



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

Friday, December 4, 2015  
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	Jennifer Hawkins	Jim Prince
Sharon Burke	Laura Huffman	Natalie Staats Reiss
Pamela Collins	Barbara Juknialis	Karen Romoser
Cheryl Croone	Paul Keeley	Cami Ross (guest)
Kathleen Dowdell	John Killings	JC Scharf-Deering
Brian Foss	Charles Knox	Brian Sherman
Diana Fox	Richard Kramer	Ayla Siemon
Ryanne Gallagher	Jeremy Naab	Patty Urbon
Pat Greene	James Nauer	Nancy Vitale
Theresa Grigger	Kathleen O'Linn	Michael Yeager
Dedra Hanna-Adams	Christine Olson	

EXCUSED: Suzanne Healy, Beth Jones, Kelly Marcus, Karyn Newton, Morley Schwebel, YoLonda Stiggers, Shannon Swiatkowski, Bonnie West \*\* 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 Barbara Juknialis and seconded by Jim Prince.
  - b. Budget report: As of December 2, 2015, we have spent \$76.85 for the year, out of our total budget of \$4,677.05.
- II. **Announcements from HR:** None
- III. **Announcements from Chair and Vice Chair:**
  - Bob Hall has been hired as the new **Director of the Professional Development Center** which is being developed in HR; SAC reps did participate in interviews for this position. We will be inviting him to future SAC meetings.
  - Karla Schiebel, a Weatherhead graduate student and staff member, will be leading SAC through an **Appreciative Inquiry Summit** in early 2016. The goal of Appreciative Inquiry is to identify key assets of an organization and capitalize on those to strengthen the whole. We are

excited to enter this process with her guidance. If you know of individuals who you think should be part of the Summit/ information gathering, please send names to Jim Nauer or Diana Fox.

#### IV. Reminders from SAC Secretary:

- Please use name tents and sign in sheet to signify attendance
- Please send Jim Nauer and Diana Fox an email prior to SAC General Council Meetings to be counted as “excused.”
- Please sign up for a SAC committee online (Go to the SAC webpage > Standing Committees page (<http://www.case.edu/sac/committees/>) and click on the “Committee Selection Form”)
- Please use microphones when speaking so that information can be heard by all.

#### V. Presentations:

- **Basket Raffle proceeds to “US Together”** – Theresa Grigger presented a **\$5000 check** to “Us Together” director, Danielle Drake. This agency is the largest refugee resettlement organization in Ohio and was nominated by Cami Ross from International Student Services. Over the last 15 years, SAC has donated a grand total of \$71,300.00 to area charities. Great job!
- **Privacy Ambassadors Network (PAN)**, Lisa Palazzo, Director of Export Controls & Privacy Management (University Compliance Office) gave a talk about this new group on campus
  - It is a group of professionals who will be meeting quarterly to positively influence the privacy culture on campus; the goal is to be more proactive rather than reactive and to prevent breaches of confidential information
  - The Privacy Ambassadors Network is cohort-based; 35-40 individuals from across campus have been invited to participate.
- **Information & Technology Services Strategic Plan** – Jess Shoop (Senior Project Director @ ITS), Sue Workman (VP of ITS), and Steven Hauck (Professor of Planetary Geodynamics) – gave presentation regarding their “Listening Tour” across campus; they have been trying to identify the key needs of the CWRU community. SAC members were asked to share feedback & suggestions during the meeting.
  - Please fill out the ITS survey that has been circulating
  - For more information see article and video: <https://www.case.edu/its/news/provide-feedback-for-it-strategic-plan-and-shape-the-future-of-itcwru.html>
  - While many great ideas have been shared, Jess did say that the task of her committee is to prioritize the needs of the community and to spend the resources they do have wisely.

#### VI. Reports of Standing Committees

- a. **COMMUNICATIONS:** Shannon Swiatkowski & Diana Fox  
The Communications committee met on 11/12/15.

- Several members of our committee are being trained on Terminal 4 to be able to update the SAC website. We are also in the process of obtaining our site analytics to better serve our members and visitors.

