Thursday, April 20, 2017; 1-2:30pm
Toepfer Room, Adelbert Hall

IN ATTENDANCE:

Anita Banks	Beth Jones	Jim Prince
Dominic Dorazio	Barbara Juknialis	Susan Reichert
Diana Fox	Damian Junk	Johnny Sams
Dedra Hanna-Adams	John Killings	JC Scharf-Deering
Jennifer Hawkins	Charles Knox	Bob Slovenec
Renee Holland-Golphin	Chris Littman	Matt Smith
Laura Huffman	James Nauer	Garth Wadleigh
AmariYah Israel	Christine Olson	Laura Weber Smith

EXCUSED: Theresa Grigger, Paul Keeley, Brian Sherman, Shannon Swiatkowski, Nancy Vitale

GUESTS: Dionne Broadus, Elizabeth Click, Stephanie Hathaway, Michelle Lampton,

- I. **Meeting was called to order at 1:00pm by Chair JC Scharf-Deering**
- II. **Approval of Minutes from February 2017 Meeting and Budget Report**
 - a. Budget report: JC Scharf-Deering: \$1515.84 (balance)
- III. **Announcements from HR: Stephanie Hathaway: None**
- IV. **Presentations:**
 - a. **University Tobacco-Free Initiative; Elizabeth Click** (see attached slides)

Q: What about people who move to "unofficial" smoking areas, e.g. from WSOM to Hessler St.?

A: We know this already happened when UH implemented their Tobacco Free policy - their smokers moved across Adelbert Rd. to CWRU designated smoking areas. [but no definitive answer other than we need to work on it]

Q: What motivated the whole effort?

A: Potential reduction in health costs, plus long-term benefit to students of not starting (or continuing) during their formative years.

- b. **Staff Mediation Service; Michelle Lampton.** (see attached slides)
Michelle is Assistant Director of the Professional Development Center; she was trained as a mediator in her previous job (2014)
Q: How to handle situations between Staff and Faculty (since Faculty have their own "Conciliation Officer")?
A: We will have to discuss this.
- c. **Case for Community Day 2.0;** Dionne Broadus (See attached slides)

V. ELECTIONS: Karyn Newton & Jim Prince

A call for nominations for the 2017 officer elections went out at the February SAC General Assembly meeting, and an e-mail solicitation for nominations was sent out to current elected members of SAC on Friday, February 24th. The Elections Committee received two nominations for the position of Vice Chair, with both nominees, Barb Juknialis and Matt Smith, accepting the nominations, and one nomination for the position of Secretary, Damian Junk, who also accepted.

An electronic ballot for the position of SAC Vice Chair will be sent to the elected members of the Staff Advisory Council later today, and voting will remain open through close of business on Friday, April 28th, 2017. Results of the Vice Chair election will be announced on Monday, May 1st.

Section 5 of the SAC Constitution states, “[i]n the event that there is only one nominee running for any of the officer positions at the time nominations are closed, that person shall be declared elected by acclamation at the next scheduled General Council meeting.” Therefore, we respectfully ask that Damian Junk be elected to the position of Secretary by acclamation at this time.

Please follow this link to the electronic ballot:

https://www.surveymonkey.com/r/2017_SAC_Vice_Chair_Election.

Candidates for Vice Chair were given an opportunity to speak: Barb Juknialis and Matt Smith both accepted nominations and were given a moment to share why they would like to be considered for the role.

VI. Reports of Standing Committees

- a. **COMMUNICATIONS:** Shannon Swiatkowski & Bob Slovenec
The Communications committee met on March 9th and April 10, 2017.

The Communications Committee hired Mike Sands Photography to take professional head-shot photos of our membership to use on their email profiles, department websites, and the SAC website. Time slots were offered on March 24th and March 28th and 25 members took

advantage of the photo sessions. We will ask Mike to come back for a third session for anyone who missed the first two sessions or would like a re-take.

University Technology and University Marketing and Communications have started the process of migrating websites to the new CMS, Drupal. The SAC website will be in the second group of sites to be migrated which will probably be later this year.

The SAC Annual Report was discussed at the April 13, 2017 Steering Committee meeting. The SAC Chair will work to finalize the report and send it to President Snyder, Libby Keefer, and Carolyn Gregory by the end of the 2017 fiscal year. The report will also be shared with the Council.

