

Meeting Minutes

Staff Advisory Council General Council Meeting
Thursday, December 6, 2018 1:00-2:30 pm, Toepfer Room, Adelbert Hall

		Actual
I.	Welcome and Call to Order	1:00pm 1:02pm
II.	Approval of Minutes: October 26, 2018 General Council Meeting	1:03pm 1:02pm
	A. Barbara Juknialis, Kimberly Bible	
III.	Announcement of Headshots, sign-ups for new SAC Reps first	1:07pm 1:03pm
	A. These will take place in M3	
	B. This is a benefit, not required of SAC members. Sign in and get a number	
IV.	Announcements from HR	1:08pm 1:08pm
	A. Michelle Lampton (1:08pm – 1:13pm)	
	i. Assistant Director for the Professional Development Center presented a PowerPoint on Professional Development Day asking for our support and participation	
	ii. Date: January 29 in the TVUC all day	
	iii. 4 parts: Expo, Training & Workshops, Solution Slam, and Innovation Jam	
	1. Expo: tabling featuring all opportunities for faculty, staff, post docs, and graduate students to come together between 9:00am – 12:00pm on the mezzanine	
	2. Training & Workshops: There are 12 different trainings you can go do, occurring all day in various locations. There may be streaming options available for recorded sessions	
	3. Solution Slam: From 12:00pm – 1:00pm individuals will present challenges they have experienced at CWRU, their solutions, and how others can implement. Poetry slam format.	
	4. Innovation Jam: From 1:00pm – 4:00pm teams will work to problem solve big university problems then present solutions to University	
	iv. 3 asks: Tell people about Professional Development Day, Register for Training or be part of the Innovation Jam, and Go to the Solution slam and cheer on everyone!	
V.	Gather for Group Photo	1:05pm 1:13pm
VI.	Announcements from HR	1:08pm 1:17pm
	A. Stephanie Hathaway (1:17pm – 1:23pm)	
	i. We are moving forward with 2 nd Staff Appreciation day. Date and Time TBD, likely end of February or early March	
	ii. Regarding the 1095 form, because there are often questions, they are putting information into the Daily. This form is not required and the numbers on the form down show individual information. If you know of other questions to address in the Daily, send those to Stephanie. The 1095 form is from ACA showing you were able to purchase university coverage	
	iii. 40% est for active enrollment during open enrollment time, as anticipated	
	iv. Will be hosting Pop Up HR event in Nord in the new year	
	v. Staff Policy update:	
	1. Moving forward with staff only handbook. Plan to go live in January. Policies have moved around and rearranged; they are not in order you're accustomed to. Also, many policies moved to responsible department's websites, off of HR site all-together. Must go to OIDEO site, for their policies for example	
	a. Question: Will there be a concise summary or log of what changed?	
	b. Answer: Most have changed. Conduct employment policies updates to current practice. The Handbook will have HR policies only	
	vi. Lisa Palazzo (Compliance)	1:23pm
	1. Described regulated process for University policies, how they are reviewed and managed	
	a. Working to create a process, a policy on policies. Has gone to President's Cabinet for feedback and will go to Faculty Senate. Will come back to SAC for feedback as well. The goals for the process are better, complete, findable, vetted policies	
	b. Compliance has one site for University policies, it is located here: https://case.edu/compliance/university-policies	
VII.	Community Service Committee and special guest: Rainbow Connection	1:25pm 1:29pm

- A. Raised \$5,00.00 this year, brings the current 18 year total for basket raffles to \$87,550.00. Photo taken with committee and Rainbow Connection representative
- B. Rainbow Connection (RC) representative, Dora Amarro here to be presented with the check. She stated RC is extremely grateful to be picked and for the donation. It's RC's 16th Anniversary and they have never contributed to the overpopulation problem. All animals are spayed/neutered. They do not euthanize. If they are too crowded or an animal is not considered a normal/typical adoption, they put the animal into permanent foster care. The money raised will go to projects allowing pets to stay in foster care, to offer feline leukemia and HIV treatment. RC is mostly cats but they have some dogs, rabbits, hamsters. RC keeps animals others may euthanize. They are either adopted by families or they stay with RC. None of the volunteers for RC are paid. 100% of money raised goes to the care of animals.
- C. Website: <http://www.rcfcats.com/>

