



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

Friday, August 18, 2016  
10:00 AM – 11:30 AM  
Toepfer Room, Adelbert Hall

The meeting was called to order at 10:05am by Jim Nauer.

#### IN ATTENDANCE:

Nanthawan Avishai  
Sharon Burke  
Diana Fox  
Ryenne Gallagher  
Patricia Greene  
Theresa Grigger  
Jennifer Hawkins  
Suzanne Healy

Beth Jones  
Barbara Juknialis  
Charles Knox  
Richard Kramer  
Kelly Marcus  
James Nauer  
Karyn Newton  
Martha Payne

Johnny Sams  
JC Scharf-Deering  
Morley Schwebel  
Brian Sherman  
Bob Slovenec  
Patricia Urbon  
Nancy Vitale

GUESTS: Matt Fletcher

Elizabeth Click

EXCUSED: AmariYah Israel, Paul Keeley , John Killings, Kathy O'Linn, Christine Olson, Maria Sharron, Shannon Swiatkowski \*\* See also: attendance chart at end of minutes

- I. **Approval of Minutes from August 14, 2015 Meeting and Budget Report**
  - a. Minutes approved: Motion made by Charlie Knox and seconded by Theresa Grigger.
  - b. Budget report: Jim Nauer
    - i. \$2699 (balance from 2015-2016 SAC budget) donated to SEEF fund
- II. **Announcements from HR: None**
- III. **Announcements from Chair and Vice Chair:**
  - a. Professional Development Center Classes started yesterday
  - b. Recommendation by Staff Policy Committee regarding Supervisory training was submitted to and received by HR
  - c. Jim Nauer thanked SAC members for their support during his time as SAC chair
  - d. SAC Annual Report was submitted and a positive response was received from both Provost Baeslack and Libby Kiefer

#### IV. Presentations:

##### a. **Elizabeth Click – Tobacco Free Campus**

- i. Goal for implementation: July 1, 2017
- ii. Looking to create a culture of compliance as opposed to enforcement; “Care & Concern” approach
- iii. Multiple supports for employees who are trying to quit smoking have been offered  
\*\*contact HR for more info:
  1. Ease at Work
  2. Quit Line
  3. Online coaching program
- iv. At present, there is no “freeze” on hiring people who smoke
- v. Parking ban will include parking garages and cars on CWRU property.
- vi. **Elizabeth asked for volunteers from SAC to be part of the Tobacco Free Campus implementation team**

##### b. **Stephanie Hathaway - Update on Fair Labor Standards Act (FLSA)**

- i. A team including HR, Finance, Audit, the Provost’s Office and Legal have been meeting to strategize regarding the University’s response to FLSA
- ii. Law overview was given by Stephanie; for more info, please see the US Department of Labor website: <https://www.dol.gov/whd/flsa/>
- iii. All schools are being notified about FLSA in August 2016; there will be an “appeal period” in September; Supervisors will find out details from their schools
- iv. Exempt employees will be notified by departments
- v. They are attempting to treat all classifications of employees the same across the institution
- vi. In Oct/Nov 2016 – the university will be having multiple Town Hall meetings where employees can learn more about how the law affects them
- vii. At present, the committee is not looking at inversion, conversion, equity

#### V. Reports of Standing Committees

- a. **COMMUNICATIONS:** Shannon Swiatkowski & Diana Fox  
The Communications committee met on June 16, 2016.

The Communications Committee planned a SAC Appreciation and Networking event which was held on Thursday, July 14, 2016 at Crop Kitchen in Uptown at 5pm. 18 SAC members attended and were thanked for serving on the Council, did some networking, and brainstormed some initiatives for the coming year. Anyone who completed a networking form at the event was eligible to receive an Amazon Fire Tablet. Congratulations to Kumudu Kulasekere for winning the prize! Results of the brainstorming ideas are being compiled and the Committee will report them soon.

Our next steps will be to assign constituent lists to incoming elected members.

Our committee is looking at a new standing meeting date so more people can attend.

Our next meeting is via teleconference on September 8, 2016 at 2:00pm.

- b. **COMMUNITY SERVICE:** Theresa Grigger & Laura Huffman  
See attached report. Congratulations to Eileen Connell from WSOM who won the Kindle Fire as part of the Back to School Drive.
- c. **ELECTIONS:** Karyn Newton & Jim Prince  
**See attached report which outlines newly elected members**  
**SAC New Member Orientation: Tuesday, September 13, 2016 at TVUC ballroom from 8:45 – 11:30am.**
- d. **FRINGE BENEFITS:** Cheryl King & Karen Romoser  
No report.
- e. **STAFF POLICY:** Karen Romoser & Johnny Sams  
No report.
- f. **STAFF RECOGNITION:** Pam Capasso & Pam Collins  
New co-chair of Staff Recognition Committee: We would like to thank Rick Kramer for his many years of service and leadership on the Staff Recognition Committee. We welcome Pam Collins who joins Pam Capasso as the new co-chair of the committee.  
Committee is on hiatus until January 2017.
- g. **STAFF TRAINING AND DEVELOPMENT:** Suzanne Healy & Sharon Burke
  - i. Sharon Burke is leaving CWRU: thank you for your service, Sharon
  - ii. Because Suzanne Healy is assuming the role of SAC Chair, the Staff Training and Development Committee will need new co-chairs.
  - iii. No report.

