



**CASE WESTERN RESERVE
UNIVERSITY** EST. 1826

**Staff Advisory Council
Minutes for General Council Meeting**

**Friday, February 14, 2014
10:00 AM – 11:30 AM
Toepfer Room, Adelbert Hall**

Meeting called to order at 10:05 AM.

Members in Attendance (32)

Nanthawan Avishai	Barbara Juknialis	Martha Payne
Dwayne Bible	Cheryl King	Jim Prince
Kelly Campbell	Pam McGregor	Sarah Robinson
Pamela Collins	Meidi McKee	Karen Romoser
Anne DeChant	Matthew McManus	YoLonda Stiggers
Dominic Dorazio	Jim Nauer	Shannon Swiatkowski
Timothy Eppich	Karyn Newton	Bonnie Thiel
Diana Fox	Kathy O'Linn	Tracy Wilson-Holden
Kerry Grimberg	Christine Olson	Yingli Wolinsky
Laura Huffman	Brinn Omabegho	Michael Yeager
Beth Jones	Rebecca Orenstein	

I. Approval of Minutes from December 6, 2013 Meeting and Budget Report

- a. Minutes approved
- b. Budget report
 - i. Recent credits (since last report 10/31/13)
 1. Basket raffle presale \$712.00
 2. Basket raffle cash \$3,823.00
 3. Basket raffle Qpay \$425.00
 4. Gifts \$250.00
 5. Funds transfer \$540.00
 - ii. Recent expenses (since last report 10/31/13)
 1. Family Promise \$1900.00
 2. Project Night Night \$3600.00
 3. SAC Packs \$56.98
 4. December Council Meeting Food \$27.25
 5. Quick Pay Fees \$34.52
 - iii. Balance as of 12/31/13: \$3,452.44

II. Announcements from HR

- a. None

III. Announcements from Chair and Vice Chair

- a. Brinn Omabegho has stepped down as Vice Chair

- i. Move to approve appointment of Anne DeChant as new Vice Chair
 - 1. Approved by 19 voting members
- b. Retirees are now able to keep permanent email forwarding. Congrats to Fringe Benefits Committee!

IV. Presentations

a. **Campus Parking Issues: Dick Jamieson, Bob Kohler (Standard Parking), Dave Tomco (CWRU Campus Director), Mike Goliat (Security)**

- i. Discussed CWRU shared parking system, parking operations, budget, ticketing, and enforcement
- ii. Questions (email RJJ@case.edu with others):
 - 1. "More convenient parking" in new strategic plan?
 - a. Not currently a priority for CWRU as a whole. Staff play a role in notifying of illegal parkers. New technology is available, such as shuttle tracking, "street line," and "parker app."
 - 2. Report problems to Access Services. If there is an immediate need or the problem occurs at night, call SP Facilities x2580 or Security x3333.
 - 3. Reciprocity with UH?
 - a. If have a CWRU permit, UH will not allow you to park in its visitor lot/garage.
 - 4. RTA partnerships to alleviate parking demand that exceeds supply?
 - a. Pre-tax RTA benefit is available to staff. It is not the same as the discount programs for graduate and undergraduates; SP could inquire about this benefit for staff.
 - 5. Conditions of lot 29 (dirt, lighting) and security?
 - a. CWRU Shield app is in development. It works as a "panic button" on the smart phone.
 - b. Lights are being repaired.
 - c. The garage will be cleaned after construction on the Veale Center has been completed.
 - 6. Why have rates increased more than 4% while salaries increased only 1-3% annually?
 - a. Parking increases are part of the long-term contract signed every five years. They have nothing to do with salaries.

b. **EASE at Work: Stephanie Patek**

- i. Info on HR website:
<http://www.case.edu/finadmin/humres/relations/ease.html>
- ii. Log In: <http://www.easeatwork.com/login.aspx>
 - 1. Username: CWRU
 - 2. Password: EASE
- iii. Provides a number of services that include dependents, domestic partners, and spouses
- iv. Can do office presentations and provide materials
- v. Questions:
 - 1. Privacy: Legally bound to confidentiality

