

## Staff Advisory Council General Council Meeting Minutes

Thursday, February 9, 2023 @ 10:00am - 11:30am in the Toepfer Room and via Zoom

**Welcome** at 10:06 am by Dawn Ellis.

**Minutes approved without amendments:** Motion by Kate Klonowski, seconded by Paul Keeley. All in attendance approved.

**New Business** The speaker was running late so the group moved on with the other agenda items

- Dawn announced that Crystal Sabol would be stepping down as SAC Vice Chair due to accepting a position outside the university. Paul made a motion to approve Ray Krajci's appointment, Dawn's suggestion for a new appointee, as the new Vice Chair. Jim Nauer seconded and all in attendance approved.
- The elections committee made a call for nominations for next year's Vice Chair and Secretary. The term would start in September 2023. Send nominations to [sac-nominations@case.edu](mailto:sac-nominations@case.edu).

### **Old Business**

- Raymond Krajci shared the findings of the Ad Hoc Rules and Records Committee and expressed gratitude to the committee members for all their time and effort. The committee feels that the council would work better if everyone understood the rules. Therefore, they are proposing two resolutions:
  - 1) Resolution to Adopt the Democratic Rules of Order  
This is an alternative to Robert's Rules that would help the group to better reach agreement. There are free copies in KSL and Ray also shared a link. It is more concise than Robert's Rules and allows for everyone to participate. It also allows the majority the ability to decide how the organization proceeds.
  - 2) Resolution to Formalize the Standing Rules  
Some rules are already outlined in the SAC constitution. Standing rules would fill in some of the gaps that aren't outlined in the constitution. Some examples are: rules for how we take votes and rules that determine the responsibilities of all the organization's leadership positions.
- A few concerns were expressed and a discussion ensued: why change from Robert's Rules when other groups on campus use that form of parliamentary procedure and will a change in the type of parliamentary procedure actually solve the problems. The main issue is that the group needs to follow whatever procedure is put in place. There needs to be a passing down of information from the past leadership to the new leadership when the changeover occurs. There was discussion about how important it is to train the new SAC members and to understand the past and know where the group wants to go. Members need to be willing to fully participate and be active. However, the most important thing is that the group comes to a consensus on this topic. New members had just received the information and some felt they needed more time to study it.

Mustafa Abouzaid put forth a motion to postpone the vote. Jim Nauer seconded it. The final vote was 33 yes, 0 no. Jean Seneff put forward a motion to postpone the second amendment vote and Paul Keeley seconded. The final vote was 29 yes, 3 no. Voting on these amendments will be added to the April SAC General Council meeting under old business.

### **Speaker**

- Ashley Frantz, *Chief Procurement Officer*
  - *Procurement Update*
    - She shared the 4 year procurement strategic plan. There are many internal aspects including team building and career development. Many of the other items have been put on hold until they are more fully staffed. They have been updating their procedures. There is a new PCard policy that was put in place in Nov 22. There are new bid thresholds and a new monthly newsletter. Email [customercareteam-pds@case.edu](mailto:customercareteam-pds@case.edu) to get on the mailing list. Once staffing needs are met, they hope to update the training videos, have more policy updates, incorporate automation into some of the procedures and update the PO approval workflows.

### **Reports of Standing Committees**

**Communications:** Karoline Kramer, Susan Reichert

- No one was in attendance to report

**Community Service:** Theresa Grigger\*

- There will be a stand alone basket raffle March 14 and 15 from 9am-2 pm in the Tink Ballroom A. Proceeds will be donated to Edwin's Restaurant, a program to help people reintegrate into society. The committee will need volunteers to help encourage their departments to donate a basket, as well as people to help work at the tables and get the word out.

**Elections:** Karyn Newton\*, Jim Prince

- The general election is now over, except the law school currently doesn't have representation due to staff turnover and people not accepting their nominations. Michelle Cseh is replacing someone who left the university.

**Fringe Benefits:** needs new chair

- Committee didn't meet and also needs a new chair. Let Dawn know if you're interested

**Staff Policy:** Jim Nauer\*

- Met a couple weeks ago and came up with a list of questions to have answered by HR at the Staff Compensation Forum. The questions were not fully answered, so the committee would like to put out a general request to all constituents to

send in their questions. They would then be compiled and brought to HR and the next monthly meeting with the Exec Board.

**Staff Recognition:** Teresa Underwood, Paul Keeley\*

- Committee is preparing for the President's Award and Robin Kramer award process. Ads have gone out in the Daily. The committee is also working on a Kudos Board idea, for a more frequent way to recognize staff. The committee is looking for members and also welcomes people to join just for the award voting process.

**Staff Training and Development:** Ray Krajci\*

- Ray recently agreed to be chair. The group will meet February 22 at 11 am to provide feedback and suggestions regarding staff training and development. They will also be working on reviving the Staff Education and Enhancement Fund. Contact Ray to get involved.

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

**Sustainability Initiatives,** Carlier Myers\*

- The team connected with Stephanie Corbett and developed a process to receive and share information. They've received funding from a grant to develop a Climate Action Network. They will be looking for volunteers to be part of focus groups. There is also a Safety Task Force that has been formed to discuss safety incidents involving motorized scooters and other modes of transportation.

**Transportation Safety Task Force,** Paul Keeley\*

- 4-5 sub-committees were formed that will meet monthly. Paul is on the education committee. The general committee will meet quarterly. Let Paul know if you have any questions or concerns to bring to the committee (pek@case.edu).

**Diversity Leadership Council,** Carlier Myers\*

- There was a meeting January 10. There have been several Power of Diversity talks each month and there will be events for Black History month. A campus climate survey also went out. Please complete it and share with your networks. There are also Profiles of Inclusive Excellence on the OIDEO website that highlight members of the campus community.

**Faculty Senate,** Dawn Ellis\*

- The group resumed in person meetings for voting members. SAC may want to consider this, as well. The Provost is interested in resurrecting the Cleveland College to encourage lifelong learning. There's a link on the CWRU website to find out more information.

**Parking Advisory,** Paul Keeley\*, Jeffrey Daberko

- There wasn't a meeting.

**Announcements from the Executive Committee**

- Compensation Survey
  - It's important to give HR your feedback.
- Staff Appreciation Day

- March 10 from 2-4. SAC would like to have a booth. Dawn Ellis will create a sign up sheet for people to volunteer.
- Compliance Training
  - Please complete your online training by March 31
- Staff Engagement Website
  - Please check the website and see if there is engagement in your area. Give Dawn feedback.

**Adjourned** at 11:24 am. Paul Keeley made a motion to adjourn. Kate Klonowski seconded.

**In Attendance:**

Zoom: Barb Juknialis, Theresa Grigger, Ingrid Burton, Jim Nauer, David Retzer, Liz Bober, Andrea Hess, Lesa Goodman, Karyn Newton, Danielle, Jacob Boorman, Amanda Monyak, Jennifer Wright, Kathy Miller, Victoria Hilditch, Jessica DeCaro, Kelly Marcus, Missy Akerman, Leslie Castaneda, Tracy Rehl, Renee Holland, Kathryn Howard, Samantha Bailey, Churyl Croone, Maureen McEnery, Celinda Miller, Crystal Sabol, Nital Subhas, Loretta Sexton, Carlier Myers, Melissa Van, Susan Reichart, Maria Rizk, Felicia Moss, Dominic Dorazio

In Person: Mostafa Abouzaid, Dawn Ellis, Paul Keeley, Kate Klonowski, Ray Krajci, Jean Seneff, Teresa Underwood