The Committee is looking into unifying SAC Committee email list servs and report templates, as well as creating a professional SAC group on LinkedIn and ways it can be used to keep us informed of university related news and events.

Bob Slovenec has agreed to co-chair the Communications Committee with Shannon Swiatkowski.

Our next meeting is via WebEx on Thursday, May 11, 2017 at 2:00pm.

b. **COMMUNITY SERVICE:** Theresa Grigger & Laura Huffman
See attached report.

c. **FRINGE BENEFITS:** Karen Romoser
Committee met 3/21/17; Jamie Ryan & Holly Gibson from HR attended Structure of University Committee. (vs. SAC committee) discussed Time Warner Cable benefit goes away at end of this month!
Communication with staff? Uncertainty around ACA changes?

Committee met again in April 2017 - Amy Sheldon from HR attended
Continued discussion of Employee Discounts program

(Notes provided by Jim Nauer)

d. **STAFF POLICY:** Karen Romoser & Johnny Sams
SEE ATTACHED REPORT.

e. **STAFF RECOGNITION:** Pam Capasso & Pam Collins (*no longer on committee*)
The committee met on April 20, 2017 and voted on the nominations for the Robin Kramer Volunteer Award, and the Presidential Award for Distinguished Service.

f. **STAFF TRAINING AND DEVELOPMENT:** Looking for new co-chairs

In attendance: Damian Junk, Kathy O'Linn, Jim Nauer, Kumudu Kulasekere, Bob Hall, Laura Weber Smith, Theresa Grigger (by phone)

St. Patrick's Day 50/25/25 Raffle

- Total collected to date \$297, with \$20 promised from Theresa
- Drawing will take place on 3/17 and Laura will notify the winners.
- Laura will also send an email to SAC members announcing the total collected and the winners' names.
- Laura will deposit funds into SEEF AGY account and help facilitate payments to the winners.
- There was some discussion about additional SEEF fundraisers we could try in the future, since raffle tickets sales were a bit disappointing. At the current time, no additional fundraisers are planned.

SEEF applications

- We were not able to make a decision on which applications to fund and for how much because we didn't have access to the applications themselves or to the account balance.
- Laura will contact Suzanne to get the information we need to make an informed decision and will send out an email to the committee and a discussion/vote can be taken on this topic via email so that the process isn't delayed for another month.

APN Update

- The group is meeting weekly now, getting ready for the April 11th conference. There are over 50 signed up to date. There is a \$25 registration fee to help cover costs.

Future meeting dates:

- April 19th at 1:30 in Adelbert M3
- May 17th at 1:30 in Adelbert M3

Post-Meeting Updates:

- Raffle winners – Karyn Newton & Samira Hussney – were notified on 3/17/17. We collected a total of \$448. \$224 went into the SEEF account, and the two winners split the remainder.
- 7 SEEF applications were received and all were approved to receive at least a partial reimbursement of their educational expenses. 6 awards have been processed to date (still waiting on one person to submit receipts) for a total of \$861.64.

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

- a. **SUSTAINABILITY INITIATIVES:** Matt Smith
Earth Day/ Earth Week - brown-bag lunch in Tink at noon next week (date)

- b. **UNIVERSITY FRINGE BENEFITS:** JC Scharf-Deering
SEE ATTACHED REPORT.

- c. **FACULTY SENATE:** JC Scharf-Deering

SAC has the privilege of attending the CWRU Faculty Senate (the Senate) meetings. JC Scharf-Deering attended the meetings on February 27, 2017, March 22, 2017, and April 27, 2017. Meetings were held from approximately 3:30 pm to 5:30 pm in Adelbert Hall, Toepfer Room.

February 27, 2017 Meeting Notes

Agenda items and discussion included University response to federal travel ban. The University is preparing summary of guidance for international travelers and their families, including how and where to seek assistance if individuals are stopped. Faculty will be participating in Spirit Day in March. The Senate reviewed and voted on new dual degree program for a Master of Science in Healthcare Management, presented by Dr. Mendel Singer, and a Master of Arts in Classical Studies, presented by Dr. Paul Iverson. Dr. Marilyn Sander-Mobley provided an updated on Inclusion and Diversity Initiatives, including diversity demographics for University faculty/staff/students and available training and initiatives. The ninth annual Inclusion and Diversity Achievement Awards Luncheon will be held on April 19, 2017. Dr. Lee Hopfer presented the results of a Faculty Research Survey. Improvements of "University staff" as resources were among areas of concern.

