



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

August 29, 2011
10:00 a.m. to 11:30 a.m.
Toepfer Room, Adelbert Hall

Meeting called to order at 10:06a.m by Christian Swol.

Members in Attendance

Kathleen Ballou
Sally Berri
Sharon Callahan
Dominic Dorazio
Kathleen Dowdell
Karen Dunn
Stacy Fening
Michael Gilkey

Kathleen Hanning
Barbara Juknialis
Meagan Kittrick
Robin Kramer
Allmarie Munroe
Kathy O'Linn
Brian Omabegho
Jim Price

Margaret Roudebush
JC Scharf-Deering
Shannon Swiatkowski
Christian Swol

Approval of Minutes and Budget Report

Minutes approved from June's meeting. Current budget: \$4,580.34.

Upcoming fiscal year: purchasing survey software.

Announcements from HR

Marsha Beasely

Thank you, on behalf of HR, to everyone for supporting the Party on the Quad.

Announcements from Chair

Announcement of Vice Chair, Shannon Swiatkowski

Dates for General Council Meetings are scheduled for this upcoming year and to be posted on the SAC website.

Reports of Standing Committees

Communications

Michael Gilkey

Committee has not met in a while. Nicola is taking a new position and will resign from Vice Chair. Michael offered training for website updates and seeking a Vice Chair. Calendar is up and running for Google, all Committee Calendars. Exploring the option of creating a newsletter to display minutes from meetings. AdobeConnect transcripts and url will enable staff to remote-connect; voting, hand raising, archives for General Council meetings.

Next committee meeting should be scheduled in the next 2 weeks.



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

Community Service

Sally Berri and Maragret Roudebush

Case for Community Day has a separate link for staff to sign up for events, which are not posted on the CWRU website; an e-mail will be sent to SACCOM too. MedWish can have up to 50 volunteers; e-mail from last Tuesday resulted in 6 people signed up (tee-shirt and lunch are included). Back to School Supply Drive, annual, September 16th collection and drop off area. Asking for representatives of each school (elected) to volunteer to collect supplies on behalf of their area. Michael R White and Mary Bethune schools to receive donations. Ask Latisha James to send out e-mail and SACCOM – revisiting e-mail to staff; Christian will be following up with Latisha. Raffle included; seeking prizes and donations from the committee – contact Bonnie Kopes. Today is a RedCross Blood Drive.

Elections

Robin Kramer and Jim Price

July 8th meeting, Michael Pain will serve as Secretary of the committee. 27 new SAC Representatives will participate in the September 15th SAC Orientation. Letters from President Barbara Synder will be coordinated soon. On July 29th, the election was publicized online and at the Party on the Quad.

Election closed at 5:00p on August 15th. Potential list was sent to HR; waiting for HR to verify standings (delay due to HR imaging process and records are offsite). Announcements will only be made after HR has verified everyone. Spreadsheet for newly elected representatives to include supervisor information to send letters. Overall, voting was down this year.

“Filer Survey” will not be available next spring and exploring alternative options.

JC Scharf-Deering accepted a new position in another category, resulting in a open position at the School of Medicine representative will be filled shortly.

Fringe Benefits

Barbara Juknialis

Committee did not meet in June or July. August meeting was not well attended. Waiting for update on proposed increase tuition reimbursement from HR. Distributing bicycle survey this fall to employees.

Next meeting is: September 20th



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

Staff Policy

JC Scharf-Deering

JC Scharf-Deering accepted a new position in another category, resulting in the Co-Chair position to be vacant.

Met in July and August; meetings were not well attended. Moving forward with reviewing policies and review cycle; if you can't attend the meeting you can contribute to the policy review by e-mail.

Next meeting: September 21st

Staff Recognition

Robin Kramer

Committee met in June. Planning to meet in late January, early February. Party on the Quad was successful; received donations and prizes through the committee. First zero waste event!

Meeting location has changed from Tomilson to Sears Nord Conference (room 670) each Thursday of each month. Next meeting will be listed on the website/Google Calendar.

Staff Training and Development

Kathleen Dowdell and Kathleen O'Linn

Steps for Staff was held on July 29th in the Veale Gym due to the weather. Green water bottles were purchased from SAC funds to those who walked or made a donation. Additional water bottles will be brought to future meetings and can be purchased for \$5.00/each; proceeds go to the SEEF Fund. Thank you to Theresa Grigger and the committee for coordinating this event.

Next meeting: September 21st

Reports of Ad Hoc Committees and Liaisons to University Committees

Climate and Work Environment

Kathleen Dowdell

Committee met in July and welcomed Stephanie Corbett and 2 new committee members. Volunteers at the Party on the Quad manned the trash/recycle bins to ensure zero waste!

Stephanie discussed new priorities, including: need for communication, marketing strategies to share more information universally, and to begin a Recycling Committee. University is in the process of hiring a Recycling Manager to assist with these priorities.

Next meeting: September 7th



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

Fringe Benefits

Kathryn Howard and Barbara Juknialis

Committee met in June and July. Vanguard update: investment fund consolidation was initiated at the end of the trading day on May 24, 2011 and was successfully completed in time for the open of trading on May 25, 2011.

Ongoing health insurance review, presentation was given at the meeting for upcoming changes. Major changes are away from first dollar coverage – going to a deductible and co-insurance model. Total compensation letter will be included with open enrollment materials. November 7-3th is Benelect; Open Enrollment in the Thwing ballroom; open year for dental and vision. Benefits fair will be held on November 8th and 9th.

August meeting cancelled due to representative schedules. Next meeting in September

Faculty Senate

Christian Swol wasn't able to attend the whole meeting and did report any new updates. Next meeting schedule September 28th

Inclusion, Diversity and Equal Opportunity

Did not have meeting, reported by Robin Kramer (Richard had a conflicting meeting)

Climate Action Plan

Kathleen Dowdell
No update was given.

Parking

No updates given. New parking tags were not issued in July (previously heard that was happening this July 2011).

Old Business

Sally Berri asked to have names of Google calendar to be e-mailed out to all SAC members.

New Business

Announcement: Share the Vision Committee will host an event to remember September 11th events. Friday, the 9th on the KSL Oval, color guard, musicians – SAC will provide \$75.00 for refreshments following event. Event begins at 12:00p.

Adjournment

10:47a.m.