- Our constituent email lists are currently housed on Lists.case.edu, but will be transitioning to Google Groups sometime next year. There shouldn't be any changes on the user end, but we will keep everyone updated if there are changes.
- We would like to remind all elected members to visit the Committee Selection Form that is available on the Standing Committees page of the website. Elected reps can designate the subcommittee on which they plan to serve and make changes whenever necessary. Also, if you would like to add content to the website, please visit the Communications Committee page to submit a request.
- We are also working on a draft letter to send to new members with expectations and responsibilities of being a SAC member.
- The committee is still welcoming new members: website updating, article writing, and/or photographers.
- Starting in January 2016, our committee will have quarterly face-to-face meetings on the second Tuesday from 12-1pm at a local restaurant (check the website for exact locations). During the other months, we meet on the second Thursday of the month from 2-3pm via teleconference.

**Our next meeting is a teleconference on December 10th at 2:00pm.**

- b. **COMMUNITY SERVICE:** Theresa Grigger & Laura Huffman  
 Committee met on Monday, November 16, 2015 from 1:30-2:30pm – Crawford 528;  
 Attendance: Theresa Grigger, Laura Huffman, Patty Urbon, Morley Schwebel, Barb Juknialis

Key points of Discussion:

Basket Raffle follow up:

- We are donating \$5000.00 to US Together in our 15th annual basket raffle bringing our grand total to \$71,300.00
  - Vendor Fair Presale- \$242.00
  - Pre Sale -\$1,509.00
  - Ticket Sales at Fair:
    - Cash- 2,246.00
    - Case Card- \$595.05
    - Credit Card - \$175.00
    - President's Office \$232.00
- Asking for baskets earlier, selling pre-sale tickets earlier
- Consider sending a calendar of 'save the date' events
- Instructions for sales table include when to ask for more tickets
- Party on the quad explain how to sponsor a basket
- Work on signage
- "Hands On" – has been selected as our charity recipient for 2016 (<http://www.handsonneo.org/>)
- Action Items:
  - Ask President's office to contribute enough to round up our amount of \$4,747

to \$5,000.

- Presenting Check at Dec. 4th Council meeting to US Together
- Sending out Power Point after the Council meeting to include the Check Presentation.
- Go to the Think Box as a committee - making signs
- Volunteer to do a dinner at Ronald McDonald House
- Request Hands On training

**December meeting cancelled. Next meeting: Tuesday January 19, 2016 1:30-2:30 in Crawford 528**

**Crafters@Case – Kathy O’Linn gave an overview of the group**

- A group of crafters started to gather at the School of Medicine; would sell their goods and donate the money to the Cleveland Food Bank. They make hats, scarves, blankets, afghans, pillows, apparel, accessories, and ceramic items.
- ALL ARE WELCOME TO JOIN – School of Nursing has an area where the group gathers to craft/learn/ make new friends.
- Based on responses received (and space availability), here are the final dates for our upcoming activities:
  - **Wednesday 12/9**, Sale at BRB Lobby—space and tables reserved (setup 10:30-11, sale 11-1, breakdown 1-1:30)
  - **Thursday 12/10**, Sale at Tink Lobby—space and tables reserved (setup 10:30-11, sale 11-1, breakdown 1-1:30)

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

- **For new members who missed the Orientation: contact Karyn or Jim to get your SAC New Member Binder, Mug & Magnet**
- Committee currently on hiatus.

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

**Committee met on 11/17/15;** In attendance: Cheryl King, Nancy Vitale, Nanthawan Avishai, Patricia Green, Karen Romoser

- Old Business

The committee’s focus continues to be on the Health Wellness program at CWRU, and how can we have the “Fitbit” as an “incentive” or at a “reduced” rate for our health wellness participants. We discussed the many ways staff could use a Fitbit to stay healthy. Also, how many of our peer institutions have incorporated the fitbit into their health wellness programs. To name a few peer institutions using the fitbit – TriC, University Hospitals, Notre Dame. The November issue of *CWRU Wellness Newsletter* reported polling results of staff using Fitbits, and out of the 138 responders 67 or 49% use the Fitbit to help to stay active (which is a large percentage of use). We believe we can increase these numbers.