## VI. Reports of Ad Hoc Committees and Liaisons to University Committees

- a. **SUSTAINABILITY INITIATIVES:** Matt Smith  
No report.
- b. **UNIVERSITY FRINGE BENEFITS:** Barbara Juknialis  
The Committee did not meet in July, but met on August 10, 2016. The meeting was devoted to updates.

HealthSpan Update: The transition is underway to move HealthSpan enrollees to the Medical Mutual SuperMed HMO, effective 9/1/2016. There will be no premium increase, and coverage will run through December 31, 2016. The change affects approximately 500 employees. Employees were offered a chance to opt out of the transition and change to one of the PPO plans or the high deductible option; only 8 people opted out.

There is an RFP out for 2017 HMO replacement options, and responses are expected by 8/19/16.

Upcoming Program Enhancements: There will be no major design changes to the plans, with the exception of a new HMO option. Open enrollment will run from 11/7-11/30/16, and the Benefits Fair will be held on 11/9 and 11/10.

Benefits enrollees will be able to use the CVS Minute Clinics, which offer a less expensive and more convenient alternative to urgent care or emergency room facilities. The Minute Clinics have the same co-pay as a regular office visit. Plus, there is an app that lets you check the various clinics for current wait times. Since CVS just acquired the Target pharmacy, it is possible that there will be new Minute Clinics at some Target locations.

Watch for news about flu vaccine options this fall. The vaccines will be available on campus and at pharmacy locations with no co-pay. There will also be some additions to the wellness incentive options.

The next scheduled meeting is September 14, 2016.

- c. **FACULTY SENATE:** Jim Nauer  
Faculty Senate does not meet in the summer.
  
- d. **DIVERSITY LEADERSHIP COUNCIL:** Laura Huffman  
Council had no meetings in summer.
  
- e. **PARKING ADVISORY (meetings in April & November):** Edith Gaffney & Kelly Marcus  
No meetings in summer.

**General Council Meetings: In Adelbert Hall – Toepfer Room**

**Friday, October 21, 2016; 10-11:30am**  
**Thursday, December 8, 2016; 1-2:30pm**  
**Friday, February 17, 2017; 10-11:30am**  
**Thursday, April 20, 2017; 1-2:30pm**  
**Friday, June 16, 2017; 10-11:30am**  
**Thursday, August 17, 2017; 1-2:30pm**

**Steering Committee Meetings: In Adelbert Hall – M2**

**Thursday, October 13, 2016; 2-3:30pm**  
**Thursday, December 1, 2016; 2-3:30pm**  
**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**
- **SAC Elections Committee Report with names of those newly elected for 2016-2017.**
- **Community Service Committee Report 07-25-16**