VIII. Professional Development Committee Survey & Presentation

1:35pm

1:34pm

- A. Two PowerPoints (attached)
 - i. New pilot program, not required. Justin and Melissa will reach out to SAC members to discuss needs, goals, etc. What to foster community where SAC betters your life and your experience.
 - 1. Committed relationship with PDC, always collaborate, use as a resource and get feedback. Want to be more collaborative. PDC has done assessment at supervisor level, a top down approach. SAC is more grassroots. Hoping to meet in the middle
 - 2. Timeline:
 - a. In January, plan to meet, survey needs and get experiences from committee
 - b. June: develop and release materials
 - c. October: feedback
 - d. December: grow to university scale
 - e. 2020: plan for ProDevo University Focus on us (SAC)
 - 3. Email Justin with questions
 - ii. Melissa, Co-Chair shares information about the survey **1:44pm**
 - 1. Want to gather information via a survey. SAC reps are giving individual links to send to constituents, more personalized. Hoping SAC reps will discuss and engage with constituents
 - 2. Survey is 5 short questions.
 - 3. Survey will be open a couple of weeks.
 - 4. There are no position specific questions but "other" option is available. If needed to customize survey to specific areas, that is possible working with Melissa
 - 5. Still deciding how to process data collected and next steps
 - 6. Suggested this could be the next SAC Lunch Discussion; also open to having space / functional area specific conversations

IX. Announcements from Standing Committees

1:50pm

1:54pm

- A. Communications Shannon Swiatkowski, Bob Slovenec
 - i. No report
- B. Community Service Theresa Grigger, Laura Huffman
 - i. Crafters@Case 35+ members, 650 items created supporting Rainbows and Providence House
 - ii. Craft Sale Monday & Tuesday raise \$1270 to go directly to foodbank = 5000 meals
- C. Elections Karyn Newton, Jim Prince
 - i. No report
- D. Fringe Benefits Bob Lanese, Chris Littman
 - i. Met other day. Discussing ways to make parking more affordable
- E. Staff Policy Jim Nauer
 - i. Met November 15 discussing the Handbook, policies, tuition reimbursement. Goal is February General Council meeting to have more formal conversation. Next meeting January 17
- F. Staff Recognition Elise Geither, Jean Seneff
 - i. Looking to revise and revamp process and get nominations for all awards. They meet 3rd Thursday and updates are on the calendar
- G. Staff Training and Development Justin Lonis. Melissa Van
 - i. No additional report

X. Ad Hoc Committees and Liaisons to University Committees

2:15pm

1:58pm

- A. Sustainability Initiatives Gabrielle Meester
 - i. Thank you Gabrielle for representing on this committee
- B. Fringe Benefits Barbara Juknialis

- i. There was no November meeting. Might be a December meeting next Wednesday
- C. Diversity Leadership Council Matthew Smith
 - i. Matt on DLC, advocating for a SAC seat. Dr. Mobely open to representative but names are shared with her and she appoints. If appointed, it’s important to take a seat at the table and be present. Circling back to conversation from the summer
- D. Parking Advisory Paul Keeley, Carlier Myers
 - i. Meets twice a year, met in November. They have a new license plate recognition process. They drive around to confirm people are where they should be parking. Update information if plate changes or in a rental car or you could get a ticket. RTA passes available now. Additional safe ride shuttle need is being addressed. Next meeting is in March.

XI. Announcements from Executive Committee 2:20pm 2:03pm

- A. Buddy Updates
 - i. They are coming
- B. Outreach updates
 - i. It’s happening. Meeting semesterly with Provost. Would like more folks to have role on Steering committee or Exec. Would like folks to hang out with us at meetings. Open spots for SAC members
- C. Budget Report
 - i. Will share figures back out. We have money and want to do more budget planning
- D. Dialogue Feedback and Service on Committees
 - i. Information used with Steering committee and Standing Committee work. Now is time to commit to a committee. Link is on the website to commit to a committee. All Chairs should know who to reach out to.
 - ii. Constitutional question: 2018-2019 proposed ad-hoc committees, propose new: 30th Anniversary committee, constitution update committee, and promotion of staff committee. Email SAC@case.edu to express interest. Refer to document in email reminder for 12.6.18 meeting
- E. Leave of Absence for Ali Martin Scoufield
 - i. Jean Seneff will serve as Secretary. Ali out through April 1, 2019

XII. Other Business

- A. Calendar on SAC website, before we come together in Febraury, please subscribe to calendars or add to calendars yourself. Make sure calendars are updated for committees

XIII. Adjournment 2:30pm 2:15pm

Upcoming Meeting Schedule:

<p><u>Steering Committee, Adelbert M2</u> <u>Thursday February 7 2019, 1-2:30pm (M1)</u> Thursday April 11 2019, 1-2:30pm Thursday June 13 2019, 1-2:30pm Thursday August 15 2019, 1-2:30pm Thursday October 10 2019, 1-2:30pm</p>	<p><u>General Council, Toepfer Room</u> <u>Friday February 15, 2019, 10:00am – 11:30am</u> Thursday April 18, 2019, 1-2:30pm Friday June 21, 2019, 10-11:30am Thursday August 22, 1-2:30pm October 2019 TBD</p>
<p><u>“S.A.C. Lunches”, Adelbert M2</u> Friday, January 11, 2019, 11:30pm – 1:00pm Friday, March 8, 2019, 11:30pm – 1:00pm Friday, May 10, 2019, 11:30pm – 1:00pm</p>	