- New Business

The committee is looking for HR Fringe representative. Barb Juknialis is our SAC representative at the University 's Fringe board meetings, but we need someone from the University HR department who can give our committee updates, or to answer questions regarding staff fringe benefits issues or concerns we discuss to make sure we are not wasting time on issues that may not garner support from the University. Amy Sheldon (from HR) has come to some of our meeting, and when she does she shares information from HR which helps us tremendously in working on SAC fringe benefit issues. It's our understanding that the University has a wellness committee which we would like somebody to sit with this committee or at least have someone from that committee to report information to SAC Fringe committee. We are looking for contributions instead of just rubber stamping ideas from SAC Fringe committee meetings, and representation at all our (SAC-FB) meetings.

**Fringe Benefits Committee: 12/15/2015** In attendance: Cheryl King, Colleen Karlo, Nanthawan Avishaj, Patricia Green, Amy Sheldon.

- OLD BUSINESS

The committee's focus is still with health wellness programs here at CWRU. We are looking for ways to have the funds to promote to staff at discounted rate the Fitbit. We continue to think that the fitbit being used to track calories, steps, heartrate, is something everyone could use as a way to be more heathy in 2016. Could the University purchase a number of fitbit's and then offer them as an "incentive" as part of the wellness program? Or, the University could purchase another type of "tracker", (a fitbit "knockoff") and then if you meet certain incentives (as determined by wellness team) you will receive the Fitbit as an award for meeting those incentives. We will invite Mary Ann Dobbins from the wellness program to our meeting to discuss some of our ideas.

- New Business

We are being made aware of some interesting staff salary and discounts happening at our University and others. It is our understanding that at John Carroll University, their hourly staff are getting "extra pay" every 6 months? Does it have to do with the government regulation changing exempt staff and non-exempt staff based on their wages? We are looking into this. What about the parking discount here for staff earning 50K and under? How about a parking discount for all levels of pay? Then there are the staff discounts being offered all round the University Circle area, can this extended to other offerings? Botanical Garden, Art Museum, Case Medical Center – Univ Hospital cafeteria and gift shop. Why no discounts there for staff? Then we discussed other staff issues such as vacation time accruals, how much do we accrue each year? If you leave, you are paid out vacation time, how much are we able to keep in our vacation accruals? Then, there appears to be a big discrepancy in vacation time based on number of years of service for exempt vs. non-exempt staff.

**Next Meeting – Jan. 19, 2016 @ Noon – 1pm: Crawford Hall – Room 720**

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

- There was some discussion about the fact that some management centers do not do annual performance evaluations
  - Committee presented a draft of the Recommendation to Re-administer Staff Climate Survey (see end of minutes for copy of the Recommendation)
    - The SAC General Council motioned that the Recommendation be voted upon by the membership (1<sup>st</sup> motion: Charles Knox; 2<sup>nd</sup> motion: Paul Keely)
    - With 24 affirmative votes and no opposition, the motion passed.
- f. **STAFF RECOGNITION:** Rick Kramer & Pam Capasso
- The Staff Recognition Committee is now on hiatus until January 2016; there will be no meetings.
- g. **STAFF TRAINING AND DEVELOPMENT:** Suzanne Healy & Sharon Burke
- i. Care Alliance Donations: Still taking!
  - ii. APN Conference Update  
1<sup>st</sup> Annual Professional Development Conference  
March 9, 2016  
Supported by HR, PDC and Provost office
  - iii. Women's Center Funds Update  
STD Funds from FSM CFW: \$3,000  
FSM Center for Women funded APN Conference in the amount of \$1,000  
(2) Scholarships for Women for Exec Education Certificate (4 Classes) \$1,000 each  
Scholarship will be announced at APN Conference  
Applications sent to STD committee for review/FSM-CFW  
Winner announced at Women of Achievement Luncheon
  - iv. Possible Appreciation Event - April 27
  - v. Finance Update will be provided at next meeting
  - vi. New Business  
To raise funds for SEEF, STD will have 50/25/25 Raffle which starts now and ends 12/16  
50% funds to SEEF  
Tickets \$1  
If you donate to Care Alliance, 1 free ticket  
Tickets to be given out today to sell  
Tickets will be sold every day next week: 11:30 – 1:30 at TVUC – Please stop by or help to sell tickets  
Winner selected at STD Meeting on 12/16/15
  - vii. We will once again be holding the Valentine SEEF Bake sale! The sale date is scheduled for Thursday, February 11 beginning at 9am and will be held in PBL, BRB, and Crawford. Attached is a flyer that you can distribute in your areas and a link to use to sign up as a baker or seller if you are able.