Minutes respectfully submitted by Diana Fox, SAC Secretary

2015-2016	SAC GENERAL COUNCIL ATTENDANCE (ALPHABETICAL)								
MGMT CTR	ACTIVE MEMBERS	10/16/2015	12/4/2015	2/12/2016	4/15/2016	6/17/2016	8/19/2016		
NON-ELECTED	Gia Adeen			X		X			
CSE	Nanthawan Avishai	X	X	X	X	Excused	X		
SOM	Mark Beno								
UNIV ADMIN	Sharon Burke	X	X	X	X	Excused	X		
SOM	Pamela Capasso								
NURS	Pamela Collins		X	X	X	X			
MSASS	Cheryl Croone		X						
NON-ELECTED	Kathleen Dowdell	X	X						
UNIV ADMIN	Timothy Eppich			Excused	X				
NON-ELECTED	Matt Fletcher							X	
SOM	Brian Foss		X						
NON-ELECTED	Diana Fox (Secretary)	X	X	X	Excused	X			
UNIV ADMIN	Ryanne Gallagher	X	X	Excused	X	X	X		
UNIV ADMIN	Pat Greene	Excused	X	X	X	X	X		
UNIV ADMIN	Theresa Grigger	X	X	X	Excused	X	X		
SOM	Kerry Grimberg								
NURS	Dedra Hanna-Adams	X	X		X	X			
SOM	Jennifer Hawkins	Excused	X	X	X	Excused	X		
WSOM	Suzanne Healy (Vice Chair)		Excused	X	X				
NON-ELECTED	Laura Huffman	Excused	X	Excused	Excused	X			
UNIV ADMIN	AmariYah Israel	X				X	Excused		
UNIV ADMIN	Beth Jones	X	Excused	X	X	Excused	X		
WSOM	Michael Jones								
SOM	Barbara Juknialis (Past Chair)	X	X	X	X	X			
SOM	J. Colleen Karlo				X				
UNIV ADMIN	Paul Keeley	X	X	X	X	Excused	Excused		
ACAD ADMIN	John Killings	X	X	X	X	X	Excused		
CSE	Cheryl King				X	X			
CAS	Charles Knox	X	X			X	X		
UNIV ADMIN	Richard Kramer	X	X	X	X		X		
NON-ELECTED	Linda LaPinta	X		X					
UNIV ADMIN	Jing Li								
DENT	Melody Long	X							
SOM	Kelly Marcus	X	Excused		X		X		
LAW	Michael McCarthy								
NON-ELECTED	Ana Merdita			X					
ACAD ADMIN	Jeremy Naab	X	X	X					
UNIV ADMIN	James Nauer (Chair)	X	X	X	X	X			
UNIV ADMIN	Karyn Newton	X	Excused	X	X	X	X		
NON-ELECTED	Kathy O'Linn	X	X	X	X	X	Excused		
SOM	Christine Olson	Excused	X	X	X	Excused	Excused		
UNIV ADMIN	Martha Payne	X		X	X		X		
UNIV ADMIN	Jim Prince	X	X	X		X			
UNIV ADMIN	Natalie Staats Reiss	X	X		X				
NON-ELECTED	Karen Romoser	X	X						
GUEST	Cami Ross		X						
SOM	Johnny Sams	X		X	X	X	X		
ACAD ADMIN	JC Scharf-Deering	X	X	X	Excused	X	X		
NON-ELECTED	Karla Schiebel	X							
SOM	Morley Schwebel	X	Excused	X	X	X	X		
MSASS	Maria Sharron	X			X	Excused	Excused		
HR - GUEST	Amy Sheldon (HR)	X							
DENT	Brian Sherman		X		X		X		
UNIV ADMIN	Ayla Siemon	Excused	X	Excused					
SOM	Robert Slovenec	X				X	X		
ACAD ADMIN	Matt Smith			X	X				
CSE	Lyn Spellman								
NON-ELECTED	YoLonda Stiggers			Excused					
SOM	Shannon Swiatkowski	X	Excused	X	X	X	Excused		
SOM	Patricia Urbon	Excused	X	X	Excused	Excused	X		
SOM	Nancy Vitale	X	X	X	Excused	Excused	X		
SOM	Wei Wang					Excused			
SOM	Bonnie West		Excused						
SOM	Yingli Wolinsky								
UNIV ADMIN	Michael Yeager	X	X	X					
SOM	Corrie Zimerla								

## SAC Elections Committee Report – 8/6/15

The co-chairs of the Elections Committee met via conference call on Wednesday, July 13th, to discuss postponing the start of the general SAC election, originally slated for July 15<sup>th</sup>, until a later date, due to the university's virtual shutdown the week of July 18<sup>th</sup>. SAC Chair Jim Nauer concurred that the election should be delayed until at least such time as the university was back to normal operations. Electronic ballots were sent to staff members in each of the five management centers electing representatives this year – Case School of Engineering, College of Arts and Sciences, School of Law, School of Medicine, and Weatherhead School of Management - on Monday, August 12<sup>th</sup>, and the survey engine automatically closed to further responses at 12:00 am EDT on Friday, August 19<sup>th</sup>.

Detailed results are attached, but the Elections Committee congratulates the following staff members for their election (or re-election) to the Staff Advisory Council:

### Case School of Engineering

**Exempt (2):** Cheryl King  
Chris Littman  
**Non-Exempt (1):** Anita R. Banks

### College of Arts and Sciences

**Exempt (1):** Kathryn J. Howard  
**Non-Exempt (1):** Renee Holland-Golphin

### School of Law

**Exempt (1):** Timerra Jung  
**Non-Exempt (1):** Deborah R. Turner

### School of Medicine

**Exempt (15):** Laura Tripepi Adams  
Dominic Dorazio  
Matt Fletcher  
Nic Goodall  
Jennifer Hawkins  
Gillian Irwin  
Barb Juknialis  
Damian Junk  
Christine Olson  
Susan Reichert  
Ming-Chieh Michelle Shun  
Shannon Swiatkowski  
Nancy Vitale  
Garth R. Wadleigh  
Corrie Zimerla

