

Meeting Minutes

Staff Advisory Council General Council Meeting
Thursday, April 18, 2019 1:00-2:30 pm, Toepfer Room, Adelbert Hall

- I. **Welcome! Called to order at 1:05pm**
- II. **Approval of Minutes:** February 15, 2019 General Council Meeting
 - A. Approved (1:27pm, after quorum achieved)
- III. **Announcements from Human Resources**
 - A. None given
- IV. **New Business:**
 - A. Policy MAP
 - i. Matt provided an update via PowerPoint indicating that the plan is moving forward. It was been shared with Faculty Senate and the vote approved. Lisa Palazzo intends to attend next SAC meeting. This committee did benchmarking, consulted policy committees, and incorporated feedback. This applies to University policies and is intended to streamline policies, not create more. Plan is to identify the University official who is a VP level administrator that has the university policy or needs the university policy within their area. Then that individual is responsible for shepherding through the process as the RUO (responsible university official). As policies are identified, Faculty Senate will be used as a sounding board / feedback. SAC is asking for similar role. Goal is to review policies at least every 5 years but more likely have a 2-3 year review cycle. Anyone is able to put forward suggestion to RUO to trigger cycle if policy is required or one needs to be removed. Plan is to also have a process for RUOs to determine next steps once that cycle has been triggered. Also plan for SAC to have role in giving feedback prior to policies inception.
 - ii. Recommended to add the policy website to your bookmarks.
<https://case.edu/compliance/university-policies>
 - B. Elections
 - i. Explained call for nominations. Two candidates: Jean Seneff for Vice-Chair and Dawn Ellis for Secretary. As two unopposed candidates, request to elect by acclamation. Vote confirmed. Congratulations Jean and Dawn!
 - C. Council Bios for website
 - i. Renee and Shannon have worked hard to craft SAC member bios on the website. If individuals already had Bios, then line was added to indicate SAC role. No other information was added or taken away. They asked for folks to check bios and confirm them so they can go live. Did this throughout the meeting. Moving forward, to have Bios updated, etc, contact Communications committee via email: sac-communications@sac.edu
 - D. Resolutions for review
 - i. Chair Matt Smith brought forward four Resolutions for review and discussion. These were emailed out ahead of time by Matt and as attachments with meeting agenda from Secretary. They were also given as hard copies at the meeting. At the start of the review, we were not at quorum and discussed virtual voting options. Then additional arrivals led to meeting appropriate numbers. No concerns were brought forward regarding voting digitally when that was being discussed.
 - ii. Began discussing questions related to resolutions and regarding tuition resolution, asked for benchmarking numbers that committee had done.
 - iii. Matt was asked to provide context on resolutions. SAC is an Advisory Council and does not have authority over policies like Faculty Senate. But we make recommendations to university. For these resolutions, we will forward them to Libby Keefer and Carolyn Gregory as well as others most directly impacted including the President, Provost, Parking Administrators, etc. Some

resolutions also ask for follow up report, so that is the next step if and after the resolutions pass SAC vote. Matt then asks to vote to close the conversation around resolutions. Then a vote is called after the motion to review and vote on each resolution separately. This is agreed.

- iv. Staff Experience Resolution
 - 1. Motion Kathryn, Seconded Jim. All in favor. No opposition. No abstain.
- v. Tuition Reimbursement
 - 1. Motion Kathryn, Seconded Jim. All in favor. No opposition. No abstain.
- vi. Transportation Relief
 - 1. Motion Shannon, Seconded Theresa. All in favor. No opposition. No abstain.
- vii. Staff Climate Survey
 - 1. Motion Jim, Seconded Kim and Joanne. All in favor. No opposition. No abstain.
- viii. All resolutions pass – Congratulations everyone who has worked on these!
- ix. Other pieces still moving forward. May see future resolutions around childcare and shared governance

