



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Friday, June 12, 2015

10:00 AM – 11:30 AM

Toepfer Room, Adelbert Hall

The meeting was called to order at 10:01am by Barbara Juknialis.

IN ATTENDANCE:

Nanthawan Avishai	Laura Huffman	Karen Romoser
Sharon Burke	Barbara Juknialis	Jamie Ryan (HR)
Kelly Campbell	Colleen Karlo	Morley Schwebel
Andrew Cruse	Libby Keefer (Sr. VP	Amy Sheldon (HR)
Kathleen Dowdell	Administration)	Bob Slovenec
Mary Delgado	Cheryl King	Lyn Spellman
Christin Farmer	Linda LaPinta	Yolonda Stiggers
(UCI/GCL program)	James Nauer	Shannon Swiatkowski
Brian Foss	Karyn Newton	Patty Urbon
Sarah Frischmann	Kathleen O'Linn	Bonnie West
Carolyn Gregory (HR)	Christine Olson	Michael Yeager
Jennifer Hawkins	Martha Payne	
Suzanne Healy	Bonnie Richley (HR)	

EXCUSED: Heidi McKee

I. **Approval of Minutes from April 17, 2015 Meeting and Budget Report**

- a. Minutes approved
- b. Budget report
 - i. Balance as of 5/31/15: \$2556.45
 - ii. Budgeted expenses (approximate amounts)
 1. \$1250 has been given to the SEEF account
 2. \$550 budgeted to new SAC Padfolios
 3. \$200 budgeted to POTQ prizes
 4. \$60 for beverages for 6/12/15 General Council meeting
 5. \$150 for printing the June 2015 newsletter
 6. \$250 for the Robin G. Kramer Volunteer award

II. **Announcements from HR**

- a. None

III. Announcements from Chair and Vice Chair

- a. There is a L.E.A.D. Certificate Program for Supervisors information session on July 9th at 12:00pm in the Toepfer Room in Adelbert Hall. Visit the HR Organizational Development & Learning website for more information:
<http://www.case.edu/finadmin/humres/training/lead.html>
- b. Elizabeth Click has notified the Council that the campus Tobacco-Free policy was updated to prohibit the use of e-cigarettes inside campus buildings.
- c. Two SAC members received the President's Award for Distinguished Service: Tracy Wilson-Holden and Shannon Swiatkowski
- d. Kathleen Dowdell was awarded the Robin G. Kramer Staff Volunteer award.
- e. In 2016, the Robin G. Kramer Volunteer award terms will change and be open to all university staff, not just SAC members.

IV. Presentations

- a. **Elizabeth (Libby) Keefer: Senior VP for Administration**
 - i. Libby introduced herself to the Council and invited staff to contact her anytime with questions, concerns, or comments. Libby follows in the footsteps of John Wheeler and admitted she has big shoes to fill! The Council welcomed Libby to her new position.
- b. **James Ryan, Senior Director, HR: Staff Retirement Program Update**
 - i. Jamie updated the Council on changes to the university retirement program that will apply to future employees—specifically, those hired on or after July 1 of this year. All current Case Western Reserve employees—faculty and staff—will continue to have the same retirement options they use today, and are not affected by this transition.
 - ii. As of July 1, newly hired staff who are not executives or senior staff will participate in a retirement plan known as a 403(b) account. Under this model, employees may choose how to allocate retirement savings among investment options managed through selected providers. At Case Western Reserve, those providers are TIAA-CREF and Vanguard, and they also will be the providers for the new 403(b) program.
 - iii. This program, known formally as the Staff Non-Contributory Retirement Plan (SNCRP), will be listed as “Plan C” within our benefits offerings. For new staff members, this model replaces the program known as Plan B, also known as a defined benefit plan. Again, those staff already in Plan B will continue in it as they have been. Under Plan B, the university contributes and manages those funds designated for retirement. That is, the individual does not have the option of choosing among different investment options that TIAA-CREF and Vanguard provide. Details of all university retirement plans—including the new “Plan C” (SNCRP)—can be found at the Human Resources website (case.edu/finadmin/humres/).
 - iv. Case Western Reserve is providing this 403(b) program to select new staff in accordance with accelerating national trends across the private sector and higher education, as well as more recent changes to federal legislation. The 403(b) model gives employees greater control over their retirement investment options, and at the same time gives the institution a more complete and consistent sense of the annual resources it needs to devote to retirement programs. This model will enhance Case

Western Reserve's ability to plan over the long term, and in turn to continue to be competitive in the compensation, benefit and retirement programs offered to all employees.

- v. All newly hired staff eligible for the Staff Non-Contributory Retirement Plan "Plan C" will receive detailed written information regarding retirement plan options, as well as regular opportunities to meet with representatives of TIAA-CREF and Vanguard. Current employees who have questions can attend one of this month's open information sessions. Details of their time, date and location may be found on the Human Resources website, along with answers to frequently asked questions regarding this transition.
- vi. Any employee with questions regarding any aspect of the university's benefits program can call 216.368.6781 or email benefits@case.edu.

c. Christin Farmer: Greater Circle Living Program

- i. Christin spoke about The Greater Circle Living housing program which is sponsored by University Circle, Inc., administered by the Fairfax Renaissance Development Corporation (FRDC), and funded by University Circle employers, including Case Western Reserve University.
- ii. CWRU employees may receive a one-time only program benefit in one of the following forms. Please note that these benefits are taxable.
 - 1. Home Purchase Assistance
 - a. A forgivable loan of \$20,000 – with an additional \$10,000 available to employees based on household income ("Working Families Supplement") – to apply towards the down payment of a primary residence within the specified geographic area
 - 2. Rental Assistance
 - a. A one-month rental reimbursement of up to \$1,400 for designated apartment buildings in the specified geographic area
 - 3. Homeowner Exterior Home Repair Assistance
 - a. A grant up to \$8,000 for exterior renovations to an existing primary residence in the specified geographic area; all renovations (which include landscaping) must be done to the front of the structure or property.
- iii. More information can be found:
<http://www.case.edu/finadmin/humres/benefits/housing.html>