**Non-Exempt (3):** Christy Kehoe  
Sasha Shand  
Bonnie West

**Weatherhead School of Management**

**Exempt (1):** Radhika Ramamurthi

**Non-Exempt (1):** Laura Weber Smith

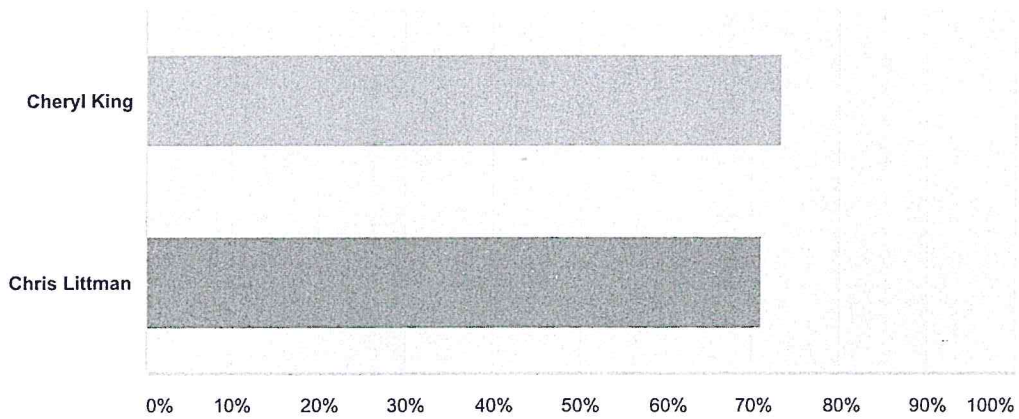
The newly elected and re-elected representatives will be officially notified by e-mail this afternoon, and will receive an invitation to the SAC Orientation Breakfast, to take place Tuesday, September 13<sup>th</sup>, from 8:45 – 11:30 am in Ballroom A of the Tinkham Veale University Center. Results will be published in The Daily shortly.

Karyn M. Newton  
Co-Chair



**Q1 Below are the candidates for Staff Advisory Council Representative for the Case School of Engineering, Exempt Staff. Please select TWO (2). [Selecting more than 2 candidates will result in disqualification of entire ballot.]**

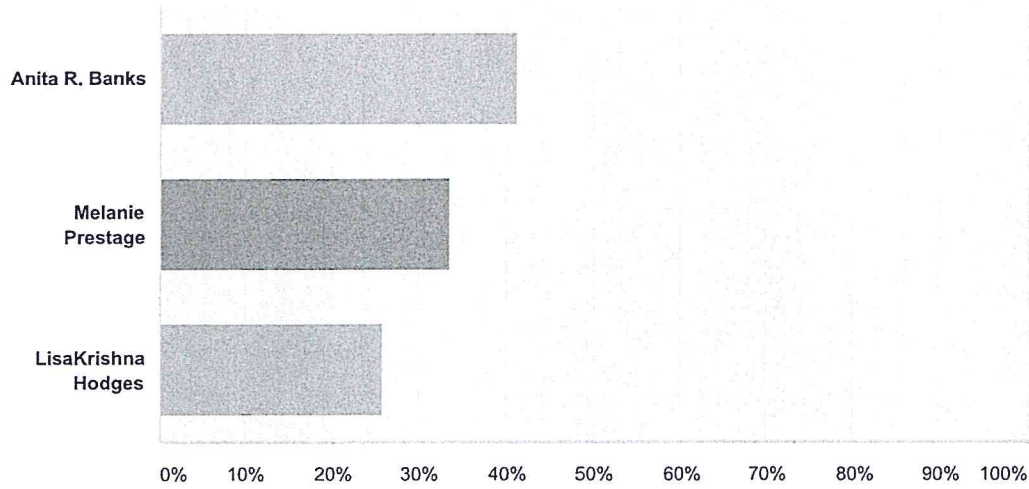
Answered: 41 Skipped: 0



Answer Choices	Responses	
Cheryl King	73.17%	30
Chris Littman	70.73%	29
<b>Total Respondents: 41</b>		

**Q2 Below are the candidates for Staff Advisory Council Representative for the Case School of Engineering, Non-exempt Staff. Please select ONE (1). [Selecting more than 1 candidate will result in disqualification of entire ballot.]**

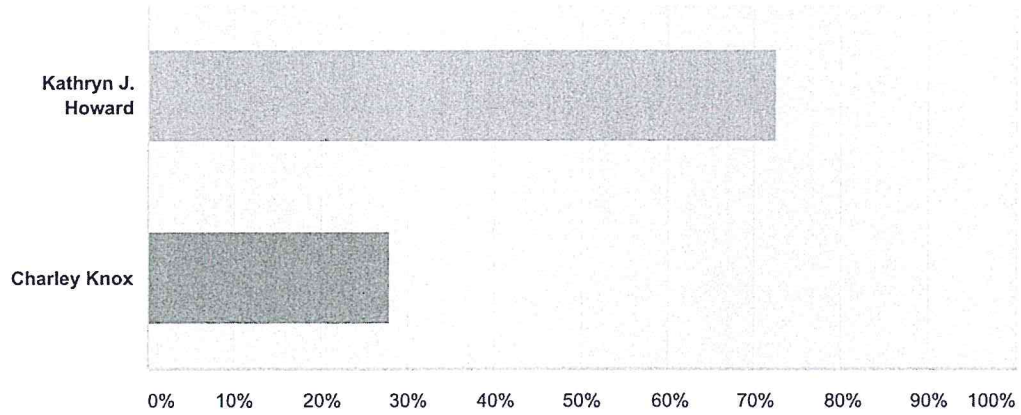
Answered: 39 Skipped: 2



Answer Choices	Responses	
Anita R. Banks	41.03%	16
Melanie Prestage	33.33%	13
LisaKrishna Hodges	25.64%	10
<b>Total</b>		<b>39</b>