March 22, 2017 Meeting Notes

Agenda items and discussion including ongoing University response to the revised federal travel ban. The guidance and resources summary, including numbers for immigration attorneys available 24 hours a day, will be made available to the University community shortly. The Center for International Affairs provides resources during regular business hours and has launched a "You are Welcome Here" campaign to help spread a message of acceptance and welcome to current and future international faculty/staff/students. Other broad areas of concern for faculty included: further international travel restrictions; international student applications; University stance on transgender issues; presidential budget blueprint and potential deep cuts to federal research funding (National Institutes of Health, National Science Foundation, National Endowment for the Arts, National Endowment for the Humanities); and University accommodation of the revised Ohio law regarding concealed carry weapons. There were multiple presentations on graduate certificate programs. A proposal for, "Guidelines for University Certificates," was reviewed and tabled, pending further clarification of impact to existing program in the School of Nursing. These proposed professional and graduate certificate programs include courses covered by tuition benefits. Formal recognition for completion of certificates would be part of the official transcript process under the University Registrar.

April 27, 2017 Meeting Notes

There were several items of interest related to the administrative business of the Senate. This was the last meeting with Peter Harte as Chair of the Senate. When Senate meetings resume in the fall, Juscelino Colares will serve as Chair and Cynthia Beall as Vice Chair. The Senate also entertained a motion for proposed revision to the Faculty Handbook regarding appointing a postdoctoral scholar as a *voting* member of the Faculty Senate. Additional agenda items and discussion included a report from the Secretary of the Corporation, Arlishea Fulton regarding new endowments, named professorships, and faculty appointments, including tenure. There was a request to consider and vote on new minors in the Departments of Bioethics and Public Health. The Faculty Senate Committee on Undergraduate Education (FSCUE) presented several items: a proposal regarding Sages, a new proposed feedback system for rating advising services, guidelines and recommendations regarding online undergraduate courses, and a proposal for the PRIME program (formal post-baccalaureate pre-medical education). There was a heated and lively discussion about the advisor feedback program and the Bias Reporting System (currently only open to students). The Senate also reviewed and discussed two issues related to the CWRU Library System: a recommendation for a comprehensive external review of library resources and a library content and resource review process for evaluating library resources *vis-à-vis* new programs and/or degrees. The Senate also received a report from the Finance Committee about the state of CWRU finances. This report indicated that CWRU has requested an increase in the CWRU line of credit.

- d. **DIVERSITY LEADERSHIP COUNCIL:** Bonnie West and Anita Banks
 Alternate rep. - Anita Banks?
 Recent meeting - working on diversity report; awards given recently(2 staff shared an award; 1 fac, 1 ugrad, no grads)
 Looking for Power of Diversity speakers (fac. or staff or nat'l/internat'l speakers)
 Investigating a "Black Studies" dept.
 (Notes provided by Jim Nauer)

- e. **PARKING ADVISORY (meetings in April & November):** Nancy Vitale and Damian Junk
 RTA passes, rate increase
 Discussion with Dick Jamison - "capacity seems good" - relocating Health Ed. campus;
 Triangle lot getting "technology update"
 CIA will be demo'ed; improved parking? plus green space
 "Parking app" - including phone-based meter-feeding (!)
 Waiting lists - "if on a list, can't see OTHER lists - but if not on any list, can see them all!!
 (Looking into fixing that)
 Long discussion about how rates are set
 Dominant variable = debt cost!! "Hopefully an abatement of rates as loans are paid off"
 Spoke at SAC 2-3 years ago?
 Next meeting in October.
 (Notes provided by Jim Nauer)

General Council Meetings: In Adelbert Hall – Toepfer Room

Friday, June 16, 2017; 10-11:30am
Thursday, August 17, 2017; 1-2:30pm

Steering Committee Meetings: In Adelbert Hall – M2
Thursday, February 9, 2017; 2-3:30pm
Thursday, April 13, 2017; 2-3:30pm
Thursday, June 8, 2017; 2-3:30pm
Thursday, August 10, 2017; 2-3:30pm

ATTACHMENTS:

- **SAC Attendance**
- **Community Service Committee Report**
- **Staff Policy Committee Report**
- **University Fringe Benefits Report**
- **CWRU Staff Mediation Brochure**

