



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

Thursday, August 17, 2017, 1–2:30 pm, Toepfer Room, Adelbert Hall

IN ATTENDANCE:

Theresa Grigger	John Killings	Matthew Smith
Jennifer Hawkins	James Nauer	Shannon Swiatkowski
Kathryn Howard	Karyn Newton	Nancy Vitale
Renee Holland-Golphin	Jim Prince	
Barbara Juknalis	Johnny Sams	
Damian Junk	JC Scharf-Deering	
Gillian Irwin	Brian Sherman	

EXCUSED: Anita Banks, AmariYah Israel, Paul Keeley, Christine Olson, Susan Reichert, Laura Weber Smith

GUESTS: Jaime Ryan, Michelle Lampton

- I. **Meeting was called to order at 1:06pm by Chair JC Scharf-Deering. Cookies, tea and lemonade were provided.**
- II. **Approval of Minutes**
There was no quorum of voting members, so no votes could take place.
 - A. April 20, 2017 Meeting
 - B. June 16, 2017 Meeting
- III. **Announcements from HR**
 - A. Jaime Ryan
 - i. Party on the Quad was a success.
 - ii. Professional Development Center classes for fall are now open.
- IV. **Announcements from Chair and Vice-Chair**
 - A. Budget Report – surplus, made donation to SEEF \$809.84, provided refreshments at last two general council meetings, back to school drive donation \$299.91. Current balance \$3,741.05 with credited increase soon.
 - B. SAC Annual Update – on website under news. Acknowledgement from President Snyder in response to report.
- V. **Presentations**
 - A. Michelle Lampton, Assistant Director, Professional Development Center
 - i. Recent Focus Group of new supervisors to determine orientation procedures for future. Training in emotional intelligence, stress management, conflict resolution, and managing teams requested after training in University policies and procedures.
- V. **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
See attached report
 - 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
See attached report
- 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 October

VII. Old Business - none

VIII. New Business - none

IX. Adjournment – 2:07pm

Upcoming Meeting Schedule:

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

Adelbert M2

Tuesday, October 17, 2017; 2-3:30pm

Tuesday, December 5, 2017; 2-3:30pm

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, October 20, 2017; 10-11:30am

Thursday, December 7, 2017; 1-2:30pm

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

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Communications Committee Report for General Council - 8/17/17

The Communications committee met on July 11, 2017.

We do not have an update as to when the SAC website will be migrated to the new CMS, Drupal.

The SAC Annual Report was sent to President Snyder, Libby Keefer, and Carolyn Gregory on July 10, 2017 and is available on the SAC website under "News".

The Committee will begin a Google Site for an internal calendar, documents, and other information to be able to better communicate among the steering committee.

The Committee will use the professional photos taken a couple of months ago to create a photo directory of our membership and add it to the website.

Our next meeting will be on September 14, 2017 at 2:00pm via Zoom.

Submitted by:
Bob Slovenec and Shannon Swiatkowski
Co-Chair

SAC Community Service 2017-2018

Monday, July 17 1:30-2:30 - Crawford Hall Rm 528

Discussion Points

- Back to School Drive- Create a list of tasks for members to assign themselves, the kickoff will be at the Party on the Quad.
- Discussion on having a core group of planners and a core group of volunteers continued. Will try to set up and move forward.

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- Basket Raffle- Will collect nominations at Party on the Quad
- Phone was disconnected, the phone call got put on hold. Distracting to the members in the room.
- Crafters@Case: We now have 33 regularly active members, and we anticipate having 150 items created by mid-October. Members include faculty, students and staff, and are from the schools of medicine, engineering, law, and MSASS, and also the tech transfer office. New members are always welcome!

Action Items

- Melanie Will do a spreadsheet with list of tasks
- Janice is contacting schools for best date and update list
- Rosanna is coordinating collection sites
- Beth is finalizing flyer and checking on table for Party
- Laura is working on poster
- Bonnie checking with Mandy Carte in Purchasing to see if she will host a site
- Theresa- Change the naming convention on minutes to read date first

Attendance: Theresa Grigger, Bonnie Worthy, Brinn Omabegho, Beth Jones, Melanie Prestage, Heather Bolden, Barb Juknialis, Laura Huffman

Next Meeting: August 17th, 1:30-2:30, Crawford to organize supplies

The 2017 SAC General Election, which was to be completed by August 1st, remains pending, due to a delay in the required review of candidate eligibility and subsequent approval of the proposed slate of candidates. Once we receive notification that eligibility has been established, an e-mail will be sent out within 24 hours to all staff in the management centers participating in this year's election, containing links to the electronic ballot and the biosketches of the candidates, if they are available. As a reminder, the management centers electing representatives this year are as follows:

- Academic Administration
- Frances Payne Bolton School of Nursing
- Mandel School of Applied Social Sciences
- School of Dental Medicine
- University Administration

Once the email ballot goes out, the election will remain open for five business days and close at 11:59 pm on the fifth business day.