**Q1 Below are the candidates for Staff Advisory Council Representative for the CWRU College of Arts and Sciences, Exempt Staff. Please select ONE (1). [Selecting more than 1 candidate will result in disqualification of entire ballot.]**

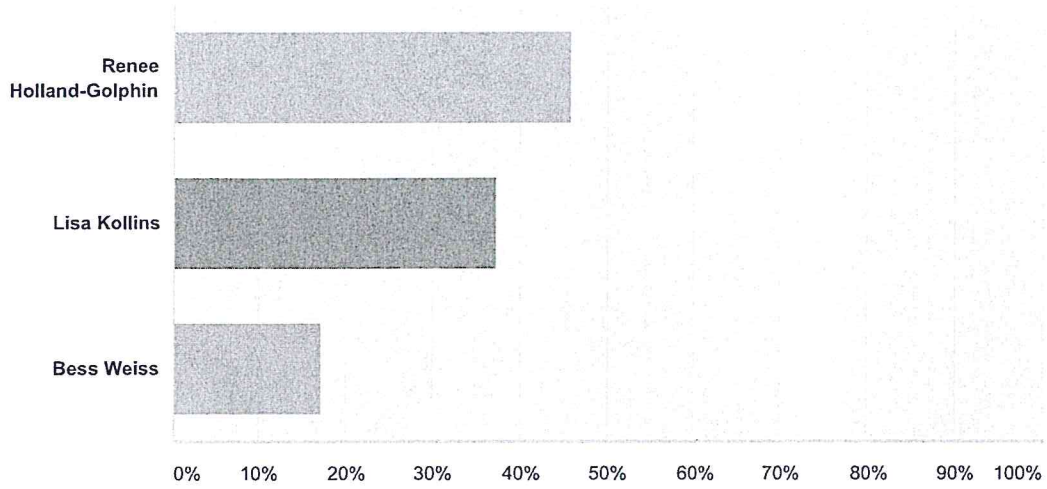
Answered: 36 Skipped: 0



Answer Choices	Responses	
Kathryn J. Howard	72.22%	26
Charley Knox	27.78%	10
<b>Total</b>		<b>36</b>

**Q2 Below are the candidates for Staff Advisory Council Representative for the CWRU College of Arts and Sciences, Non-exempt Staff. Please select ONE (1).**

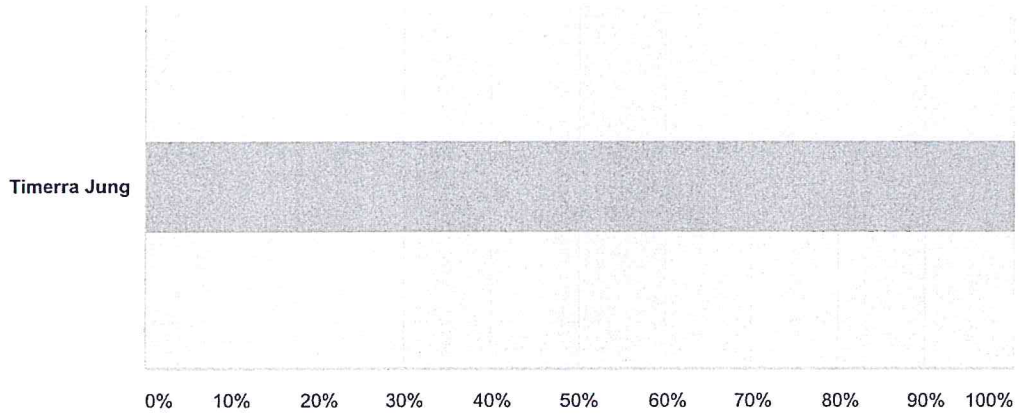
Answered: 35 Skipped: 1



Answer Choices	Responses	
Renee Holland-Golphin	45.71%	16
Lisa Kollins	37.14%	13
Bess Weiss	17.14%	6
<b>Total</b>		<b>35</b>

**Q1 Below are the candidates for Staff Advisory Council Representative for the CWRU School of Law, Exempt Staff. Please select ONE (1). [Selecting more than 1 candidate will result in disqualification of entire ballot.]**