V. Reports of Standing Committees

a. COMMUNICATIONS

- i. The Communications committee met on January 14th and February 13th. The Committee will resume Quarterly Newsletters starting in March. Each newsletter will highlight a member, a committee, feature upcoming events, successes, and other newsworthy items. We are working with the Elections Committee and HR Orientation to receive lists of current and new staff members in order to create constituency email distribution lists. Each elected member will begin receiving a distribution list for their management center and will be responsible for disseminating SAC related information as requested by the Chair. The University's new web/content management system, Terminal 4, is being implemented throughout the University over the next year. Our website will be updated to the new platform and each Committee will have access to update their information on our website. Our next meeting is March 12, 2014 from 2-3pm via Conference Call (216-754-3665).
- b. COMMUNITY SERVICE
 - i. Monday, January 27, 2014 1:30-2:30-Crawford 511
 - ii. Basket Raffle Recap:
 - 1. Have Case Cash Machine at Vendor Fair - to pre-sell tickets. Will have better presale if we have the machine. Will do this next year in early October (Michelle Saafir can reserve once we have date). Need to see if there's an analog phone line in the Veale Center. Otherwise need to request conversion. Also have Cash Machine available and set up in 1914 lounge day ahead of basket raffle to avoid technical difficulties.
 - 2. Have Procurement add our raffle to the Vendor Fair promotional materials to help advertise. Need to pick charities earlier... early September.
 - 3. Need better signage at top of stairs in Thwing (outside Ballroom) to direct folks to basket raffle in Thwing 1914. More signage in general.
 - 4. Put out requests for baskets earlier next year.
 - iii. Going Forward:
 - 1. Theresa received an email from Mischelle Brown - Baby Clothes Swap, Diaper Drive, etc.
 - a. concerns about person-hours needed to run a clothing swap
 - b. Diaper drive (City Mission always needs diapers/wipes)
 - c. Needlework group in SOMedicine looking for more members; they are making items for homeless men, women, children, families; people are making items to donate to the Cleveland Foodbank. Send an email to brinn@case.edu for more info.
 - 2. Hands-on Community Service project - could work with a charity we've worked with in the past.
 - 3. Working with MedWish
 - 4. Back to School Drive. Need to connect with Security to get fingerprinting. Separate this event from Case for Community Day... Can kick off drive at Party on the Quad and collect until mid-August. Issue with not having this in conjunction with Community Day is that staff already have permission to leave work on Community Day, maybe not another weekday to do fingerprinting.

- 5. Community Engagement Campus Colleagues Meeting in the Kelvin Smith Library, room LL-06 B & C, February 25th at 10am. All are invited to see what is happening on campus.
 - 6. When we make a decision about which event to pursue, we need to keep in mind asking the Administration for support (either monetary, or time, or endorsement for staff to be allowed to take work time to participate, etc.)
 - iv. Community Service website up and ready soon.
 - v. Looking for Committee Chair. Any volunteers or co-chairs? :)
 - c. ELECTIONS
 - i. Call for officer nominations—deadline is 3/7/14 to SAC-nominations@case.edu
 - 1. Jim to send an email with information
 - 2. Voting ends on 4/30/14
 - d. FRINGE BENEFITS
 - i. No report submitted
 - e. STAFF POLICY
 - i. No report submitted
 - f. STAFF RECOGNITION
 - i. No report submitted
 - g. STAFF TRAINING AND DEVELOPMENT
 - i. The committee is planning to host a Valentine Bake Sale to raise money for The Staff Educational Enhancement Fund. Locations for the event include: Tomlinson, BRB and PBL. We are reaching out to all staff to help support this as the date is the same as for the SAC General Council Meeting.
 - ii. The committee is working to develop a strategic plan to raise awareness of the work that has been accomplished over the years in the SEEF Program. So much more could be accomplished with additional university support.
 - iii. The committee agreed to change the criteria listed on the SEEF application – Indicate in directions, “You could be awarded up to \$100.00” IF awarded funds, promise to “Give back” by donating time or assistance at SEEF sponsored events to raise money. The newly revised form will be listed on the website.
 - iv. The committee continues to work on forming a campus staff development collaboration under the umbrella of SAC. There are currently 6 programs available for staff in the university. Each will be invited to speak at Council Meetings to encourage participation and share resources. WSLDI, Train the Champion, APN, HR Bootcamp, Women’s Center, Staff Mentoring Circles
 - v. The Administrative Professionals Network is working hard to plan an event for Administrative Professionals Day on April 23. More details to follow.
- VI. Reports of Ad Hoc Committees and Liaisons to University Committees
- a. SUSTAINABILITY INITIATIVES
 - i. No report
 - b. UNIVERSITY FRINGE BENEFITS
 - i. The Committee met on December 11, 2013.
 - ii. Benelect Open Enrollment: Approximately 45% of employees with medical coverage through Case actively participated in the open enrollment process. This is typical for a year with open enrollment in dental and vision plans. There was a small amount of movement into the high—deductible plans, with a slight decrease

in Anthem and a slight increase in Medical Mutual and HealthSpan (formerly Kaiser) enrollment. For dental benefits, there was a shift from the School of Dental Medicine plan into the DenteMax plan. Similarly, there was a drop in Union Eye Care enrollment and an increase in the VSP plan. One advantage of the high-deductible plan is the Health Savings Account (HSA). Unlike the FSA, the HSA can be carried over from year to year. The maximum amount for a FSA is \$2500/year; the HSA limit is \$6,550/year, with an extra \$1,000 allowed if the participant is over 55. In addition, the amount deposited into the HSA can be changed every quarter; this is not possible with a FSA.

