

Staff Advisory Council General Council Meeting MINUTES

Friday, April 16, 2022, 1:00PM - 2:30PM via Zoom

Welcome - 1:03 pm

Approval of Minutes - Motion to approve by Sara Donnelly. Second motion by Karyn Newton.

Reports of Standing Committees

Communications (Kaitlyn Lioni)

- 30th Anniversary plans are on hold because of Covid-19. Hope to plan an event for spring 2022, and planning would start up again in fall 2021.
- SAC Website - added Covid-19 links so staff can find Covid information and policies.
- Asked each SAC member to complete a Google form by April 30 for the committee to update the membership page: <https://forms.gle/RZkxQMZCsgJVwjoKA>
- Kaitlyn shared her screen to show how to email SAC contingent lists.

Community Service (Theresa Grigger, Laura Huffman)

- Collaborating on a donation drive with the student-driven resource center. Students are working on a video and flyer to go out in the next few weeks. Donations can be dropped at Covid testing site at Veale.
- Pick up 30th anniversary SAC shirts from Theresa Grigger's office.

Elections (Karyn Newton)

- 3 people were nominated for SAC Secretary for 2021-2022; two accepted: Dedra Hanna-Adams and Raymond Krajci. 2 members were nominated for SAC Vice Chair for 2021-2022; [Samantha Ciriaco](#) and [Elise Geither](#). Both accepted.
- Jim Prince has been diligently working to find replacements for SAC representatives who change positions or leave the university.

Fringe Benefits- no report. Jean to follow up with Bob Lanese.

Staff Policy (Jim Nauer)

- Committee submitted a request to [Stephanie Hathaway](#) in HR to add the salary equity/promotional increase review to the staff policy. Stephanie acknowledged the email last week. Jean confirmed that the Executive Committee discussed this with HR on 4/9 and the exception process would be added to the website.
- HR is soliciting staff feedback on what should be included on the Supervisor Resources webpage. Steering Committee members will review first and then it will be opened to the council for comment.
- Next meeting is May 20, 4-5pm on Zoom.

Staff Recognition (Elise Geither)

- Recognized Teresa Underwood and Jessica DeCaro for moving paper voting to electronic voting.
- Received several nominations for the Presidents Award and only two for Robin Kramer award. Awards to be presented at HR Staff Recognition event on June 18 on Zoom.

Staff Development and Training (Ray Krajci and Elizabeth Miller)

- Ray and Elizabeth presented findings from the Staff Professional Development Survey. They will share this with Lisa Camp or the Provost in May. Staff really want training on hard and soft skills, and mental health.
- Feedback that Employee Appreciation Month was hastily put together and not publicized well. Jean agreed and will give that feedback to HR. Explained that SAC donated \$1K for 10, 100 raffle prizes for trivia winners.
- Melissa Van and Dawn Ellis helped HR put together two job descriptions to rebuild the Professional Development Center.. The two will also serve on the search committee. The positions will work with staff to help them advance to their goals, and the Career Development Manager will have mediation responsibilities. The HR postings are 8779 and 8780. The desire is for an internal candidate.

Reports of Ad-Hoc Committees and Liaisons to the University Committees

Faculty Senate (Jean Seneff, Dawn Ellis) - recent meetings have focused on faculty tenure.

Sustainability Initiatives - no report

Fringe Benefits - Barb was not present at the meeting. Please see her report.

Diversity Leadership Council (Dawn Ellis)

- VP Solomon reported on People of Color Initiative to focus on faculty, staff and students on campus in areas of mentoring, professional and leadership development and community building
- Report on the beginnings of the new Strategic Plan for OIDEO
- Annual report close to complete
- Subcommittee formed to explore the impact of the January 6 events at the Capitol with students through their preferred schools.
- Momentum College Scholarships are currently being crowdfunded

Parking Advisory (Paul Keeley, Jeffrey Daberko)

- Next meeting is Tuesday, 4/20. Please send Paul questions at pek@case.edu. Items to likely be discussed are asking for more transportation options and a reminder that staff are unhappy with having to pay for full-time parking if they are only the office as little as once per month.

Old Business - no discussion.

New Business

- a. *Reinstating Staff Advisory Council Advisory Report (Kaitlyn Lioni)*. Kaitlyn will create a form for each standing committee, who will have a month to complete it and include 1-2 bullet points of what they accomplished this year. The 1-2 page annual report will be assembled from the committee reports. Goal is to hit the high level leaders and remind University leadership how SAC makes an impact.
- b. *2021 Officer Elections for Vice Chair and Secretary*. Speeches were given and voting will open electronically from April 16 - April 23. Jean sent the ballots out after the meeting.

Adjournment - 2:25pm