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

- a. **SUSTAINABILITY INITIATIVES:** Kathleen Dowdell
- No report
  - **As Kathleen Dowdell is retiring from CWRU, a new representative is needed for this committee.**
- b. **UNIVERSITY FRINGE BENEFITS:** Barbara Juknialis
- The Committee has not meet since October. The next scheduled meeting is December 9, 2015.
- c. **FACULTY SENATE:** Jim Nauer
- No report as Jim Nauer was unable to attend.
- d. **DIVERSITY LEADERSHIP COUNCIL:** Laura Huffman  
Council met on November 10, 2015 from 9:00-10:30am in Adelbert, M2
- Presentation from the Undergraduate Diversity Collaborative - Students and campus community can bring ideas and suggestions for the Power of Diversity lectures. The student organizations are working on collaborating and trying not to duplicate lecturers, events, etc.
  - Rick Bischoff gave presentation on the Admissions Diversity Report, including current data and future plans & strategies. They are working on strategies to assist URM in financial aid and scholarships also the scholarship campaign program and retaining students.
  - Discussion regarding the DLC Retreat – updating the strategic plan. Date has not yet been confirmed.
  - Next meeting: December 8, 2015
- e. **PARKING ADVISORY:** Edith Gaffney & Kelly Marcus  
Parking Advisory Committee met on 11/10/15; SAC Members Present: Kelly Marcus & Edith Gaffney. Other members of Committee: Michelle Adams, Dick Jamieson, Mike Goliat, Gary Previts, Prince Ghosh
- During the SAC meeting, the issue of safety training and student bicycle safety was raised.
- Agenda:
- Student Spring Parking Renewal Period (Nov 17-Dec 18)
    - Parking Requirements for Student Renewal
      - No Outstanding violations
      - Vehicle Information
    - Student Confirmation Permits
      - Students print and place a permit on their dashboard to avoid tickets until they get their renewal.
    - Spring RTA -1/14/16-5/17/16
    - Facebook and Twitter Accounts
  - Discussion - Dick Jamieson:

- UCI initiative to add a shuttle route and modify the current CircleLink Routes. See attachment. The proposed routes were discussed with students already, and the residence hall student loop was added to this plan. This will run M-F per schedule attached, with 1 bus on Saturdays for both routes. Extra shuttles will be added for temperatures below 25 degrees.
- Possibility of running for a semester and make adjustments.
- VA is not a member of CircleLink. The loop will only run the dotted line shuttle on peak morning and afternoon times.
- SAC Agenda items by KM:
  - Thanks on the Adelbert Traffic Light!
  - Emergency phone out >6 months in Medical School Lot.  
Mike Goliat: Phone company to respond and repair. He will contact AT&T.
  - Doors on Veale Parking Structure not automatic for disabled.  
All: to be discussed in the future.
  - Low lighting, flickering lights in Veale.  
Mike Goliat: LED light transition to begin week of 11/16/15.
  - Better lighting in the lot along the RTA tracks aimed for the walking path to RTA station.  
Mike Goliat: KM to email Mike to formalize the request.

VIII. Old Business: None

IX. New Business:

- Be looking for information on the Appreciative Inquiry Summit.
- Kathy Dowdell was honored for her years of service to the University and SAC
  - Kathleen O'Linn gave a heart-warming overview of the many ways that Kathy Dowdell has made a difference. For example, Kathy joined SAC on her own – without even being elected. She initiated SAC presence at New Employee Orientation, and worked diligently behind the scenes to institute programs like SEEF (Staff Educational Enhancement Fund), the APN (Administrative Professionals Network), and the Climate Action Committee to name a few! Thank you for your dedicated service, Kathy!