- iii. Wellness Incentive Update: Over 2,000 employees have completed all three parts of the wellness incentive plan—i.e., Tobacco Attestation; Biometric Screening; Health Risk Assessment. This is approximately 55% of the total number of employees enrolled in medical coverage at Case.
- iv. Tuition Exchange Update: In 2013, approximately 40 employees were certified as eligible to participate in this program; so far, 29 have been certified for 2014. About 22 dependents received offers for scholarships, and 10-12 actually accepted and were enrolled in other universities (“exports”). There were only about 3 “imports” to Case.

c. FACULTY SENATE

- i. Faculty Senate 12/17/13, Called to order at 3:35 PM. The minutes of the November 25th meeting were approved.
- ii. Report from Secretary of the Corporation: The LAW-Executive MA in Financial Integrity program was approved. The SOM-MS in Medical Physiology Off-Site Program was approved.
- iii. President's and Provost's Announcements: A new version of the strategic plan will be posted in January. 55% of medical plan participants completed the wellness process to qualify for the \$25/month credit in insurance premiums. Plans are in process to roll out the program to family members and dependents. The early action admissions process is complete. There are 50% more minority enrollees than last year and 36% more women. The average SAT score is higher as well.
- iv. Chair's Announcements: Work on the Faculty Handbook is progressing.
- v. Faculty Senate Leadership: It has been difficult to find candidates to run for the open position of Vice-Chair. Bob Stabenow is the only candidate who has agreed to assume the position. A vote was taken to approve having only one candidate, which is contrary to the Senate bylaws.
- vi. Report from the Executive Committee: No major announcements.
- vii. FSCUE: Statement on Value of the On-Campus Residential Experience: This was tabled until the January meeting.
- viii. FSCUE: WSOM Minor in Leadership: This was approved.
- ix. FSCUE: CAS Minor in Creative Writing: This was approved.
- x. Senate Resolution Reaffirming TOEFL Score Requirement: The requirement will stay at 90 until further notice.
- xi. Review of Faculty Comments on Interim Sexual Misconduct Policy: There was a very lengthy discussion about the policy. Major concerns were: the length of the process, especially for an innocent person; ban on having legal representation for staff and students who have been accused of misconduct, especially in light of the

severity of penalties; requirement to report “hearsay” events, even if the supposed “victim” does not want to participate in the process. Attached are a summary of the Senate concerns and the report of the By-Laws Committee.

d. INCLUSION, DIVERSITY, and EQUAL OPPORTUNITY

i. December 10, 2013

1. Case started 9 student focus groups last year to get recommendations on improving the university’s retention and graduation rates (we are between 9-12% lower than projected). The areas identified for improvement include:

- a. Improved advising (better advising and more of it)
- b. Help students facilitate their work/life balance
- c. Promote school spirit (there is nothing to rally around, tend to commiserate on how bad Case is)
- d. Focus more on the student (there is little personalized attention, many small hassles in daily campus life, lack of thoughtfulness towards students and their well-being)
- e. Better preparation for campus diversity (students feel marginalized by status – “talking down” to them, lack of support due to status, educate staff and faculty)

2. What can staff do to have a positive impact? How do these findings compare with the staff experience?

ii. January 14, 2014

1. A number of activities are planned for the university’s MLK Celebration, including:

- a. Center for Civic Engagement and Learning Community Service Fair on Friday, 1/17 at Thwing starting at 12:30p
- b. Monday, January 20th MLK Day Service & Symposium at Cleveland Hillel Auditorium (11291 Euclid Ave.)
- c. Tuesday January 21st Gallery talk at noon at Kelvin Smith Library; 6:00p movie screening and discussion of Lee Daniels’ The Butler at Wolstein Research Building auditorium
- d. Wednesday, January 22nd through Monday, January 27th there are a wide variety of additional activities including the MLK Convocation on Friday 1/24. Please visit:

<http://www.case.edu/events/mlk/about/events.html>

2. February 21st and 22nd are World Social Justice days, the theme is “Trafficking?” Events will be held at the Inamori Center at Crawford Hall; details to follow.

e. PARKING ADVISORY

i. No report; questions answered via presentation

f. SAC CONSTITUTION COMMITTEE

i. The Committee met on February 5, 2014.

ii. We are in the process of updating the Constitution so that it documents actual practices. For example, the Constitution states that the Chair will appoint members to standing committees. To my knowledge, that has never been done. We have always asked members to select which committees they want to join.

Similarly, the Constitution states that the Chair will appoint committee chairs; in actuality, each committee elects its own chairs and/or co-chairs.

- iii. We spent a lot of time talking about ways to ensure that elected representatives actively participate in SAC. Attendance at Council meetings is required of all members, but we almost never have more than one-third of the group at any meeting. Each member is required to participate in at least one committee; there are some who never attend committee meetings or complete the committee selection form.
- iv. We will be working on solutions to these problems and finalizing a new version of the Constitution. We will keep the Council informed of our progress and all members will have a chance to review and vote on the revised document before it is submitted to HR for approval and adoption.
- v. The next meeting will be on March 5, 2014.

VII. Old Business

- a. None

VIII. New Business

- a. If have nametag issues or updates, let Sarah Robinson know to revise/reprint
 - i. Will look into making them double-sided
- b. Committee on the Status of Women – HOLD

IX. Adjournment

- a. The Chair adjourned the meeting at 11:23 AM