



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Thursday, December 8, 2016

1:00pm – 2:30pm

Toepfer Room, Adelbert Hall

The meeting was called to order shortly after 1 pm by Suzanne Healy.

IN ATTENDANCE:

Anita Banks	Barbara Juknialis	Jim Prince
Timothy Eppich	Damian Junk	Radhika Ramamurthi
Diana Fox	Paul Keeley	Johnny Sams
Patricia Greene	John Killings	JC Scharf-Deering
Theresa Grigger	Charles Knox	Brian Sherman
Suzanne Healy	Richard Kramer	Nancy Vitale
Renee Holland-Golphin	Chris Littman	Garth Wadleigh
Kathryn J. Howard	James Nauer	Laura Weber Smith
Laura Huffman	Karyn Newton	Bonnie West
Gillian Irwin	Kathy O'Linn	
AmariYah Israel	Christine Olson	

EXCUSED: Maria Sharron, Shannon Swiatkowski

- I. **Approval of Minutes from October 21, 2016 Meeting and Budget Report**
 - a. Minutes approved: The meeting minutes were approved.
- II. **Announcements from HR: Stephanie Hathaway**
 - a. FLSA injunction
 - b. CWRU going ahead with changes - salaries went up eff. 12/1 for "Still-exempt" staff
 - c. Non-exempt change NOT in effect yet.
 - d. Vacation adjustment - keeping it, takes effect July 1. (Announced in The Daily)
 - e. "Compression" and "equity" to be explored further
 - f. OTHER HR NEWS
 - i. Bob Hall (Director of the Professional Development Center) - interviews completed for "Engagement Mgr." - PotQ, Staff svc. awards, among other things
 - ii. Q: Exempt=>non-exempt and cost of health benefits? A: if/when the non-exempt change happens, the lower health insurance rate will take effect at that time (not per benefit/calendar year).

- iii. Q: HR title/description vs. what they actually do discrepancies? Are these being reviewed? A: revised job description can (should) be submitted to HR by Supervisors.
- iv. Q: comp structure review? A: "still analyzing salaries and doing market comparisons" (and wildly varying whether we are "on target" or "off target" with the market)

III. Announcements from Chair and Vice Chair:

- a. Call for Nominations for Secretary open - send mail to Suzanne
- b. Shannon Swiatkowski medical leave / card
- c. New chair for ST&D: Laura Weber-Smith (looking for co-chair)
- d. Straw poll re: virtual meeting attendance - most hands (20+) were to come in person anyway
- e. JC: how do these Thursdays work? will send out a Survey

IV. Presentations: Basket Raffle donation to HandsOn Northeast Ohio

- a. **\$4,600 total. (\$75,900 over 16 years)**
- b. **\$3,600 to Hands on Northeast Ohio**
- c. **Jeff Griffiths – HandsOn Northeast Ohio**
 - i. Agency offers volunteer coordination for free
 - ii. Sponsor monthly family/teen projects
 - iii. Veterans, first responders, food pantry families, etc. all benefitting from HandsOn volunteers.
 - iv. Individual effort to do good is important
 - v. Mission "to make it easy for people of all ages to coordinate volunteer work"
 - vi. Help groups find, train, recruit volunteers.
 - vii. Agency serves as "volunteer coordinator" for non-profits when position may not exist, or has high turnover
 - viii. HandsOn does 50-60 projects per month (Hope Lodge 2 x monthly, Lake Co. humane soc.)
 - ix. Corporate sponsors pay to coordinate large projects. "Bank of usable supplies...ladders, buckets, leashes, paint rollers, etc.")
 - x. Affiliated with Nat. HandsOn, Lorain Co. United Way, etc.
 - xi. 14k volunteer-hours last year

V. Reports of Standing Committees

- a. **COMMUNICATIONS:** Shannon Swiatkowski & Diana Fox
The Communications committee has no report for December 2016.
- b. **COMMUNITY SERVICE:** Theresa Grigger & Laura Huffman
Committee met Tuesday, November 22, 2016 11:00a.m. - 12:00 p.m. - Crawford 528
 - 1. **Basket Raffle Wrap Up**
 - \$4,600 raised total: \$3600 to HandOns Northeast Ohio and \$1000 for Shelli Snyder Medical & Recovery Trust
 - \$355.00 in Vendor Fair
 - \$1036.00 Pre Sale
 - \$2988.00 Benefits Fair
 - \$221.00 President's office

- Made progress towards creating shared templates to reuse each year
- Made progress towards sharing responsibilities
- Goal is to figure out how to get more response in both the raffle and the participation with baskets
- December 8 SAC General Council meeting - checks will be presented

2. Future

- Girl Scout cookie sale with the APN

Attendance: Theresa Grigger, Heather Bolden, Beth Jones, Bonnie Worthy

Next meeting: December meeting cancelled, January will resume 1:30-2:30 in Crawford Rm. 528

- c. **ELECTIONS:** Karyn Newton & Jim Prince
Discussed the need to fill vacant SAC Rep positions when individuals leave the university
- d. **FRINGE BENEFITS:** Cheryl King & Karen Romoser
No report.
Cheryl King has stepped down as chair; volunteers needed.
- e. **STAFF POLICY:** Karen Romoser & Johnny Sams
SEE FULL REPORTS AT END OF MINUTES.
- f. **STAFF RECOGNITION:** Pam Capasso & Pam Collins
No report; Staff Recognition Committee is on hiatus until January 2017.
- g. **STAFF TRAINING AND DEVELOPMENT:** Looking for new co-chairs
- APN update: Spring 2017 conference, speaker lined up but theme not chosen yet.
 - REQUEST FOR VOLUNTEERS to speak at HR orientation - 4-5 Mondays; 11:10am arrive; 2 PPT slides.
 - 50/25/25 raffle fund raiser (St. Pats day due to green tickets?) for SEEF

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

- a. **SUSTAINABILITY INITIATIVES:** Matt Smith
No report.
- b. **UNIVERSITY FRINGE BENEFITS:** Barbara Juknialis
No report. There were no meetings in December 2016.
- c. **FACULTY SENATE:** Suzanne Healy
No report.

- d. **DIVERSITY LEADERSHIP COUNCIL:** Laura Huffman
Committee meets on the Third Tuesday at 9:00am.
Laura Huffman is planning to step down from her role on this committee; two SAC members volunteered to participate: Bonnie West and Anita Banks. Laura will facilitate transition for these new members to the Council.

- e. **PARKING ADVISORY (meetings in April & November):** Looking for a new Representative
Nancy Vitale and Damian Junk volunteered to participate on this committee.

General Council Meetings: In Adelbert Hall – 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

Steering Committee Meetings: In Adelbert Hall – M2

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**

Minutes respectfully submitted by Diana Fox