

**Case Western Reserve University  
Staff Advisory Council  
Minutes of August 11, 2005 Council Meeting**

**Members in Attendance:**

1. Tawanna Armstrong, University Administration, Council Secretary
2. Kathleen Blazar, University Administration\*
3. Lois Bowers, School of Medicine
4. Lia Chesner, School of Medicine
5. Marina Corleto, School of Law
6. Toni Curry, School of Medicine
7. Carol Dietz, School of Engineering
8. Kathleen Dowdell, School of Arts and Sciences
9. Kathy Hanning, School of Nursing
10. Janet Hlavna, University Administration
11. Kathryn Howard, School of Medicine
12. John Keller, University Administration
13. Charles Knox, School of Engineering
14. Robin Kramer, University Administration, Council Chair
15. Barbara Lozada, School of Medicine
16. Kathleen O'Linn, School of Nursing\*
17. Judith Olson-Fallon, University Administration, Council Vice-Chair
18. Dale Ray, School of Medicine
19. Judy Richardson, School of Medicine
20. Michelle Saafir, University Administration
21. Brian Sherman, School of Dentistry
22. Jason Weiner, School of Medicine
23. Sandy Youngeberg-Fox, Engineering

\* Indicates non-elected or ex-officio member(s).

**I. CALL TO ORDER**

Chair Robin Kramer called meeting to order at 10:00am.

Approval of June meetings by general consent.

**II. BUDGET/MINUTES**

Reported by Tawanna, SAC Secretary, we have a tentative budget of \$594.18, with a disputed line item in the amount of \$970 that is currently pending.

**III. ANNOUNCEMENTS**

1. SAC Appreciation – Robin is still finalizing the plans.
2. Passing of gavel will be at the SAC Orientation Breakfast. Judith Olson-Fallon will officially be taking on the role of SAC Chair and Kathryn Howard will be SAC Vice-Chair.

**IV. REPORT FROM THE DEPARTMENT OF HUMAN RESOURCES**

None Reported.

**V. DISCUSSION OF ISSUES BY REPRESENTATIVES**

1. Discussion of year-end reports; goals and achievements for each committee.

**VI. REPORT OF COMMITTEES (STANDING)**

1. **Staff Recognition** – reported by Rose Foster.

The committee accomplished their goal of revamping the President’s Award letter to reflect the vision of President Hundert. They also achieved the goal of increasing the total reward. Future goals include recognition of 5-year employees and continuation of donation boxes/school supplies to support Cleveland Public Schools.

See page 5 (Committee Reports) for additional information.

*Meetings are held on the second Tuesday of the month.*

2. **Fringe Benefits** - reported by Kathleen Blazar.

The committee accomplished the vision plan, evaluating outstanding resolutions with Human Resources, etc. Future goals include revisiting the retirement plan and tuition portability. See page 5 (Committee Reports) for additional information.

*Next Meeting are held on the second Monday of the month in ADL 352.*

3. **Staff Training and Development** – reported by Kathleen O’Linn.

The committee accomplished offering Video on Wheels Program on a monthly basis, 4 Campus Tours involving new SAC Reps. See page 4 (Committee Reports) for additional information.

*Meetings are held on the third Wednesday of the month in Adelbert Rm 1.*

4. **Community Service** – reported by Robin Kramer.

The committee accomplished the cookbook fundraiser and the basket raffle.

See page 6 (Committee Reports) for additional information.

*Meetings are held on the second Tuesday of the month.*

5. **Elections** – reported by Robin Kramer.

The committee is currently in the middle of the General Council Elections. We had a huge success of 92 voters at that Party on the Quad in July. The upcoming SAC Orientation Breakfast will be held on September the 16<sup>th</sup>. Committee Chairs are expected to come and present their committees information at the “roundtables”.

Future goals include and online voting system. See page 7 (Committee Reports) for additional information.

*Meetings are held on the second Tuesday of the month.*

6. **Staff Policy** – reported by Robin Kramer.

Paul Schneider resigned from Council. This committee is currently evaluating new policies to address the campus layoffs. See page 7 (Committee Reports) for additional information.

*Meetings are held on the last Wednesday of the month.*

7. **Communications** – reported by Carol Dietz.