We thank you for your patience and look forward to announcing the results of the 2017 election soon.

Karyn M. Newton
Co-Chair

SAC Standing Committee Report

Committee Name: Fringe Benefits

Meeting Date: July 18, 2017

Meeting Location: Adelbert Hall, Room M1

Meeting Start Time: 12:05 pm

Present: Holly Gibson, Amy Sheldon, Damien Junk, JC Scharf-Deering, Johnny Sams

Guests: Danielle Sabo, Heather Clayton Terry

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

Discussion/Agenda:

- Introductions of attendees
- Plan to reinvigorate SAC Fringe Benefits Committee and identify additional Co-Chair
- Follow-up from items on May meeting discussion
- Presentation from Danielle Sabo, Flora Stone Mather Center for Women

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

- Call for Equitable Paid Parental Leave Policies at CWRU
- Presentation of data and analysis
- Questions/discussion
- Potential for SAC General Council to support formal resolution

Action Items for Next Meeting:

- Appoint new/additional co-Chair (Committee)
- Review resolution on Parental Leave
- Develop survey for SAC membership re: discount program

Meeting End Time: 1:10 pm

Next Meeting Date: August 15, 2017

Next Meeting Time: 12 pm

Next Meeting Location: Adelbert Hall, Room M1

Report Prepared by: JC Scharf-Deering

SAC Standing Committee Report

Committee Name: Fringe Benefits

Meeting Date: August 15, 2017

Meeting Location: Adelbert Hall, Room M1

Meeting Start Time: 12:05 pm

Present: Amy Sheldon, Damian Junk, JC Scharf-Deering, Matthew Smith

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

Discussion/Agenda:

- Women's Center data tasks ongoing
- Family leave began November 1, 2008
- Evaluation of Committee structure
- Survey SAC membership for discount programs

There was a special discussion regarding the following item:

- How to reinvigorate the committee
- Relationship between HR and this committee
- Become a body to disseminate information from HR

Action Items for Next Meeting:

- Appoint new/additional co-Chair (Committee)
- Review resolution on Parental Leave
- Discuss new initiatives to tackle with new SAC members

Meeting End Time: 1:10 pm

Next Meeting Date: September 19, 2017

Next Meeting Time: 12 pm

Next Meeting Location: Adelbert Hall, Room M1

Report Prepared by: Damian Junk

**Policy Committee
Meeting Minutes
April 20, 2017**

In attendance: Johnny Sams, Jim Nauer, Garth Wadleigh, Renee Holland-Golphin, Maria Sharron, Charles Knox, Damian Junk, Stephanie Hathaway, Carolyn Washick

AGENDA ITEMS:

Revisited the exit interview process. 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. HR indicated that there are plans to revamp the interview process to become a stay interview, for which new staff will be invited to interview after six months into the start of their careers at the university. HR also indicated that there are projects ahead of this one, so it will be a while before work on it begins.

Question was raised about what should be done in cases where a long-time employee has started in a new department and finds him/herself in an adverse situation. HR advised that in such cases, the employee should be encouraged to speak with Employee Relations.

Inquiry was posed about the status of the campus-wide HR tour. HR indicated that the tour is ongoing and that they are scheduling outings on a case-by-case basis, as they are contacted by departments and/or staff to request such outings. Topics are requested of HR based on the interests of the contacting department and/or staff member. HR reported that a favorite requested topic is workplace gossip. It was suggested that HR place verbiage on the website that such outings are available by request.

Question was raised as to whether exit interviews are offered to employees who are laid off. HR indicated that the opportunity is shared with such staff in the information packets that they receive in such an event.

Question was raised about the end game of the compensation consultant. HR indicated that the goal is not specifically to make individual compensation more in alignment with the market. Rather, the intent is to make the *average* compensation for a given type of job more in alignment with the market. Therefore, there will continue to be individual disparity in the amount of compensation received by staff within a job type.

Question was raised as to the potential impact of disparate salary increases across departments on the long-term effects of the compensation review. HR indicated that salary increases are beyond its control, as departments determine their budgets.