Minutes respectfully submitted by Diana Fox

2016-2017	SAC GENERAL COUNCIL ATTENDANCE (ALPHABETICAL)						
MGMT CTR	ACTIVE MEMBERS	10/21/2016	12/8/2016	2/24/2017	4/20/2017	6/16/2017	8/17/2017
	Laura Adams	X					
CSE	Anita Banks	X	X		X		
NON-ELECTED	Pamela Capasso						
NURS	Pamela Collins	X		X			
SOM	Dominic Dorazio				X		
UNIV ADMIN	Timothy Eppich		X	EXCUSED			
SOM	Matt Fletcher						
NON-ELECTED	Diana Fox	X	X	X	X		
SOM	Nic Goodall						
UNIV ADMIN	Pat Greene	Excused	X				
UNIV ADMIN	Theresa Grigger	X	X	EXCUSED			
NURS	Dedra Hanna-Adams	X		X	X		
SOM	Jennifer Hawkins	X		X	X		
WSOM	Suzanne Healy (Chair)	X	X				
CAS	Renee Holland-Golphin		X	X	X		
CAS	Kathryn J. Howard	X	X	X			
NON-ELECTED	Laura Huffman		X	X	X		
SOM	Gillian Irwin	X	X	X			
UNIV ADMIN	AmariYah Israel	X	X	X	X		
UNIV ADMIN	Beth Jones	X		X	X		
SOM	Barbara Juknialis	X	X	X	X		
LAW	Timerra Jung			X			
SOM	Damian Junk	X	X	X	X		
UNIV ADMIN	Paul Keeley	X	X	EXCUSED			
SOM	Christy Kehoe	X		X			
ACAD ADMIN	John Killings	X	X	X	X		
CSE	Cheryl King						
NON-ELECTED	Charles Knox	X	X	X	X		
UNIV ADMIN	Richard Kramer	X	X	X			
	Ryanne Lachman	X	LEFT CWRU				
UNIV ADMIN	Jing Li						
CSE	Chris Littman	X	X	X	X		
DENT	Melody Long						
ACAD ADMIN	Jeremy Naab						
UNIV ADMIN	James Nauer (Past Chair)	X	X	X	X		
UNIV ADMIN	Karyn Newton	Excused	X	X			
NON-ELECTED	Kathy O'Linn	X	X	X			
SOM	Christine Olson	X	X	X	X		
NON-ELECTED	Brinn Omabegho			X			
UNIV ADMIN	Martha Payne	Excused					
UNIV ADMIN	Jim Prince	X	X	X	X		
WSOM	Radhika Ramamurthi		X	EXCUSED			
SOM	Susan Reichert	X		X	X		
NON-ELECTED	Karen Romoser						
NON-ELECTED	Johnny Sams	X	X	EXCUSED	X		
ACAD ADMIN	JC Scharf-Deering (Vice Chair)	X	X	X	X		
SOM	Sasha Shand						
MSASS	Maria Sharron		EXCUSED				
DENT	Brian Sherman		X	EXCUSED			
SOM	Michelle Shun	X					
UNIV ADMIN	Ayla Siemon						

NON-ELECTED	Robert Slovenec			X	X		
ACAD ADMIN	Matt Smith	X			X		
UNIV ADMIN	Natalie Staats Reiss			X			
SOM	Shannon Swiatkowski	X	EXCUSED	X			
SOM	Laura Tripepi Adams						
LAW	Deborah R. Turner						
SOM	Nancy Vitale	X	X	X			
SOM	Garth R. Wadleigh	X	X	X	X		
SOM	Laura Weber Smith	X	X	X	X		
SOM	Bonnie West	X	X	X			
UNIV ADMIN	Michael Yeager						
SOM	Corrie Zimerla			X			
	Guests						
	Marilyn Mobley (OIDEO)	X					
	Jamie Ryan (HR)	X					
	Lou Stark	X					
	Stephanie Hathaway (HR)				X		
	Dionne Broadus (guest)				X		
	Michelle Lampton (HR)				X		