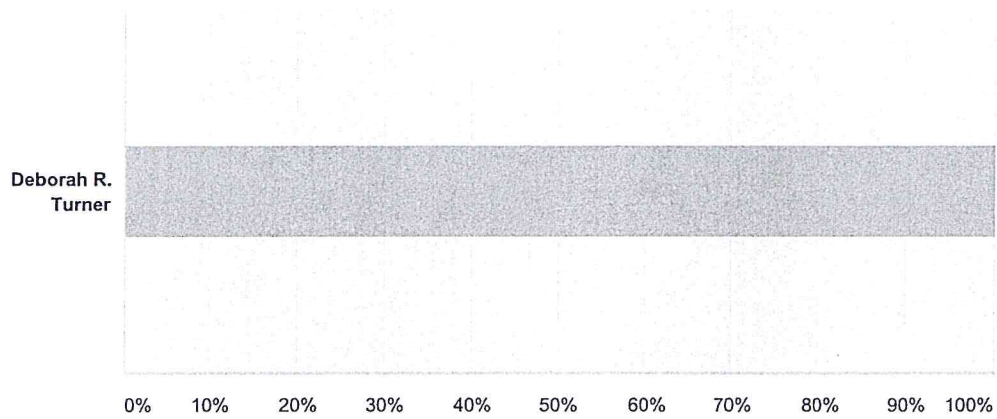
Answered: 23 Skipped: 0



Answer Choices	Responses
Timerra Jung	100.00% 23
<b>Total</b>	<b>23</b>

**Q2 Below are the candidates for Staff Advisory Council Representative for the CWRU School of Law, Non-exempt Staff. Please select ONE (1). [Selecting more than 1 candidate will result in disqualification of entire ballot.]**