Given the end game of the compensation consultant, it is not likely that equalizing salary increases across departments would have any meaningful effect, as individual disparity in pay among job types is scheduled to continue.

Concern was raised about verbiage of evaluation forms for particular groups of staff, particularly for those who serve in an administrative capacity. Specifically, for example, "clerical" and/or

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“secretarial” language is highlighted on such forms. Point was raised that such terms are outdated, minimizing, and do not adequately capture the nature of the work done by certain staff. HR indicated that revisions to such forms are in process and that specific line items will be made more similar. Also, the scale will be made more user-friendly. The signature page will be made mandatory, but will include a disclaimer that signature does not necessarily indicate agreement with the contents of the evaluation form.

Future items:

- **FLSA**
- **Remaining topics TBD**

Meeting was adjourned at 5:00 p.m.

Respectfully Submitted,

Johnny Sams

**Policy Committee
Meeting Minutes
June 15, 2017**

In attendance: Johnny Sams, Jim Nauer, Renee Holland-Golphin, Maria Sharron, AmariYah Israel, Paul Keeley, Charles Knox, Stephanie Hathaway

AGENDA ITEMS:

Discussed FLSA.

Question was raised about the status of suggested changes to staff evaluation forms, as terms such as “clerical” and/or “secretarial” are dated and do not adequately capture the nature of work done by certain staff. HR advised that suggested changes are in process and going through the requisite approvals.

Discussed the compensation review consultant. HR indicated that the consulting project is still in process. Positions are in the process of being matched with suggested pay grades, per the consultant’s recommendations. Pay ranges per salary grade will be broadened. Results of consultation will increase salaries for certain staff. No staff are slated to receive a reduction in pay as a result of the consultation.

Discussed the upcoming stay interview process. HR indicated the process is still in development.

Meeting was adjourned at 4:55 p.m.

Respectfully Submitted,

Johnny Sams

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 7/19/17

In attendance: Laura Weber Smith, Michelle Lampton, Theresa Grigger, Jim Nauer and Damian Junk

Orientation Volunteers

We are in need of volunteers to give the SAC presentation (5 minutes) at Monday orientations for the rest of the year. A sign-up sheet was passed around, but no one volunteered. We will recirculate the sign-up sheet at the next general council meeting.

Meet virtually?

Adelbert M3 is booked for our committee meetings through the end of 2017. The group decided that starting in January, we would experiment with conducting the meetings virtually, using Zoom. If the trial doesn't work out, we will resume in-person meetings.

Eastwood-Inamori Staff Educational Scholarship

Laura sent an inquiry to Shannon French at the Inamori Center to see if they were still willing to fund this scholarship. Her reply: "I'm afraid this had slipped off my radar for a bit, but I'd be delighted to revive it! The idea was to provide some support (\$1500, I believe), for SAC members who wish to take courses at CWRU relating to Ethics and/or Ethical Leadership, in honor of the previous director of the Inamori Center, Dr. Greg Eastwood. If you are willing to promote it again, we will certainly fund it. It's an effort we were proud to support in the past." Laura will work with the director of open enrollment to identify appropriate classes that would qualify for the scholarship criteria. We were thinking of possibly creating 5 \$300 scholarships with this money, which would reduce the cost of a one-day executive education program for staff to only \$45. More discussion is needed at the next meeting about how this should be promoted and managed.

APN Update

The leaders of the APN are working on a proposal which would outline the expenses involved for the APN conference registration, hotel and travel, as well as any contributions that CWRU departments might be able to make. This will be considered at next month's committee meeting.

On August 8th, the APN is offering a tour of the Freedman Center for Digital Scholarship in the Kelvin Smith Library.

PDC Update

The PDC is working on developing a new onboarding program for newly hired supervisors at CWRU. As part of that process, they are holding a focus group next Friday to interview managers who began supervising others within the last 12 months here at Case. The intent is to find out what types of information/training the supervisors wish they had been given to make the transition easier for them.

If managers would like to participate but cannot attend in person, Michelle can send them a questionnaire instead. They are still seeking representatives from the following schools: MSASS, Law, Dental and Nursing.

Our next meeting will be August 16 at 1:30 in Adelbert M3.

ST&D Committee Meeting 8/16/17

In attendance: Laura Weber Smith, Kim Justice, Shannon Swiatkowski and Kathy O'Linn

APN Update

Shannon Swiatkowski and Theresa Grigger will be attending the national Administrative Professionals Conference in Las Vegas this fall, using the funds we received from the Flora Stone Mather Center. Their goal is to bring back lots of ideas for programming we can use here for the CWRU APN chapter.