X. Adjournment: The Chair adjourned the meeting at 11:34am.

#### ATTACHMENTS:

- **SAC Attendance**
- **Policy Committee: Draft of “Recommendation to Re-administer Staff Climate Survey”**
- **PowerPoint with winners of the 2015 Basket Raffle can be found on the SAC website:**  
<http://www.case.edu/sac/committees/commsvc/>

Minutes respectfully submitted by Diana Fox, SAC Secretary



**General Council Meetings:**

**February 12, 2016, 10:00-11:30, Toepfer Room**

**April 15, 2016, 10:00-11:30, Toepfer Room**

**June 17, 2016, 10:00-11:30, Toepfer Room**

**August 19, 2016, 10:00-11:30, Toepfer Room**

**Steering Committee Meetings:**

**February 11, 2016, 2:00-3:30, Adelbert M2**

**April 7, 2016, 2:00-3:30, Adelbert M2**

**June 9, 2016, 2:00-3:30, Adelbert M2**

**August 11, 2016, 2:00-3:30, Adelbert M2**

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

## **Recommendation to Re-administer Staff Climate Survey**

It is hereby resolved by the Staff Advisory Council of Case Western Reserve University that the Council recommends that the University administration utilize the Office of Planning and Institutional Research to devise and execute a revised Staff Climate Survey to be repeated in 2016 and at regular intervals to follow; preferably, no greater than every three (3) years.

### **Whereas**

Case Western Reserve University has assessed Faculty job satisfaction with a Faculty Climate Survey and associated data analysis which explores items about overall satisfaction at the university, evaluation of work environment and leadership, access to and satisfaction with resources and support, assessment of the campus climate, and career development aspects such as promotion, access to education, mentoring and retention; and

Faculty have insight into the results and analysis of survey data and resulting recommendations; and

CWRU's new Strategic Plan restates the University's commitment to equity and social justice, and that the University will "create a university-wide culture and infrastructure that inspires trust, and fosters personal and professional development", and emphasizing opportunity for growth, advancement, and recognition of staff value,

### **Be it Resolved**

That we, the members of the Staff Advisory Council of Case Western Reserve University, hereby recommend the following:

- Office of Planning and Institutional Research will design and execute, in consultation with internal stakeholders, including SAC, a Staff Climate Survey and data analysis modeled after the Faculty Climate Survey (see link: <https://www.case.edu/ir/media/caseedu/institutional-research/documents/reports--results/CWRUFacSurvey2014Qualtrics.pdf>) ; and
- Focus on substantive issues which are significant not only to the university administration, but which are representative of concerns expressed by technical, research, clerical, and administrative staff; and
- Data transparency in reporting and analysis; e.g. with results reported in a format consistent with the format used for the Faculty Climate Survey 2010 on the Institutional Research webpage

Respectfully submitted,  
Staff Advisory Council, Case Western Reserve University  
James Nauer, Chair & Suzanne Healy, Vice-Chair

Policy Committee, Staff Advisory Council  
Karen Romoser, Co-Chair

# Circle Link – 2 Route Enhancement Evaluation

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## Existing Service

- Single, circuitous route with 23-minute run time (30-minute headway)
- Serves North & South Campuses, Cedar Station, Adelbert Road, East Blvd., Wade Oval, Uptown

## Proposed Service

- Dual, more linear routes with 23-minute run times
- Meds/Eds Route, with 15-minute headways during peak hours, serves North & South Campuses, Cedar Station, Adelbert Road, East Blvd., & Wade Oval
- Culture/Retail Route, with 30-minute headways serves Wade Oval, Magnolia Dr., Ford Dr., Uptown, Mayfield Rd., Cornell Rd., Mayfield Station, & Little Italy
- Routes overlap at Ford & Bellflower, offering increased service options & frequency between North Campus, Little Italy and Red Line stations.



**Circle Link Route Scenario:**

**Two Route System**

-  Meds Eds Route
-  VA Extension
-  Culture Retail Route


**Existing Stops with High Volume**

-  Avg Daily Boardings
-  Avg Daily Alightings

-  Red Line Station

 Existing Circle Link Route

 0 500 1,000 feet

 Meds Eds Route

**Estimated Round-Trip (without VA extension):**

**Run Time - 23 min.**  
**Headway - 12 min. (2 buses)**

 Culture Retail Route

**Estimated Round-Trip:**

**Run Time - 23 min.**  
**Headway - 30 min. (1 bus)**

