



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Friday, October 21, 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:

Laura Adams	Damian Junk	Jaime Ryan (HR)
Anita Banks	Paul Keeley	Johnny Sams
Pamela Collins	Christy Kehoe	JC Scharf-Deering
Diana Fox	John Killings	Michelle Shun
Theresa Grigger	Charles Knox	Matt Smith
Dedra Hanna-Adams	Richard A Kramer	Lou Stark (presenter)
Jennifer Hawkins	Ryanne Lachman	Shannon Swiatkowski
Suzanne Healy	Chris Littman	Susan Reichert
Kathryn Howard	James Nauer	Nancy Vitale
Gillian Irwin	Marilyn Mobley (DIDEO)	Garth R Wadleigh
AmariYah Israel	Kathleen O'Linn	Laura Weber Smith
Beth Jones	Christine Oslon	Bonnie West
Barbara Juknialis	Jim Prince	

EXCUSED: Karyn Newton, Pat Greene, Martha Payne ** See also: attendance chart at end of minutes

- I. **Approval of Minutes from Oct 21, 2016 Meeting and Budget Report**
 - a. Minutes approved: Motion made by Barb Juknialis and seconded by Theresa Grigger
 - b. Budget report: none

- II. **Announcements from HR: *See presentation by Jaime Ryan below**
- II. **Announcements from Chair and Vice Chair:**
 - a. Change in vacation time allotment policy
 - o New policy implemented to prevent staff from losing vacation days as a result of FSLA
 - o Changes effects 300-350 people
 - o Vacation accrual will no longer be based on exempt or non-exempt; instead, will be based on employee pay-grade.

- Salary grades 10 and above who have fewer than 5 years experience can accumulate up to 16 days of vacation per year, while those with 5 or more years of experience can accumulate 21 days.
- Salary grades 9 and below can accumulate 21 days of vacation once they complete 10 years of service.
- Effects about 300-350 people will get the new vacation
- Open Forum dates: Monday, Oct 24th at noon in Ford Auditorium
- Changes take effect July 1, 2017. Learn more from the [Case Daily article](#), published October 18th.

III. Presentations:

a. Jamie Ryan – Open Enrollment and Benelect Changes ([view presentation here](#))

○ Open Enrollment

1. Nov 7 – Nov 30th
2. HealthSpan replaced by **Medical Mutual CLE-Care**.
 - a. Same design as current HMO in terms copay costs.
 - b. Utilizes MetroHealth Physicians at these locations
 - c. Premium cost increase due to last year's high claims rate; 1.1% increase
 - i. Other premium increases: MMO PPS up 7.1%, Anthem up 10.5%
3. IUI and IVF services will be covered on the PPO and HDHP plans
4. Quick, high quality care at CVS MinuteClinic access available
5. IRS Contributions Limits to Health Savings Account and FSA increased
6. Dental and Vision enrollment now every year, not every two years
7. **Changes take effect Jan 1st. 2016**

○ Wellness Program Update

1. Complete any two of the four wellness program categories to qualify for up to \$200 back in January 2017. **Deadline Nov, 30th 2016.** [Details Here.](#)
2. To be eligible for \$25/month wellness premium incentive in 2017, complete the Health Risk Assessment and Biometric Screening and Tobacco Attestation form by **November 30th 2016**. Schedule your Biometric Screening by **Nov 16th, 2016** [Details here.](#)
3. FREE Flu Vaccination Opportunities on campus. Read more from The Daily [here](#).

○ Benefits Fair

1. Nov 9th 11am-5pm & Nov 10th 8am-2pm in the TVUC ballroom
2. Learn more from The Daily article [here](#), published Sept 30th.

b. Marilyn Mobley and Lou Stark from the Office for Inclusions

○ Posed three questions to the SAC members about our CWRU community

1. What does it mean to be an inclusive campus?
 - a. Not defined, however the focus of conversation was the disenfranchisement of staff from CWRU community, and how to improve the connection and mutual respect of employees
2. In what ways are we already inclusive?

