



**Staff Advisory Council**  
MINUTES FOR GENERAL COUNCIL MEETING

April 8, 2011  
10:00 a.m. to 11:30 a.m.  
Toepfer Room, Adelbert Hall

Meeting called to order at 10:10

**Members in Attendance**

Daniel Anker  
Sally Berri  
Sharon Callahan  
Caroline Cheetham  
Kathleen Dowdell  
Karen Dunn  
Heidi Fanta  
Stacy Fening

Michael Gilkey  
Jeffrey Gumpf  
Benjamin Hrouda  
Barbara Juknialis  
Meagan Kittrick  
Lisa Kouns  
Robin Kramer  
Karen McColl

Kathy O'Linn  
Brinn Omabegho  
Julieta Peterson  
James Prince  
JC Scharf-Deering  
Shannon Swiatkowski  
Christian Swol

**Approval of Minutes and Budget Report**

Minutes approved with corrections from February meeting.  
Budget as of April 8, 2011 is \$2,958.90

**Announcements from HR**

None

**Announcements from Chair**

Due to a scheduling change in the Toepfer Room, we need to move our regularly scheduled June meeting from June 3, 2011 to June 10, 2011 at 2 pm.

**Reports of Standing Committees**

**Communications**

Michael Gilkey

Representatives from the standing committees have been identified to serve on the Communication committee.

There have been websites updates. A test site for Google calendar has been set up with multiple Google apps. In addition, the framework for the new website is being finalized. The committee would like to make sure everyone is represented with the Google Calendar and Committee Pages. Therefore they are asking that two representatives from each committee are identified. Training will be scheduled to be completed at the next General Council possibly with Adobe Connect.

Committee is also looking into taking the responsibility for the SAC Newsletter.



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**Community Service**

Bonnie Copes, Caroline Cheetham

Case Community Day is set for Friday, Sept. 16<sup>th</sup>. Once again, the school drive will be part of this day similar to last year. The two schools that benefited from the school supply drive last year have been contacted to see what types of supplies are needed for the coming year. In addition, MedWish will also be an additional special SAC project a part of this day. The committee continues to have a number of days scheduled to volunteer with MedWish throughout the year to help sort supplies.

The Hands-On Northeast Ohio organization will be completing a training or orientation for the Community Service members on April 12<sup>th</sup> in order to participate in the tracking of the volunteer hours as well as learning about other volunteer opportunities around the area. Please e-mail crs6 if you plan on attending.

Sally Berri mentioned the Vision Walk Kickoff was on March 12, 2011.

**Elections**

Robin Kramer, Jim Prince

Committee reported days and events for the year are set. Vision and goals are being completed. There are two nominees for Vice-Chair (Barb Juknialis and Shannon Swiatkowski) and the ballots to vote for next Vice-Chair will be distributed electronically after the meeting today.

Committee also reported that the General Election will be going out soon. These will be communicated in The Daily, Saccom and the specific schools where there are elections. If you are a member of these schools (School of Dentistry, Mandel School of Applied Social Sciences, Frances Payne Bolton School of Nursing), Academic Administration and University Administration, you are able to rerun.

**Fringe Benefits**

Barbara Juknialis, Tracy Wilson-Holden

The resolution for Staff Retirees to keep their CASE e-mail was not passed. We were told that the University does not support this and there is no compelling reason why this should be pursued since there are other avenues that the retirees could utilize which is free.

The Bicycle Survey is being drafted using Survey Monkey. Once it is completed and reviewed by the Fringe Benefit committee, it will be sent to HR to send out to all staff members.

Next meeting to be held on April 19<sup>th</sup> from 12 to 1pm.



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**Staff Policy**

Charley Knox, JC Scharf-Deering

JC reported that the committee is reviewing employee and classifications. There was some discussion about part-time employees being charged as full-time and Carolyn Gerich is looking into this. Please email JC at [jcs12@case.edu](mailto:jcs12@case.edu) with any questions or suggestions.

**Staff Recognition**

Robin Kramer, Richard Kramer

Committee reported submitting a proposal for a 2011 Center for Women Grant. It was declined and was not submitted to the center. The grant is still available.

