



General Council Meeting Minutes

August 10, 2006

Toepfer Room

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1 Call to Order

The council meeting was called to order by Chair Judith Olson-Fallon at 10:31a.m.

2 Members in Attendance

Alexander	, Susan
Baechle	, Dan
Blazar	, Kathleen
Bondra	, Thomas
Boyarko	, Ginnette
Cartier	, Kevin
Cole	, Richard
Conger	, Helen
Denaro	, Gretchen
Dietz	, Carol
Dowdell	, Kathleen
Eastwood	, Gregory
Edmonson	, J.
Emerson-Grigger	, Theresa
Gregory	, C.
Harris	, P.
Howard	, Kathryn
Kinslow	, Tony
Kramer	, Robin
Llewellyn	, Joan
Lozada	, Barbara
Matthews	, Eugene
O'Linn	, Kathy
Olson-Fallon	, Judith
Sadid	, Hossein
Weiner	, Jason
Young	, Karen

3 Approval of Minutes for April Meeting and Budget Report

The minutes from the June 8 meeting were reviewed and approved.

Budget report per R. Kramer. Explanation of deficit. Rollover of \$400 balance okay'd by Hossein, leaving \$4,429.00 for Kath Howard to start. Question per K. Dowdell: prizes & awards? Disposition of leftover framed certificates, t-shirts, briefcases, etc.

4 Announcements

1. J. Olson-Fallon announced that Jason Weiner is leaving CWRU. Acknowledgment of great job in the past and will be missed.
2. J. Olson-Fallon: Regarding SAC request to presidential search. Invited to participate in a forum and requested that reps provided feedback to committee/forum for decision making.
3. L. James: Regarding *Community Day*. SAC members asked to staff the table, solicit participation, and generally provide help to the effort.
4. Question per J. Olson-Fallon regarding blankets for children. L. James: Various agencies involved. 4 on-campus projects (food drive, get-well cards, totes, blankets & bears, etc.) Q: is this something that SAC would like to be involved with? Need volunteers to assist with events (eg., ambassadors, greeters, “command center”, shuttling people).
5. Question per R. Kramer: Regarding past work with community homes, etc. Is this part of the same effort? L. James: Yes. Provide to 8 homes identified, and currently assessing what needs to be done.
6. Per J. Olson-Fallon: Blankets are a new “craft” thing that people can assemble. Opportunity to volunteer for portion of the afternoon. How shall SAC proceed? List of opportunities per L. James, and SAC will respond with volunteers.

Per T. Kinslow:

Juvenile Diabetes Research walk. Request for volunteers, with kickoff for walk on Monday at 9:00a.m. JDR Foundation reps to speak. Students groups to walk .. goals .. all volunteer. JDRF has goal & mission of curing this type I disease (onset in children) goal is \$1.2 million. Event on Sat Sep 16 at 8:00a.m. at Cleveland Zoo.

Per G. Eastwood:

Four themes worth repeating: (1) Justification/statement of purpose, (2) openness & communication, (3) diversity & tolerance, (4) provision/establishment of opportunity under which leadership and career opportunities lie. Acknowledgment of obligations to ourselves, to our region & state, to our nation and to the world (uses flags & globe as props).

Mission. Personal declaration of purpose (i.e, mission) : *to improve the lives of people*, through edu, research, service. Would like to hear other people’s idea of why we are here. Need coherent notion of our purpose.

Openness. Per conversation with J. Wagner: “*At Emory U. we practice open communication and structured action. Anyone can talk with anyone else, but when action is taken, we respect the lines of authority. People charged with certain authorities should not be undermined.*”

Diversity & tolerance. Personal view on tolerance (read from prepared copy).

Opportunity. Everyone who works here can see a future and advance toward it. The prevalent educational environment affords tremendous facilities for personal and professional development. Among the guidelines for succession planning, the corporate model is instructive. Promote from within, bring people up with additional responsibilities. Is this threatening to persons at the top? Paradox: *If I attract good people around me, it makes me look good, rather than poses a threat.* Would like to promote a cultural ethic of recognizing good people and promoting them.