- a. [Diversity 360 program](#), mentorship programs
 - b. 5,000 employees have completed the Diversity 360 program
 - c. Faculty senate members have agreed to complete so all faculty will have access to a facilitator next fall.
3. How can we be a more inclusive campus?
- a. Encourage a mix of faculty, staff, and students in the diversity 360 meetings.
 - b. Improve awareness of national climate, and provide outlets for coping and/or resources for staff and faculty as well as students.
 - c. Include Diversity 360 training dates in the offer letter to new employees. Require completion of Diversity 360 within the first 90 days of employment.
 - d. Provide continuing education credits for completion of the program, and include classes in the Professional Development Center.
 - e. Limit the “chain of communication” from SAC to HR to Provost
 - f. Make inclusion the core of who we are on campus, include in cwru mission statement
 - g. Recognize the staff achievements, not just faculty.
4. Please send additional responses to Lou LWS41@case.edu , Marilyn MSM73@case.edu, or Matt Smith and MRS73@case.edu

IV. Reports of Standing Committees

a. **COMMUNICATIONS:** Shannon Swiatkowski

The Communications committee met on 09/8/16, and 10/11/16.

- The Communications Committee has been working to re-assign the constituent email groups for the 2016-2017 year. The emails should be ready by the October 21, 2016 SAC General Council meeting.
- We would like to offer professional photographs of our membership so we can begin to pair a face with a name on our website. We are actively searching for a photographer.
- Shannon Swiatkowski attended the demo sessions for the University’s new web CMS. A decision has not yet been made to which CMS the University will switch.
- We are looking for a co-chair of the Committee. If anyone is interested, please contact Shannon Swiatkowski.

Our next meeting is a teleconference on November 10, 2016 at 2:00pm

b. **COMMUNITY SERVICE:** Theresa Grigger & Laura Huffman

The Community Service committee met on October 17th, 2016 at 1:30pm

- Basket Raffle (November 9 & 10)
 - \$28 in pre-sale tickets distributed at SAC General Council Meeting. Missed it? **Pick up your pre-sale tickets in Crawford 532.**

- Tickets are 7 for \$5 for pre-sale tickets. Please return ticket money to Theresa Grigger by November 4th.
- [Click Here](#) to see images of baskets from last year's event.
- HELP NEEDED: Volunteer to help at the Benefit's Fair [Here](#)
- Vendor Fair Oct 25, 2016 10am-2pm
 - Basket Raffle tickets on pre-sale at this event
 - HELP NEEDED: Volunteer to help sell basket raffle tickets [Here](#)
- **Next meeting: Monday, November 21st, 2016 1:30-2:30 in Crawford 528**

c. **ELECTIONS:** Karyn Newton & Jim Prince

- The 2016 Staff Advisory Council Orientation Breakfast for newly elected and re-elected representatives was held on Tuesday, September 13th, in the Tinkham Veale University Center. The Elections Committee is now on hiatus until January 2017, when we will begin preparations for the 2017 SAC Officer Elections.

d. **FRINGE BENEFITS:** Cheryl King & Karen Romoser

- Seeking new co-chair for the committee
- **NEW BUSINESS:** Discussed the handout distributed at various SAC meetings and new employee orientation is in need of updating.
- Discussed Wellness Program updates and new Benelect programs.

e. **STAFF POLICY:** Karen Romoser & Johnny Sams

The Staff Policy Committee met on Aug 18th, 2016

- In attendance: Johnny Sams, Jim Nauer, Charles Knox, Nanthawan Avishai, Maria Sharron, Patricia Greene, Stephanie Hathaway
- AGENDA ITEMS:
 - Discussed upcoming FLSa changes; managers and other stakeholders will be given chance to appeal in September
 - University is scheduled to be in compliance by Dec 1
 - Policy manual more user friendly; proposed changes will be shared with stakeholders early 2017

Next meeting will be held on Nov 17th, 2016 4:00-5:00pm; Sears 563

f. **STAFF RECOGNITION:** Pam Collins

SAC Recognition Committee is on hiatus August through December present. The last meeting was an informal "meet and greet" for new members, therefore no notes were taken.

g. **STAFF TRAINING AND DEVELOPMENT:** Suzanne speaks

- Professional Development Center
 - Transfer \$3000 to SEEF account to cover costs for classes with a fee
 - Classes are well attended
 - Close to hiring new staff
- APN

- Working on next conference topics and agenda April 11th
- \$2500 committed to support the event
- Diana Bilimoria possible keynote speaker
- Step for Staff
 - Event was cancelled due to low participation
 - Correlation between cancelled Case for Community Day?
- Ways to raise money for SEEF – 100% self funded
 - Dress down day in February
 - Amount to participate?
 - Is that the best time of year to conduct?
 - Possible vendor/craft fair next fall
- Committee needs to find a new chair