V. Announcements from All Standing Committees

Standing Committees

- A. Communications Shannon Swiatkowski, Bob Slovenec
 - i. Google groups is making changes to list. If you have google groups, go in under permissions and make sure your *posting* and *moderation* indicates owner and manager. The permissions for posting and moderation need to say both owner and manager. Contact communications with questions.
- B. Community Service Theresa Grigger, Laura Huffman
 - i. No March meeting but still working on the cookbook / documenting community service process.
 - ii. Crafters@Case delivered 145 super cute red hats (see photo sent in secretary email)
 - iii. Back to School supply drive is next initiative
- C. Elections Karyn Newton, Jim Prince
 - i. General elections, process in May
- D. Fringe Benefits..... Bob Lanese, Chris Littman
 - i. No update
- E. Staff Policy..... Jim Nauer
 - i. No March meeting but meeting later today, as usual 3rd Thursday monthly
- F. Staff Recognition..... Elise Geither, Jean Seneff
 - i. Met today. Steering committee has received a record number of nominations. 14 for the President's award and 5 for the Kramer award. Moved the application online. Yay committee!
 - ii. Nominations are open until April 26 so go nominate!
 - iii. June 12 is the Service Awards brunch with recognition for 10+ years of service. SAC will be there and have a table
- G. Staff Training and DevelopmentMelissa Van
 - i. Justin Lonis has accepted a position outside of CWRU. But committee did meet yesterday and talked about SEEF (Staff Educational Enhancement Fund) and potentially reinstating. 500 people answered the survey so they reviewed those responses

Ad Hoc Committees and Liaisons to University Committees

- A. Sustainability Initiatives Gabrielle Meester
 - i. No report.
- B. Fringe Benefits Barbara Juknialis
 - i. Met twice since last meeting.
 - ii. 3/13: Wellness update, 498 folks participating in Keep America Healthy initiative. Provided Direct Scripts hacking update with tips for identity safety. 1095c form mailed out March 9. Total compensation statements coming, intended to make positive statement about benefits received. Had open forum about Healthy Savings Account. More people may get into higher deductible plans if the university contributed to HAS.

- iii. 4/10: gratitude awareness month. 266 participants. 2020 Open enrollment will be 11/4-TBD. May be until 11/30 but that's a Sunday. May end early on 11/28 or go late till 12/1. Extended to 12/1 creates hardships for HR. Benefits fair is 11/6-11/7. Discussing Dental benefits.
- iv. Next meeting is May 8
- C. Diversity Leadership CouncilMatthew Smith
 - i. Several have expressed interest in this committee. At this time of transition, Matt is in role due to his job on campus. They are working to create documents and create short list of early wins for new VP. Taking a hard look at mission and vision.
- D. Parking Advisory Paul Keeley, Carlier Myers
 - i. Meeting tomorrow. Carlier can't attend but Bob L. will

VI. Announcements from Executive Committee

- A. Ali has returned from leave and into Secretary role. Thank you Jean for your leadership during this time! (Applause for Jean)
- B. Matt has upcoming meetings with Board of Trustees
- C. Matt also brought up discussion around virtual meeting capability as offices are relocating farther from Adelbert, what are our options. Toepfer not logistically able to host Zoom type meetings. May need to look for smart classroom spaces. Matt is also pro finding a way to engage more people virtually who may participate from their desks. For other types of suggestions, email the council

VII. Additional items

- A. Sara Donnelly from Financial Aid asked about support for program she has presented on "Public Service Loan Forgiveness". Could fall under Training & Development or Fringe. More details coming
- B. Conversation around Staff Appreciation Day vs National Employee Appreciation Day. Still hoping to have a staff specific day. Staff Appreciation Day felt special. New Employee Appreciation Day does not. Spacing also indicated as a concern during this year's event
- C. Kathryn Howard is looking for individuals' experience with DenteMax, the dental benefit. She'd like to advocate for RFP for new and improved dental providers. If you have had experiences, please share them with her. Matt will also put on SACCOM to request feedback. This generated a lot of comments from folks who have had similar negative experiences with DenteMax
- D. Suggestion was proposed to look at Vision next.
- E. Concerns brought up around Medical plan not really being a co-pay plan. Sara Donnelly will lead look into this; suggested to reach out to Amy Sheldon or Jamie Ryan.

VIII. Adjournment

- A. Motion Sara , Seconded Theresa

Upcoming Meeting Schedule:

<p><u>Steering Committee, Adelbert M2</u> Thursday, August 15 2019, 1:00pm – 2:30pm Thursday, September 26, 2019, 1:00pm – 2:30pm Monday, December 9, 2019, 1:00pm – 2:30pm Thursday, January 30, 2020, 1:00pm – 2:30pm Thursday, April 2, 2020, 1:00pm – 2:30pm Tuesday, June 2, 2020, 1:00pm – 2:30pm</p>	<p><u>General Council, Toepfer Room</u> Thursday August 22, 2019, 1:00pm – 2:30pm Thursday, October 3, 2019, 10:00am – 11:30am Friday, December 20, 2019, 1:00pm – 2:30pm Thursday, February 6, 2020, 10:00am – 11:30am Friday, April 23, 2020, 1:00pm – 2:30pm Thursday, June 11, 2020, 10:00am – 11:30am</p>
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