Answered: 23 Skipped: 0

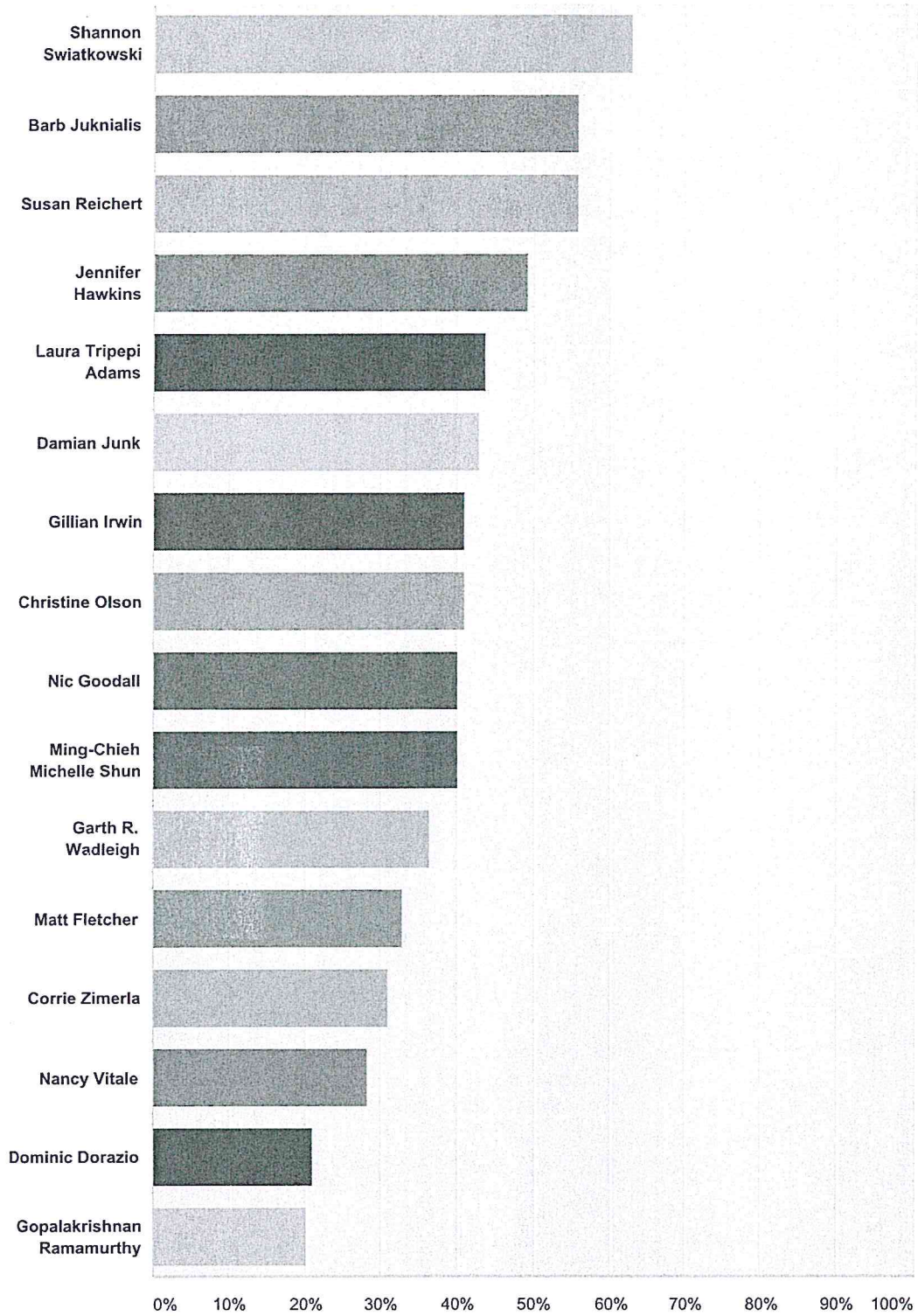


Answer Choices	Responses
Deborah R. Turner	100.00% 23
<b>Total</b>	<b>23</b>

**Q1 Below are the candidates for Staff  
Advisory Council Representative for the  
CWRU School of Medicine, Exempt Staff.  
Please select UP TO FIFTEEN  
(15). [Selecting more than 15 candidates will  
result in disqualification of entire ballot.]**

Answered: 110 Skipped: 1

## SAC Election 2016 - CWRU School of Medicine



Answer Choices	Responses	Count
Shannon Swiatkowski	62.73%	69
Barb Juknialis	55.45%	61
Susan Reichert	55.45%	61
Jennifer Hawkins	49.09%	54

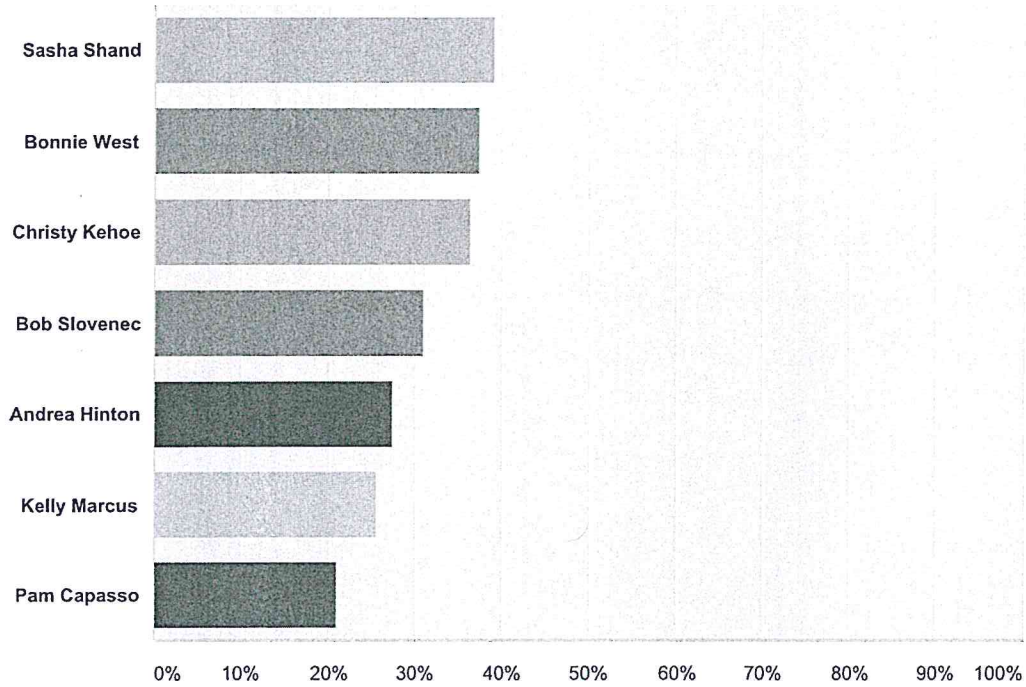


SAC Election 2016 - CWRU School of Medicine

Laura Tripepi Adams	43.64%	48
Damian Junk	42.73%	47
Gillian Irwin	40.91%	45
Christine Olson	40.91%	45
Nic Goodall	40.00%	44
Ming-Chieh Michelle Shun	40.00%	44
Garth R. Wadleigh	36.36%	40
Matt Fletcher	32.73%	36
Corrie Zimerla	30.91%	34
Nancy Vitale	28.18%	31
Dominic Dorazio	20.91%	23
Gopalakrishnan Ramamurthy	20.00%	22
<b>Total Respondents: 110</b>		

**Q2 Below are the candidates for Staff Advisory Council Representative for the CWRU School of Medicine, Non-Exempt Staff. Please select UP TO THREE (3). [Selecting more than 3 candidates will result in disqualification of entire ballot.]**

