



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

August 10, 2012
10:00 a.m. to 11:30 a.m.
Toepfer Room, Adelbert Hall

Meeting called to order at 10:06 a.m. by Shannon Swiatkowski.

Members in Attendance

Kathleen Dowdell
Carolyn Gerich
Michael Gilkey
Theresa Grigger
Barbara Juknialis
Meagan Kittrick

Lisa Kouns
Robin Kramer
Tony Kramer
Jennifer Loudiana
Eugene Matthews
Kathy O'Linn

Brinn Omabegho
JC Scharf-Deering
Angela Sloan
Shannon Swiatkowski

Approval of Minutes and Budget Report

Approval for June's minutes motioned. Ended 2011-2012 with \$26.61 after donation to SEEF, purchase of marketing materials and newsletter copies to provide to staff at Party On the Quad. Beginning the next year \$4,677.05 (2% increase from last year).

Announcements from HR

Over 750 people attend Party on the Quad with a special acknowledgement of appreciation to the Recognition Committee and SAC.

New Business

Speaker discussion for upcoming General Council meetings to include Jamie Ryan to discuss HR Benefits – Healthcare Plans and Stephanie Corbett and Erin Koller – Sustainability.

Announcements from Chair / Presentation from Students

Reports of Standing Committees

Communications

Michael Gilkey

Newsletter for Q3 is being drafted and Staff Policy is the committee to be highlighted, JC Scharf-Dening to be the committee member highlighted. Writing will begin this month with the final newsletter to be sent to SAC members in September 2012.

Web updates include minor areas on the Home page and General Council showing up in a header toolbar, website space for the ad hoc committees to go live. Continue to send web updates to Mike and/or request access from Mike, to include training.



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Highly regarded compliments to the new marketing banners that were exhibited at Party on the Quad.

The committee will not meet in July but are working to schedule the next meeting – check the Google Calendar for future scheduled meetings.

Community Service

Theresa Grigger, Interim Chair

The committee has met twice since the last Council Meeting. Members are working on collecting items for the Back to School Drive. An announcement was made that SAC members can request boxes to host at their respected school for donations. Next, the committee will begin working on the basket raffle.

Next meeting: Tuesday, August 21, 2012 at 1:00p, Thwing

Elections

Robin Kramer

The committee discussed current status for nominations so far. The School of Medicine exempt (currently elected have been re-nominated). Five schools were targeted for SAC at the Party on the Quad to increase awareness about SAC and open elections. Biosketches, for nominated staff for SAC participation, deadline was extended to Thursday, July 12, 2012. After elections, orientation for new SAC members will begin.

SAC Orientation Breakfast is scheduled for Tuesday, September 11, 2012 at 8:45 a.m., Thwing 1914 Lounge. Each Committee Chair or Co-Chair to present 3-5 minute description of their committee to solicit membership from newly elected representatives.

Fringe Benefits

Barb Juknialis

The Tuition Exchange:

Chris Ash, VP for University Planning, attended the June meeting to provide an overview of the higher administration's view of the potential for joining the Tuition Exchange. Chris shared some benchmarking data comparing CWRU's tuition policy with some other "peer" institutions, including Vanderbilt, Washington University in St. Louis, Carnegie Mellon, Cornell, and Northwestern. It was noted that in some ways, CWRU's policy is generous in comparison to these schools in that employees are able to access the potential benefit early in their employment. The current tuition policy is vastly more restrictive than that of the other institutions in that it is only applicable if the child attends CWRU. Chris indicated that some barriers may



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include costs, administrative burden, and whether membership in The Tuition Exchange is consistent with the University's desired branding and reputation. It was decided that the Executive Director of The Tuition Exchange would be invited to speak on campus to a group that should ideally include, among others, Lynn Singer, Carolyn Gregory, Jamie Ryan, Pat Kost, and Chris Ash.

At the July meeting, Sean McDonnell suggested that perhaps this group could enlist the services of an actuary to review costs associated with the implementation of the program. Sean will contact Mr. Schorb to get some dates in September or October that he could be available to come to campus for a presentation. Once dates are identified, the group will try to work with the assistants or secretaries of the individuals identified to choose a day when most of the people can make it. It is important to let Mr. Schorb know that it is likely that a second meeting will be necessary, as it is unlikely that all the decision makers will be able to attend one meeting.