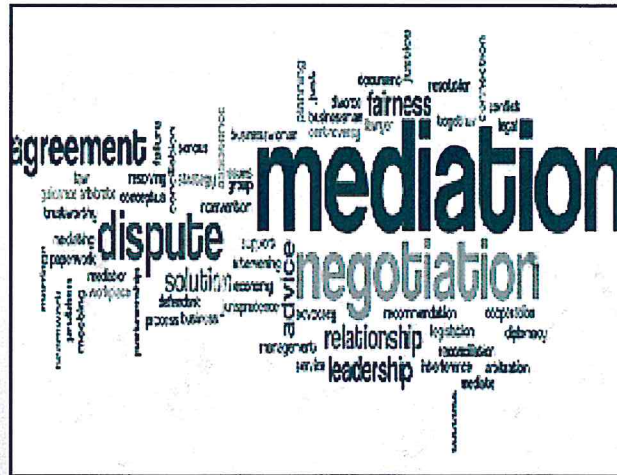
What topics are appropriate for mediation?

Examples of issues appropriate for mediation:

- Personal or professional disputes among staff members
- Issues of respect and coordination
- Communication, performance, and/or management issues

Issues that may not be appropriate for mediation:

- Policy issues
- Current or pending legal actions
- Discrimination charges or lawsuits
- Administrative charges or lawsuits alleging harassment or retaliation on a protected basis
- When there is a threat of violence, to self or others
- Concerns relating to serious violations of rights or regulations



Michelle Lampton



Staff Mediator
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STAFF MEDIATION



*Talking things through —
together.*

What is Mediation?

Interpersonal conflict and communication problems can be tricky and complicated. But with the right approach to conflict resolution, dialogue can help prevent lasting damage to important relationships, increase collaboration in the workplace and result in viable solutions.

Mediation is a semi-structured dialogue that is facilitated by a neutral third party called a mediator. A voluntary and confidential process, mediation encourages employees to collaborate by sharing perspectives, identifying issues, and reaching a mutually agreeable solution.



When tempers flare up, a mediator can help soothe them. When communication stops, a mediator can help reignite the conversation. When a problem seems hopeless, a mediator can help you see it in a new light.

That is the power of conflict resolution.

How does mediation work?

A staff member who is experiencing conflict contacts the mediator and asks for a mediation consultation. The mediator will meet



privately with the requesting party to determine the nature of the conflict and explore possible options for resolving it. If mediation is desired and appropriate, the mediator will contact the other party to determine their interest in mediation. If both parties agree to mediation, the mediator will explain the process, address any questions or concerns, and coordinate the meeting.

What is the role of the mediator?



The mediator is a neutral third party who facilitates conversations between participants to help them hear and understand each other, identify underlying issues, and reach a mutually agreeable solution to those issues. The mediator does not take sides, offer solutions, investigate the situation, or impose a resolution.

Who may utilize the staff mediation services?

Mediation services are available to all CWRU staff members. Faculty members should reach out to the Faculty Conciliation and Mediation Program.

Who will know about the mediation? What's being reported and to whom?

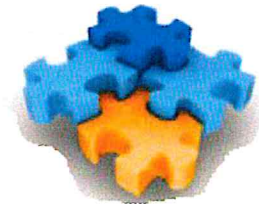
Under Ohio law, the content of a mediation is confidential with some exceptions. Only the names of the individuals involved, meeting dates, and whether a resolution was reached will be disclosed to administrative departments with legitimate business needs. Additionally, a copy of the Mediation Agreement will be kept confidential by the mediator for their records.

What are some advantages of mediation?

- Gives people a safe setting in which to engage in honest, respectful communication.
- Encourages participants to work together to best solve problems being discussed.
- Even if no agreement is reached, participants usually leave having a clearer understanding of the issues and of each other.

Let us help you facilitate the conversation!

Conflict Resolution



SAC Community Service 2017-2018

Tuesday, April. 18th 3:00-4:00 - Crawford 528

- Karen Kearney and Victoria Duncan - graduate students at MSASS. Working together with Dionne Broadus (Office of Government and Community Relations) on a consultation project. They are providing recommendations for ways Case for Community Day 2.0 can have an increased impact on both our campus and the external community. As part of this process, they are interviewing a variety of stakeholders whose work or interests have an existing or potential connection with Case for Community Day 2.0.
 - How to improve the impact - looking for ideas.
 - Suggested partnering with Jeff from HandsOn <http://www.handsonneo.org/>
 - Re brand, possibly do a week (to help accommodate people's schedule), after work or weekend options.
 - Better marketing for faculty and staff
- Christine e-mailed the committee the info and website for volunteerism: <https://www.energizeinc.com/directory/days/north-america>
 - The website lists certain weeks/months for volunteer activities like this:
National Volunteer Week in the USA (usually the 3rd week in April) (link is external)