This committee accomplished an online SAC Newsletter, updated their website to be compliant, updated saccom, etc. [See page 4 \(Committee Reports\) for additional information.](#)

*Meetings are held on the second Tuesday of the month in Adelbert 353.*

**VII. Liaisons to University Committees**

1. Budget – reported by Patsy Harris. Nothing to report.
2. Fringe Benefits – reported by Kathryn Howard. Campus No-Smoking Policy and improved vision plan is in place, as well as improved tuition exchange program (tuition portability) were discussed.
3. Minority Affairs – Marina Corleto – no report.
4. Parking – Shirley Mele – no report.
5. Security – Shirley Mele – no report.
6. Center For Women – Carleen Henderson – no report.

**V. Old Business**

- A. General Election Process. We have begun collecting election ballots at the Party on the Quad and at the booths. The ballots are being kept in a sealed box until after the last booth. At this time, the tallies will be taken and we will notify elected members shortly thereafter.
- B. Committee Meeting Schedules. Please set up your schedules and email your information to Rick Kramer to update the website.

**VI. New Business**

- A. Smoke Free Campus. There is a policy in the works to become a smoke-free campus, tentative for November the 17<sup>th</sup>.
- B. Staff Reorganization Policies. The Staff Policy Committee will revisit the “reorganization” processes on campus, i.e. Corporate and Foundation Relations, ITS, Information Services and AP Purchasing.

**VII. Public Speakers**

**VII. Adjournment**

Council Meeting adjourned at 11:28am.

Respectfully Submitted,  
Tawanna Armstrong, Secretary

# Reports of Committees

## SAC Staff Training and Development Committee Committee Report July, 2005

The committee chairs, Kathleen Dowdell and Kathy O'Linn met with Anthony Kinslow, Fatima Karriem and Frank Lenoir this week to discuss the goals of the Staff Training and Development Committee and the direction we would like to move in the coming year.

The Video on Wheels program will be replaced by Departmental Learning Sessions that will be facilitated by members of our committee. .

With changes made in HR, Fatima has agreed to be the ex-officio member of this committee. We plan to work with Fatima in marketing these learning sessions that will be available for departments on campus to request beginning this Fall.

The committee presented a plan to incorporate Campus Tours with Orientation of New Staff Employees. This will be considered and reviewed by HR.

The August meeting of the Staff Training and Development Committee has been cancelled.

The next meeting of the committee will be held on Wednesday, September 21st at Noon in Adelbert Room 1.

## SAC Communications Committee Committee Report July, 2005

### Annual Report 2004-05

- I. The staff members who served during the past year were Carol Dietz (Chair), Rosalyn Foster, Deidre Gruning, Janet Hlavna, Judy Jones, Al Pollack, Paul Schneider and Jason Weiner.
- II. Accomplishments
  - A. Compiled the updated constituent e-mail lists and distributed them to new and returning SAC representatives. Instructions for effective list usage, and personal assistance were also provided.
  - B. The entire SAC web page was updated by Rick Kramer to reflect the new university branding guidelines as well as current membership and committee information. The website is continually updated with relevant information.
  - C. Worked with SAC and management center reps to distribute and post SAC information in areas where constituents do not have regular access to the university email system.
  - D. The constituent e-mail lists were updated during the year.
  - E. Worked with SAC committees to update committee posters for display at the HR Benefits fair.
  - F. Updated saccom guidelines and distributed this information to the SAC reps.
  - G. Reinstated the compilation of SAC committee monthly reports and distribution through the SAC Electronic Newsletter
- III. Goals for 2005-06
  - A. A full, annual update and distribution of the constituent e-mail lists, including removal of names that are no longer CASE employees. We will continue to encourage and work with all representatives to initiate and maintain the effective use of their lists.

- B. Continue to work with management center representatives in protective and housekeeping services to improve methods of communicating with constituents who are not regular users of the CASE e-mail system.
- C. Develop and implement a procedure for forwarding constituent emails for SAC reps away from campus or on leaves of absence.
- D. Develop and implement a procedure for the timely update of constituent lists with more frequent updates from HR.

**NOTE:** Meetings for the next fiscal year are scheduled for the second Tuesday of each month at noon in 516 Nord Hall. Check the [Communications page](#) for actual dates.

## **SAC Staff Recognitions Committee Committee Report July, 2005**

### **Annual Report 2004-05**

#### Accomplishments:

We have successfully completed another year with the leadership of Patsy Harris and Rosalyn Foster. The committee's primary responsibility this year was to revamp the President's Award for Staff Excellence. Patsy Harris was instrumental in this endeavor by approaching President Hundert and discussing the necessity to have the President's Award for Staff Excellence Letter updated to reflect the new vision for Case. The Staff Recognition Committee was also successful in increasing the President's Award for Staff Excellence from \$500.00 to \$1000.00.