Anyone can be a leader, as titles are not required. Leadership comes from within, and it is important to explore the opportunities for leadership from everyone at CWRU.

Ability to listen: Listening is not a passive activity. Reference to opening chapter of “Primary Colors” wherein the author describes the candidate walking & talking. “Candidate was listening faster than other could speak”. Another type of listening: “ear to the rail”. Information comes in all the time, and a good listener can be receptive to new and relevant information.

J. Olson-Fallon: Pres. Eastwood has agreed to open forums. Also H. Sadid has agreed to provide budget reports on a regular basis.

Per H. Sadid:

Thanks for the opportunity to present and discuss budget issues. Lots of attention to managing the expense side of the university. Attention to top lines of activity: development, research, revenue sources. Year end results not avail until Aug 21. But preliminary results: cautiously optimistic. \$47 million spent. Possible to set aside funds for unknown obligations in '07. Thanks to tremendous support from staff in making possible difficult cost reductions. Preliminary indications: challenges in engineering and medical schools. More critical to pay closer attention to school of engineering due to changes in leadership at that school. But good signs on development side with prospects for cultivating good relationships locally, regionally, nationally.

Formed university budget committee. Two SAC individuals to serve. Key themes: openness and transparency. Should be proud of the rating agency’s assessment. Good for debt side of balance sheet. Attributed to effort of staff to manage resources. Members invited to look at budget office web site, and submit questions. Forums by J. Anderson and H. Sadid.

Question per C. Dietz: How long will the restrained budget mode last? A: Plan is to bring parity by fiscal year '08. This year will have 10.5 million deficit. If things go as planned, then the worst may well be behind us. But revenue side must continue to bear fruit. Faculty leaving the university is an issue. Grants & research needed to bring in research dollars. Hope to achieve financial stability in FY '08

Question per K. Blazar: Is there a Plan B? A: Yes, we have plans & models going into 2015. Need to stay the course. Support the institution, but the current trend is good.

Question per R. Kramer: Freshman start early this year. How is that going? A: Very well, and we have improved the discount level (i.e., less financial aid provided).

5 Discussion of Issues by the Representatives

None

6 Report of Standing Committees

6.1 Staff Recognition

Susan Alexander, Patsy Harris.

N/A¹

6.2 Fringe Benefits

Kathleen Blazar, Denise Douglas, Kathryn Howard

The Staff Advisory Council Fringe Benefits Committee meeting was held Thursday, September 21, 2006, in room R244 of the Health Center Library. In attendance were Dan Baechle, Kathleen Blazar, Laila Boesinger, Kathryn Howard, Barbara Lozada, Nick Malobabic, Rosanna Masley and Elizabeth Shaver.

Anthem and United Healthcare are the finalists for the QualChoice replacement.

As room R244 of the Health Center Library is a TEC II room, Kathryn Howard demonstrated SurveyMonkey (SurveyMonkey.com) for the FB members. SurveyMonkey uses a web interface to create surveys. There are different types of questions available - single choice, multiple choice, rating scales, drop-down menus, and more. The service is reasonably priced. The fringe benefits survey can be designed as we wish it to be. Results remain on the web as opposed to someone's email account.

The discussion covered various aspects of what should be included in the survey, whether HR would want to add any questions, whether all employees should be included or just staff, whether responses should be anonymous and the time frame. It is anticipated that the survey would be completed by October.

Some of the big issues were:

- Access to education
- Dentemax
- Vision plan
- Include NA as a response
- What do we do with people over 65 who are still employed?
- Retiree health
- Monthly charge for a debit card for spending accounts
- Rank the benefits External insurance (from a spouse)

¹N/A: Committee report not available at time of minutes preparation/distribution.

- Are you willing to pay a bit more for a quality product?

The committee developed a list of sections which need questions:

1. Demographics - Identify what people have
2. Overall satisfaction with the Fringe Benefits Package
3. Health and Welfare
4. Tuition/Education
5. Retirement
6. Spending accounts
7. Days off – sick or vacation – and Leaves
8. Benefits wish list
9. Comments/Suggestions
10. Overall comments

As the meeting time was drawing to a close, it was decided that there will be a special meeting next Thursday – same time and place.