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

a. **SUSTAINABILITY INITIATIVES:** Matt Smith

- Climate Action Plan Refresh – Carbon neutral campus
 - This plan is 5 years old and in need of a refresh. Matt Smith and a small committee will host several town hall sessions for campus feedback by 2017
- Sustainability Survey
 - Available to staff in the coming weeks; value staff feedback
- Green Bag Lunch Series
 - Meets every other month. Most recent topic: Upcycle Gifts, Explore green gift giving this holiday season. Nov 29th at noon in the TVUC Senior Classroom.

b. **UNIVERSITY FRINGE BENEFITS:** Barbara Juknialis

- The Committee met on September 21, 2016.
- HealthSpan Update: The transition to move HealthSpan enrollees to the Medical Mutual SuperMed HMO, effective 9/1/2016, has been completed. 18 people opted out of the transfer; 14 switched to one of the other plans and 4 waived coverage.
- The 2017 replacement is a fully-insured plan sponsored by Medical Mutual known as CLE-Care. It is an HMO based on the Metro network, with CCF as the secondary network for any cases that can't be handled by Metro. Prescriptions will be filled by the 9 Metro pharmacies and by mail order. The projected premium will reflect a 1.1% increase over the current rate.
- Open Enrollment: There will be significant premium increases for the PPO and High Deductible plans. Anthem and the High Deductible premiums will increase by 10.5%; Medical Mutual will increase by 7.1%. Specialty drug use contributed to the large premium increases
- Family Building Equity Proposals: In vitro coverage will be available to participants in the PPO and High-Deductible plans effective 1/1/17. There will be a 50% co-insurance charge

for the procedure; this amount will not be included in the annual deductible or maximum out-of-pocket costs. There is no prescription coverage with this benefit, and there is a \$10,000 lifetime maximum.

- Adoption Benefits: There will be no financial assistance with adoption expenses, but HR will work to develop online resources for employees to use in facilitating the process.
- Foster Care: There will be no financial assistance with foster care expenses, but HR will work to develop online resources for employees to use in facilitating the process. Employees providing foster care will be eligible for paid parental leave. Foster care will also be included in the option to increase annual family sick days from 8 to 12 if the employee is on an FMLA family leave.
- Next scheduled meeting is Dec 14, 2016

c. **FACULTY SENATE:** Jim Nauer

- No report

d. **DIVERSITY LEADERSHIP COUNCIL:** Laura Huffman

- No report

e. **PARKING ADVISORY** Kelly Marcus: No report

- New committee lead needed; Paul Keeley accepted the position

- Old Business: None
- New Business: Next meeting is not on a Friday Dec 8th 1:00pm
- Adjournment: The Chair adjourned the meeting at 11:25am.

ATTACHMENTS:

- **SAC Attendance**

Minutes respectfully submitted by Ryanne Lachman, SAC Secretary

General Council Meetings:

December 8, 2016 1:00-2:30pm, Toepfer Room

Thursday, April 13, 2017; 2-3:30pm

Thursday, June 8, 2017; 2-3:30pm

Thursday, August 10, 2017; 2-3:30pm

Steering Committee Meetings:

December 1, 2016 2:00-3:30pm Adelbert Hall, M2

SAC General Council Meetings:

Toepfer Room

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

FY 2017 Meeting Schedule:

SAC Steering Committee Meetings:

Adelbert M2

Thursday, February 9, 2017; 2-3:30pm



**Policy Committee
Meeting Minutes
November 17, 2016**

In attendance: Johnny Sams, Jim Nauer, Charles Knox, Paul Keeley, Patricia Greene, Renee Holland-Golphin, Maria Sharron, Damian Junk, Michelle Lampton, Carolyn Washick, Stephanie Hathaway

AGENDA ITEMS:

The committee was introduced to Michelle Lampton, the new Assistant Director of the Professional Development and Learning Center. Michelle asked the committee for thoughts on the history of former proposals for a university Ombudsman. Generally, the committee shared that there has been, and still is, very serious concern about adequate and unbiased representation for staff when staff come forward with grievances and/or concerns. It has been, and still is, generally the perception of committee members and, by extension, staff, that the scales of “justice” are tilted in favor of management when staff come forward with grievances and/or concerns. The committee has reported and continues to report that it receives anecdotal information from staff citing the aforementioned perception. As has been stated before, it is the business of the committee to listen for patterns of information from staff, then share observation of such patterns with administration. It is not the charge of the committee to collect quantitative data, especially given the confidentiality concerns.