Committee also reported that the webpage is updated. Also they discussed the President's Award which has 11 nominees this year. The committee has 9 members that will be a part of the selection process in choosing 3 winners. A luncheon will be held on June 8, 2011 for the winners.

Committee also reminded everyone about the Party on the Quad to be held on July 29<sup>th</sup> from 3pm to 6pm. The theme is "Green."

**Staff Training and Development**

Kathleen Dowdell, Kathleen O'Linn

The Bake Sale held on Valentine's Day, Monday, February 14<sup>th</sup> to support the Staff Educational Enhancement Program was a success on campus. A special discount on drinks with a purchase of bakery was offered at the Sages Café in Crawford Lobby and the Starbucks counter the BRB Lobby. Bakery was also sold in the MSASS lobby. Total proceeds amount to \$604.75 Thanks to all who volunteered their time by manning the displays and providing bakery and candy for this event.

The committee is planning an "Open House" in the Inamori Center on June 6, 2011 at lunchtime. The focus will be on marketing what we have accomplished in the last 11 semesters to honor the accomplishments of those who have received funding from the program.

The committee is selling 50/25/25 raffle tickets for a drawing to be held at the next General Council meeting in June. Members will receive 12 tickets to sell. Tickets are \$1.00 each or 6 for \$5.00. All proceeds will benefit the SEEF Fund.

The committee is planning to host the next Steps 4 Staff event on July 29 in conjunction with the Party on the Quad.

The next meeting of the Staff Training and Development Committee is set for Wednesday, April 19<sup>th</sup> at 1 p.m. in Adelbert, M 3. All are welcome to join us!



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

**Climate and Work Environment**

Kathleen Dowdell

The University is working on a logo for promoting this. The new Sustainability Director has been hired. The next meeting will be held on May 4 at Noon in Mather Memorial R201.

**Fringe Benefits**

Kathryn Howard, Barbara Juknialis

Barb reported that Vanguard is being asked to reduce some of their funds per the government request and will be emailing employees more information about these changes. This will be effective on May 1<sup>st</sup>. In addition, the Roth 503b will be available July 1, 2011. For the Spousal Surcharge for Health Benefits, there were around 332 employees who were charged the premium. A new report will be available to all administrators in Data Warehouse within the next week. Sick time as well as vacation balances will be visible as well as hours to be used before end of the fiscal year. Finally the Fringe Benefit Rate in Sponsored Projects for Federal will be going up to 29.5% from currently 25% on July 1, 2011. Non-Federal will be 30.5%.

The next meeting is April 13, 2011.

**Faculty Senate**

Christian Swol attended. He remarked that applications for fall enrollment are up considerably. The university is going green with sustainable efforts all over campus.

**Inclusion, Diversity and Equal Opportunity**

Richard Kramer

Diversity is being studied campus wide with various groups coming together to make this happen.

**Climate Action Plan**

Kathleen Dowdell

The deadline is May 15<sup>th</sup> for the Climate Action Plan to be submitted. This falls in line with what President Barbara Snyder had asked by her commitment in 2008.

**Parking**

Karen Dunn, Michael Gilkey

The committee meets twice a year. The first meeting was held on Tuesday, March 29<sup>th</sup>. Next meeting is in October. The 2011-2012 Parking rates are expected to rise by 3-4%. Also new permits to be issued to all employees who currently have parking permits, more information to follow informing them of the renewal process. Access Services plan to have the permits in all employees' hands by July 1.



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

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Wait lists roll over from year to year for Faculty/Staff and are only permitted to be on one waiting list at a time.

There will be no new parking garages erected because there is still excess capacity. For parking renovations and construction, The BioEnterprise parking garage will either be torn down and make into a surface lot or repaired. The directors are waiting for a recommendation on the most cost effective way to proceed. The Forde Garage will be intact and no spots displaced due to the Courtyard by Marriott construction.

Nextbus.com can be used to track the buses and there is an app you can download too.

### Old Business

Changes to the Constitution have been approved by Human Resources. General Council is now reviewing them.

### New Business

Candidates for Vice Chair 2011-2012: Barbara Juknialis and Shannon Swiatkowski  
Each candidate spoke for a few minutes on why they would be a good candidate for the Vice Chair position.

### Adjournment