Has been celebrated annually since the 1970s, though its visibility has been reduced by the new "**Seasons of Service**" calendar of events throughout the year. Now sponsored by the Points of Light Institute and run by its HandsOn Network . ([link is external](#))

Future dates:

- April 23-29, 2017
 - April 15-21, 2018
 - April 7-13, 2019
-
- Do we need to have Case for Community Day in August? Maybe if we changed to April, we could partner with other employers.
 - Last meeting we discussed volunteering needs at Hope Lodge. Rosanna sent e-mail with their wish list.

Attendance: Theresa Grigger, Laura Huffman, Christine Kehoe, Heather Bolden, Barb Juknialis, Beth Jones, Damien Junk

Next Meeting: Monday, May 15th, 1:30-2:30, Crawford 528



**Policy Committee
Meeting Minutes
March 16, 2017**

In attendance: Johnny Sams, Jim Nauer, Garth Wadleigh, AmariYah Israel, Charles Knox

AGENDA ITEMS:

Revisited the exit interview process. Item is of concern, as departments are not currently required to share their exit interviews with central HR. This could lead to conditions where HR is not aware of critical events reported in departmental exit interviews, thereby negatively impacting the institution in the long term. Idea was suggested that, in cases where a departmental exit interview has been conducted, an item asking whether an exit interview was completed be placed on a form. For the departing employee, the question would read "Have you completed a departmental exit interview?". For the manager, the question would read "Has your employee completed a departmental exit interview?" In cases where the response is "Yes", each party would be required to submit a copy of the exit interview to central HR. The committee plans to discuss this item further.

Revisited the concern of disparate salary increases across departments. Question was raised as to whether the work of the compensation consultant would correct this. Even so, concern was raised that any corrections made could be ineffective in the long-term if departments continue to issue salary increases at rates and by criteria of their own discretion. Given this possibility, the disparity could return to current levels several years into the future. Thus, it would appear that a policy would need to be created to prevent this from occurring. The committee plans to discuss this item further.

It was suggested that an updated tuition reimbursement recommendation be introduced, as it has been a couple of years since the former increase and it is in the interest of staff that the benefit maintain pace with inflation and tuition increases. Johnny to draft a recommendation.

Meeting was adjourned at 4:40 p.m.

Respectfully Submitted,

Johnny Sams



SAC Standing Committee Report

Committee Name: Fringe Benefits

Meeting Date: March 21, 2017

Meeting Location: Adelbert Hall, Room M1

Meeting Start Time: 12:06 pm

Present: Jamie Ryan, Holly Gibson, Matt Smith, Damien Junk, Nancy Vitale, JC Scharf-Deering, Gillian Irwin, Jim Nauer, Karen Romoser

Chair/Co-Chair: Karen Romoser (Interim Co-Chair)

Discussion/Agenda:

- Introductions of Attendees
- Plan to reinvigorate SAC Fringe Benefits Committee and establish projects and initiatives
- Brief overview of purpose, composition and schedule of University Fringe Benefits Committee (University Fringe). Committee meets monthly and is made up of faculty and staff, including Barb Juknialis, as well as Faculty Senate Subcommittee on Compensation. University Fringe meets monthly; not a decision-making body, but advises and informs on initiatives related to university benefits for faculty and staff. There is opportunity for a closer relationship and liaison between University Fringe and SAC Fringe.

There was discussion regarding the following items:

- Employee discount program, including ending of Time Warner internet service rates
- Evaluation and recommendation of fringe benefits, including multiple layers of review by leadership, up through Board of Trustees
- How are changes made and communicated to staff?
- Impact of potential changes to the Affordable Care Act and University response
- Proactive change versus reactive response to benefits changes

Action Items for Next Meeting:

Appoint new/additional co-Chair (Committee)

Research/gather information on employee discount programs for next meeting (Gillian and Damien)

Meeting End Time: 1:03 pm

Next Meeting Date: April 18, 2017

Next Meeting Time: 12 pm

Next Meeting Location: Adelbert Hall, Room M1

Report Prepared by: JC Scharf-Deering