Retiree E-Mail Accounts:

After discussion with Tom Siu and vetting with HR, we are resubmitting the retiree e-mail resolution passed by Council in 2010. In order to allay concerns about account maintenance and security, the retirees will be provided with instructions for setting up a permanent e-mail alias to forward their Case e-mail to a different account. Anyone sending a message to the retiree will use the Case e-mail address. The forwarding will occur "behind the scenes," thus preserving the appearance of a Case address with none of the associated concerns.

Next meeting: Tuesday, August 21, 2012 at 12:00 p.m., Adelbert M2.

Staff Policy

JC Scharf-Deering

The committee has met twice since the last General Council meeting. Members are continuing with routine reviews of existing staff policies and collaborating with the Fringe Benefits Committee to harmonize on overlapping areas. Currently, the committee is reviewing new policies relating to "Texting and Driving" and "Social Media".

Next meeting: Thursday, August 16, 2012 at 4:00 p.m., Sears 563

Staff Recognition

Robin Kramer

Lori Seabon, HR Liason to the committee, has left the University.

Kathy Wilson has completed the task of having the engravings installed on the plaque for the President Award winners in Adelbert Hall foyer.



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Party on the Quad updates include: SAC Table volunteers, SAC Recognition Committee and HR members have secured 60% more prize donations than in the previous years (90+), volunteer position are scheduled. A special note of recognition to this team for a job well done, general feedback from attendees was positive, attendees had fun and were happy to see so many people winning prizes!

Next meeting: Thursday, August 16, 2012 at 12:00 p.m., Sears 670.

Staff Training and Development

Kathy O'Linn

The committee has met twice since the last General Council meeting. The team is focusing on Steps 4 Staff – NEW WALK DATE: Friday, September 21, 2012 (the previously scheduled date was too close in time with Case for Community Day).

The committee is reviewing the guidelines for the Eastwood-Inamori Staff Educational Scholarship (SES).

Next meeting: Wednesday, August 15, 2012 at 1:00 p.m., Adelbert M3.
August 15th at 1:00p

Reports of Ad Hoc Committees and Liaisons to University Committees

Sustainability Initiatives

Kathy Dowdell

Announcement that “Climate and Work Environment” Ad Hoc Committee is no longer a formal committee and the name has changed to “Sustainability Initiatives”. Kathy will attend various on-campus sustainability sessions and convey information to SAC relating to sustainability initiatives.

David Suzuki, PhD. Will be honored on Thursday, September 6, 2012 at the Inamori Ethics Prize Ceremony, Recipient Lecture and Academic Symposium – presented by the Inamori International Center for Ethics and Excellence.

Fringe Benefits

Barb Juknialis

It was announced that Benelect Open Enrollment will be from 11/12-11/30/2012. The Benefits Fair will be held on November 13th and 14th. This will be a closed year for Vision and Dental coverage. There are no anticipated major changes to the medical plans.



CASE WESTERN RESERVE
UNIVERSITY EST. 1826

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The University has contracted with the University of Michigan Health Research Management Center to conduct the Health Risk Assessments of Case employees. Elizabeth Click, a School of Nursing faculty member, has been appointed as Medical Director for the Health and Wellness Initiative.

Anthem PPO enrollees can request that their outpatient laboratory tests be performed at LabCorp or Quest Diagnostics facilities. Work done at those facilities will have no deductible or co-insurance charges. The locations of these facilities can be found on the HR Benefits website.

Next meeting: Wednesday, August 8, 2012.

Faculty Senate

Shannon Swiatkowski

The next Faculty Senate meeting is scheduled for Monday, September 24, 2012. Shannon will provide updates at the next General Council Meeting.

Inclusion, Diversity and Equal Opportunity

Robin Kramer on behalf of Rick Kramer

The Diversity Strategic Action Plan (DSAP) is now available online and can be downloaded. DSAP has been endorsed by University Faculty, the Board of Trustee, and the Diversity Leadership Council.

Parking

Mike Gilkey

No update. The committee meets once per year.

Old Business

None reported.

New Business

None reported.

Adjournment

10: 40 a.m.

CWRU - Staff Advisory Council