The committee was also involved in the nomination process for the President's Award, and recommended to the President a slate of qualified candidates. Three well-deserving people won awards this year.

- Patsy Harris, Graduate Admission Coordinator, Materials Science and Engineering

- Robin G. Kramer, Assistant to Grants Manager, Controller's Office

- Virginia Morrison, Specialist, Epidemiology & Biostatistics

The committee assisted Human Resources in planning "CASE Quad Picnic." Faculty, staff and students enjoyed various activities including line dancing, hula-hooping, and limbo. We were able to receive approval from Human Resources to have the Picnic extended from 3:00 to 6:00. Rosalyn Foster was able to procure the majority of the prizes awarded to various picnic attendees including a \$50.00 gift certificate to Dick's Sporting Goods, \$50.00 in gift certificates to Uptowne Grill, and a cruise for 2 on the Nautica Queen.

#### Goals:

Continue to seek out new ways of acknowledging the many contributions of the University staff.

## **SAC Fringe Benefits Committee Committee Report July, 2005**

**Attendees:** Kathleen Blazar, Carol, Dietz, Paula Embury, Lynne Ford, Sandy Fox, Kathryn Howard, Barb Juknialis

The July 2005 meeting of the Staff Advisory Council's Fringe Benefits Committee was called to order at Noon.

Attendance was recorded.

The minutes of the previous meeting were approved.

The first item of business was the discussion and selection of a new meeting day and time. The future meetings of the Fringe Benefits Committee will be the third Tuesday of the month from 11:30 A.M. – 1:00 P.M. The dates will be presented to the event coordinator in Adelbert who hopefully will reserve a room on these days at this time.

The discussion continued by revisiting education benefits. The Tuition Exchange Program will again be investigated because of the new notion of Tuition Portability. Paula Embury will continue this investigation.

Kathryn Howard will continue to pursue information about Emeriti Retirement Health Solutions, a savings plan for health insurance expenses in retirement.

There was mention of the availability of a second dental plan offered by the student clinics of Case's School of Dental Medicine. There were no particulars discussed.

There was a lively discussion of Case's new VSP eyecare plan and the general lack of quality and understanding of the benefit. The Fringe Benefits Committee wants to pursue an exploration of the staff's feelings about the plan. Further, it is hoped that by so doing, there is time for the university to present a better version of an eyecare plan before the next Benelect Enrollment period. Kathy Blazar will look into this.

Barb Juknialis offered to contact HR about other options for the reimbursement spending accounts. One of these is Evolution Benefits, a debit card.

Kathryn Howard will extend an invitation to Carolyn Gregory to present the findings of the university's fringe benefits survey at a future meeting of the SAC Fringe Benefits Committee.

There was a motion to adjourn the meeting. It was seconded and approved. The meeting was adjourned.

The next monthly meeting will be on the third Tuesday of August 16, 2005, from 11:30 A.M. – 1:00 P.M., room to be determined.

## **SAC Community Service Committee Committee Report July, 2005**

1. Checks for proceeds from the 'Taste of Case' cookbook project have been distributed to our community partner schools, Joseph F. Landis Elementary and Mary M. Bethune Elementary. Each school received a check in the amount of \$682.57. The funds will be used for school supplies for the children and classroom aids for the teachers. The committee is very proud to have contributed to such a worthwhile cause.
2. SAC Community Service Committee co-chairs, Michelle Saafir and Shelli Snyder were recently interviewed by Case Marketing and Publications about the cookbook fundraiser. An article is planned to be featured on the Case web site.
3. The committee's next project is the Basket Raffle which will be held in conjunction with the HR Benefits Fair. The committee has decided that this year's recipient of the proceeds will be Westside Ecumenical, a community based organization that serves low-income families on Cleveland's westside. More information about the basket raffle will be announced soon. Volunteers will be needed!
4. Our next meeting will be held on September 13<sup>th</sup> at the BRB (outside the cafeteria area) at noon.

**SAC Staff Policy Committee  
Committee Report  
July, 2005**

No report available.

**SAC Elections Committee  
Committee Report  
July, 2005**

No report available.