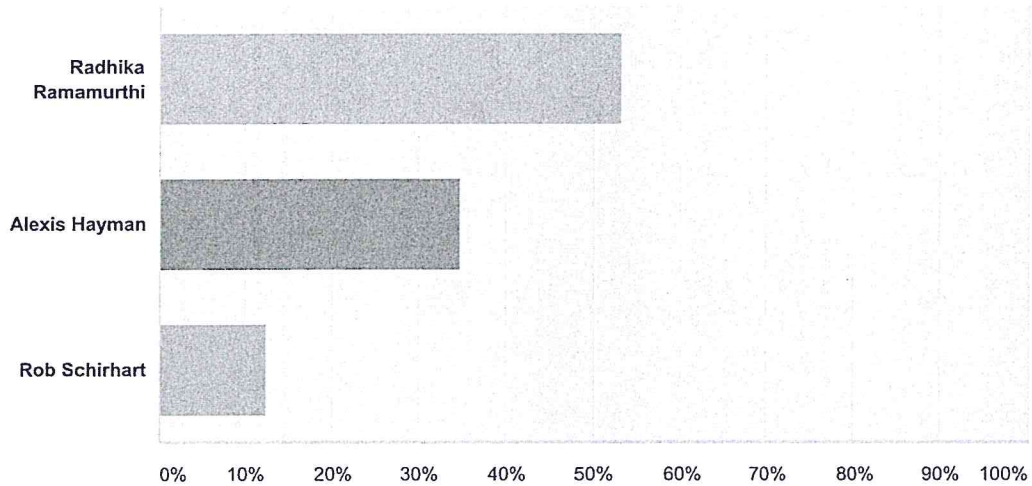
Answered: 110 Skipped: 1



Answer Choices	Responses	
Sasha Shand	39.09%	43
Bonnie West	37.27%	41
Christy Kehoe	36.36%	40
Bob Slovenec	30.91%	34
Andrea Hinton	27.27%	30
Kelly Marcus	25.45%	28
Pam Capasso	20.91%	23
<b>Total Respondents: 110</b>		

**Q1 Below are the candidates for Staff Advisory Council Representative for the CWRU Weatherhead School of Management, Exempt Staff. Please select ONE (1). [Selecting more than 1 candidate will result in disqualification of entire ballot.]**

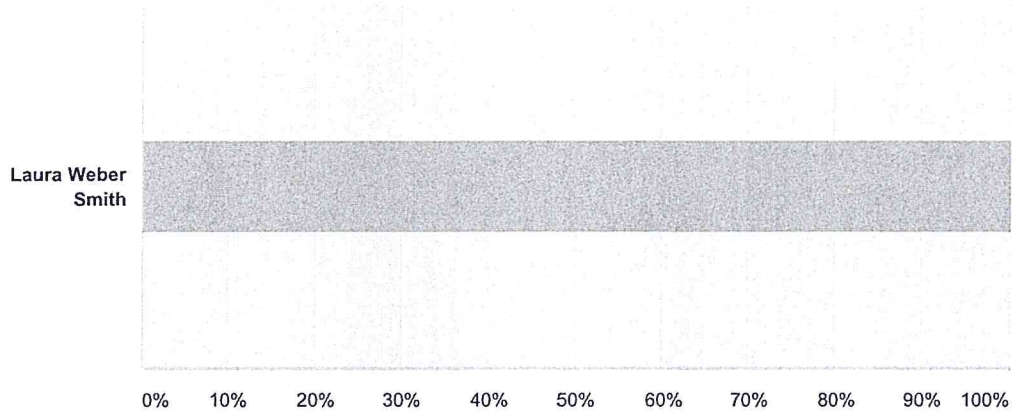
Answered: 49 Skipped: 0



Answer Choices	Responses	
Radhika Ramamurthi	53.06%	26
Alexis Hayman	34.69%	17
Rob Schirhart	12.24%	6
<b>Total</b>		<b>49</b>

**Q2 Below are the candidates for Staff Advisory Council Representative for the CWRU Weatherhead School of Management, Non-exempt Staff. Please select ONE (1). [Selecting more than 1 candidate will result in disqualification of entire ballot.]**

Answered: 48 Skipped: 1



Answer Choices	Responses
Laura Weber Smith	100.00% 48
<b>Total</b>	<b>48</b>

## **SAC Community Service 2016-2017**

Monday, July 25, 2016 1:30-2:30 - Crawford 528

### **Key points of Discussion:**

- Back to School Supply Drive  
Party on Quad - Thursday, July 28th

Laura - Flyer

Theresa - Raffle Tickets

- Send e-mail to Jim Nauer

Patti - is checking with schools for drop off date

Schools-

Basket Raffle Start

### **Goals**

- Communications- Case Daily

### **Old Business**

In progress - communications website. Laura follow-up with Dianna and Shannon (e-mail)

**Attendance:** Theresa Grigger, Laura Huffman, Barb Juknialis, Morley Schwebel, Rosanna Masley, Janice Eatman Williams, Bonnie Worthy

**Next meeting: Monday, August 15th, ( cancelled due to School Supply)**

**Monday September 19th, 1:30-2:30 in Crawford Rm. 528**

**Submitted by: Theresa Grigger & Laura Huffman**

Update as of 08/18/16, Held our own mini Back To School Supply Drive

Took a total of 62 boxes to three Elementary Schools

Michael R. White-20

Mary M. Bethune-21

Daniel E. Morgan-21