Last week, the APN sponsored a tour of the Freedman Digital Center at KSL. It was very helpful to see all the different technology they have there for staff to be able to use.

The next scheduled event will be a presentation from Kaitlyn Hendershot, editor of The Daily. The leadership group of the APN is looking for new members to replace some people who have left. They may ask for volunteers from the general membership and possibly create a seat for a PDC representative, since the two organizations work so closely together.

PDC Update

Bob Hall has been visiting the deans of each school to present individualized reports on the services the PDC provides and how employees at each school have utilized the center.

Laura posed a question that arose at the last steering committee meeting. That committee was wondering if the badging system the PDC uses to keep track of each staff member's classes taken could also be used to track self-entered accomplishments that are not necessarily work-related, in order to provide a better picture of employees as whole people? Kim thought the answer to this would be yes, but she was going to check up on it further and report back.

Eastwood-Inamori Staff Educational Scholarship Application Process

Dependent on approval from Shannon French, it was agreed that we would use the \$1500 promised for the EISE scholarship to fund five \$300 awards, cutting the cost of the daylong program to \$47.50 for each staff member who receives a scholarship.

The executive education programs which have content on ethics in leadership and which would be eligible for the scholarship are:

Neuroscience of Leadership on May 15, 2018

Connecting, Motivating & Understanding through Empathy on May 16, 2018

Both of these are taught by faculty member Tony Jack, who has an appointment at the Inamori Center as well. We would announce the scholarship around the end of January, 2018 and would accept applications until March 1, 2018. Shannon French will be asked to help determine the recipients.

Fundraiser?

Shannon suggested that we hold a kind of a virtual bazaar or maker's fair. She is looking into possible digital platforms to host this event. More to come...

Our next meeting will be September 20 at 1:30 in Adelbert M3.

Sustainability Report

1. The campus garden has been undergoing a renovation, by the Softball field on the North side of campus, off of Magnolia, behind Leutner. Fall plantings will occur later in August, Brian Gray, KSL is the coordinator
2. We are in the midst of doing an energy strategy plan with a consultant group now and in early 2018 will be conducting a Climate Action Plan refresh to update our progress and 5 year goals
3. We were again ranked a top green school by Princeton Review and the Sierra Club for the 8th year (hasn't been publicly announced yet)
4. We again are running our student sustainability ambassador program w/ 14 undergraduates and the green labs certification program with 5 student auditors, perhaps the students can present a brief overview of their work at a future SAC meeting
4. Lots of upcoming events that we'd love Staff participation in, volunteer opportunities, etc.
contact sustainability@case.edu or go to case.edu/sustainability to find out how to register:
Sept 17: CiCLEiva East, open street/people powered movement event, starts at corner of Ford and Bellflower and goes around the circle up E. 105th, we are a sponsor, 1-5:00
Sept 21: CWRU Green Bag Lunch: Everything Trees (Cleveland Tree Plan, Care for your home trees, Become a tree expert training info), 12-1:00
Sept 27-28: Sustainable Cleveland 2019 Annual Community Summit, anyone is welcome to participate for one or both days, kicks off at 2:00 on Wednesday, Sustainability Office could help cover registration fee as long as your attendance is firm, reach out to us before registering, we can't reimburse the fee, only can cover it upfront
Sept 30: Farm Harvest Festival, food, games, s'mores, hay ride, petting animals, and more, bring your family, small fee for food per person, 1-5:00
Nov 1-15: Res Hall Energy Competition!
Nov 15: Annual Big Green Event & America Recycles Day, campus-wide sustainability updates and keynote speaker 5-7:00 pm

University Fringe Benefits Committee Report

CWRU - Staff Advisory Council

August 17, 2017 SAC Council Meeting

The Committee met on July 12, 2017. Daniel Gumb of CVS Caremark presented the annual prescription plan review. He began with a snapshot of the overall performance of the plan in 2016. The net cost of specialty drugs was up 48% from 2015, which is above our peer group. Our generic dispensing rate rose 1.4% to 83%, which is in line with our peer group. Specialty drugs continue to drive the trend upwards, accounting for 43.3% of the 2016 net cost, even though they make up only 1.2% of prescription utilization. There was discussion regarding the introduction of new programs that would potentially slow the upward trend in costs.

In the open forum, the renewal of the life and disability insurance contract was discussed. Consumers Life will continue as our carrier with no change in premiums for life and disability insurance.

There was no meeting in August. The next scheduled meeting is September 13, 2017.