Question was raised as to the connection, if any, between Michelle’s mediation role and the Employee Relations division of HR. It was indicated that while each entity may refer clients to one another, details of such resulting interviews will not be shared between entities. Additionally, once a mediation proceeding begins, the contents of such proceedings are protected, except in cases where any employee involved has been reasonably suspected of being in violation of certain laws. It was indicated that while mediation is a potential alternative for staff to address concerns, only specific situations are appropriate for use of this service. For example, if there are communication issues between two parties, then mediation may be an appropriate option. However, if the nature of any concerns involve overtime, then this falls outside of the scope of mediation. In such cases, Employee Relations would be an option for a starting point in addressing the concern. It was indicated that the specific details of how a process would work between the mediator and Employee Relations is still being worked out.

Continued discussion of the “Employment” section of the HR Policy Manual. Concern was raised about the 90-day orientation for new hires and the issues it raises for staff hired into the university Police department. Given the nature of the responsibilities in this department, it was suggested that the 90-day orientation period is not sufficient to ensure such staff are appropriately trained. A six-month orientation period was suggested. HR indicated that the issue has been discussed before, given that there is a small group of departments that have similar logistical concerns. The committee suggested that, at the very least, language be inserted into department manuals specifying a six-month orientation period, so that extensions under the 90-day policy are not perceived as performance concerns. It is unclear what, if any, solution will be implemented.

Discussed the question of whether rehires may be able to reclaim any status held prior to leaving the university. HR indicated that, currently, in the case of voluntary departures, such staff would not be



eligible for reclamation of any former status held. Layoffs, however, would be eligible. Involuntary dismissals are not eligible for rehire at all. However, HR is considering proposing that such cases be eligible for rehire after five years, depending on the specific circumstances of the former dismissal.

Discussed exit interviews. Question was raised as to whether disgruntled or relatively happy employees use them. HR indicated that it is a mixture of both. Question was also raised as to whether what is shared is actually used and HR indicated that it is. In cases where issues are brought up that require investigation, investigations are carried out. Also discussed practice of individual departments conducting their own exit interviews in addition to HR's. Question was raised as to whether such departments share their exit interviews with HR. HR indicated that they are only aware of such interviews if they are shared. Committee raised concern about potentially vital information from these interviews not reaching HR. It does not appear that there is any plan to address the issue.

Discussed emergency university closings and ramifications for "essential staff". Clarification was sought on the nature of pay received by hourly essential staff in such cases. The pay in such instances is indicated as time and one half. Also discussed need for clarification about who is "essential" vs. "non-essential". It is currently up to managers to make the determination as to who in their department is what.

Paul to continue with review his section in the next meeting. If time permits, Maria is scheduled to present comments on her assigned section as well.

Meeting adjourned at 5:00 p.m.

Respectfully Submitted,

Johnny Sams

Johnny Sams

University Fringe Benefits Committee Report
December 8, 2016 SAC Council Meeting

There was no meeting in November.

The next scheduled meeting is December 14, 2016.

Staff Training and Development Committee Meeting

November 16, 2016

In Attendance: Theresa Grigger, Laura Weber Smith, Damian Junk, John Killings, James Nauer, Kumudu Kulasekere, Melissa Van, Kathy O'Linn

APN Update (Theresa/Shannon)

Gia Adeen spoke at the last APN lunch time event on Implicit Bias toward Administrative Professionals. Discussion was held on the topic, "How do we get beyond cleaning the refrigerator?" At least 30 staff attended.

Need volunteers beginning in December to deliver the SAC speech at new hire orientations. Stephanie Corbett volunteered on line for December.

Kathy O'Linn will create a sign-up sheet for January – August to bring to the SAC General Council meeting in December.

Shannon and Theresa met with Diana Bilimoria who agreed to be the Keynote speaker for the spring conference. Bob Hall will also speak. The theme of the conference has not been decided however the idea of "Leadership in your position" is being considered.

PDC Update (Bob Hall) Bob was not present.

New Chair for committee Laura Weber Smith volunteered to co-chair the committee. Theresa mentioned that Kathryn Howard was interested also. Laura will connect with Kathryn.

Idea for SEEF Fundraiser –

Kathy O'Linn will check to see how many printed green 50-25-25 raffle tickets we currently have. Raffle could be announced at the Feb. SAC Council Meeting with the Raffle on St. Patty's day!

Wear Jeans to celebrate the start of summer at CASE. Wear Jeans to celebrate the end of the spring 2017 semester! \$5.00 donation.

New business: Future Meeting Room times and location needs to be confirmed/scheduled.