In the meantime, EVERYONE should prepare questions appropriate for one of the sections and submit them to Kathleen Blazar at kathleen.blazar@case.edu (or kcb2@case.edu). [In an effort to make this easier, the sections are also listed in a separate word doc entitled Fringe Benefits Survey ? also attached to the email.]

The meeting adjourned. The next meeting of the Fringe Benefits Committee will be on Thursday, September 28, 2006, from noon to 1:00 P.M. in room R244 of the Health Center Library.

6.3 Staff Training and Development

Kathleen Dowdell, Kathy O’Linn

Note per KCC: The following is the committee’s annual report, which was omitted from the previous distribution of the SAC General Council minutes.

The Training and Development Committee continued to hold quarterly campus tours this past year. The part-bus, part-walking tour of the campus and surrounding areas for new employees offers detailed information about areas pertinent to the work environment as well as places to eat and visit. Tours are facilitated by committee members and a representative from University Circle, Incorporated.

The Training and Development Committee, as well as volunteers from other committees of SAC, continue to play an active role in representing SAC at the Human Resources Orientation Sessions held each week

for new employees of the university. In this role, members greet and welcome employees first hand and encourage them to join SAC. Examples of committee activities are highlighted. The Employee Resource Partnering Program continues to partner with new employees by providing a ?SAC Pack? that contains helpful information as they transition into their new jobs.

The Training and Development Committee is launching a web site to promote the Department Learning Sessions. These personal and professional development sessions will be available in both individual and group work-shops based on the needs of the departments. They will be presented and facilitated by committee members. The current list of resources has been reviewed and categorized according to specific topics. The web site will be available in September and will be linked from the Staff Advisory Council web site.

The Training and Development Committee meets on the third Wednesday of each month at noon in Adelbert Room 1. More information can be found at www.cwru.edu/president/sac/committees/staffdev.html.

Current members are:

Laila Boesinger Bridget Chapman Denise Douglas Kathleen Dowdell, Co-chair James Edmonson Carolyn Gerich Fatima Karriem Kathleen O'Linn, Co-chair Robin Thompson.

6.4 Community Service

Michelle Saafir, Shelli Synder

N/A

6.5 Elections

Janet Hlavna

N/A

6.6 Staff Policy

Charles Knox, Jason Weiner

N/A

6.7 Communications

Carol Dietz.

N/A

7 Report of University Liaison Committees

7.1 Budget

Patsy Harris. No report.

7.2 Fringe Benefits

Kathryn Howard.

N/A

7.3 Minority Affairs/Presidential Task Force

Marina Corleto, Kathryn Howard.

N/A

7.4 Parking/Security

Shirley Mele.

N/A

7.5 Center For Women

Ginnette Boyarko

N/A

7.6 Energy Advisory Committee

Carol Dietz, Kathryn Howard

N/A

8 Old Business

1. Software to do surveys. SAC may use software available at the library to conduct online surveys of university staff.
2. Tutoring programs. Tuesdays & Thursdays at the MLK branch library. Announced in early September. Thanks to H. Sadid for \$1,000 donation to the program.

9 New Business

1. Per K. Howard: SAC vice-chair vacancy. Nominations extended to 14 August. Also need to fill 12 SAC rep vacancies in School of Medicine.
2. Election by electronic ballot to be completed by 31 Sep 06.
3. New rep welcome brunch planned for Thwing Spartan Room
4. JDRF: Opportunity for people to participate during lunch hour. Need staff for tables at lunchtime.
5. Per J. Olson-Fallon: How can SAC help enhance the relationship between faculty and staff?
 - (a) Possibility of regular meetings between faculty & staff representatives?
 - (b) Awards program to acknowledge partnership between faculty & staff?
6. Per T. Kinslow: Request to be kept informed on the use and effectiveness of the survey software.

10 Adjournment

The meeting was adjourned at 11:53a.m.