V. Reports of Standing Committees

a. COMMUNICATIONS

- i. The Communications committee met on 5/14 and 6/11. We have published the June newsletter on the SAC webpage. In the June newsletter, we have added an information column that expands upon the current "Did You Know?" section, where overlapping information across the university will be pulled into one place. Our goal is to unify communication and make it easier for staff to know what is offered on a

particular topic (i.e. Professional Development, Women's events, etc.). Additionally, we will print the June newsletter for distribution on campus. We also propose to have a staff section in the CWRU Observer newspaper and are requesting this of the editor. The SAC website is steps away from going to live production. The committee has developed a list of constituency email use guidelines that will be circulated to the membership. We are in the process of finalizing the SAC annual report. We want to remind members that we have a tracking system on SAC website under Communications Committee page at the very bottom. In an effort to solicit SAC members to join our committees, the Communications Committee would like to offer to create an annual Google Form for elected reps to designate the subcommittee on which they plan to serve. We will work with the Elections Committee on this process. Our next meeting is a face-to-face meeting on Tuesday, July 14th at 12pm at The Corner Alley Uptown.

b. COMMUNITY SERVICE

- i. Monday, May 18, 1:30-2:30
- ii. Key points of Discussion:
 1. Tentative June 15th bake sale . Proceeds to benefit community outreach project.
 2. Start thinking about the Back to School donations, Start at the Party on the Quad again
- iii. Action Items:
 1. Theresa update flyer for bake sale, once the locations have been verified
 2. Brinn write a message including the crafter's club donations to be sent to SAC constituents to be sent out by Friday, May 22nd to Saccom.
 3. Sign up form for bake sale, bakers, workers
 4. Check with Laura about the Tink as a bake sale location
 5. Shannon for BRB Starbucks discounts
 6. Patty will check the availability of BRB
- iv. Attendance: Brinn Omabegho, Morley Schwebel, Patty Urbon, Theresa Grigger, Mary Delgado
- v. Not in Attendance: Mark Beno, Bonnie Copes, Suzanne Leach, Renee Pickel, Michelle Saafir, Janice Eatman Williams, Heather Bolden, Heidi Mckee, Laura Huffman
- vi. Next meeting: June 18th, 1:30-2:30

c. ELECTIONS

- i. The Elections Committee met on Monday, May 18th, to begin preparations for the general SAC election, to be completed by August 1st. The committee approved the 2015 schedule of events for the General Election, which will run from July 15th through July 31st, in order to comply with the new SAC Constitution election guidelines. To that end, the SAC Elections Committee officially calls for nominations from the following management centers, which will be electing representatives this year:
 1. The School of Dental Medicine

2. Mandel School of Applied Social Sciences
3. Frances Payne Bolton School of Nursing
4. Academic Administration
 - a. Office of the Provost and University Vice President
 - b. Office of the Vice President for Research and Technology Transfer
 - c. Undergraduate Admission
 - d. Undergraduate Studies
 - e. Graduate Studies
 - f. Financial Aid
 - g. Registrar
5. University Administration
 - a. Office of the President
 - b. Office of Budget and Financial Planning
 - c. Office of Campus Planning and Operations
 - d. Office of University Relations and Development
 - e. Office of Finance and Administration
 - f. Office for Information Technology Services
 - g. Office for Student Affairs
 - h. University Libraries and Library Services

- ii. Please send all nominations to sac-nominations@case.edu. Nominations will be accepted now through July 2nd. As a reminder, there are no longer term limits for elected SAC representatives, so even if you are currently serving a second term, you may run again in this election.
- iii. An e-mail call for nominations will go out shortly, as well as a call for nominations in The Daily, with reminders to go out on June 22nd and June 29th.
- iv. The next meeting of the SAC Elections Committee will take place on July 13th, 2015.

d. FRINGE BENEFITS

- i. The FB committee met last week on 6-16-2015. Amy Shelton discussed with us the difference between the retirement plans B and C. We also discussed retirement length of service, the benefits and what is considered to be a "Case Retiree" or just retired from Case.
- ii. We discussed the non-contribution plan vs a defined contribution. As well as vacation time, vacation accruals, and what amount of vacation time can carry over to the next year.
- iii. We talked also about the new "Parking benefit" 50% reduction as well as the new RTA discount.

e. STAFF POLICY

- i. In attendance: Karen Romoser, Johnny Sams, Andrew Cruse, YoLonda Stiggers, Cheryl King, Michael Yeager, Nanthawan Avishai, Charles Knox, Karen Romoser called the meeting to order. Minutes from last meeting read and approved.
- ii. AGENDA ITEMS:

- iii. Discussed compensation structure with particular attention to the idea of “comparable pay for comparable jobs”, which includes:
 - 1. Job description
 - 2. Credentials
 - 3. Experience and education
 - 4. Market data
 - 5. Performance over time
- iv. Discussed current practices; Notably, that Compensation tracks equity, but internal to each department; Is there a specific rubric?; That perhaps can be applied universally?
- v. Discussed idea of proposing that a Glossary be posted to the Compensation site to reduce the potential for misunderstanding about what current policies are and how they work. Notably, there was need expressed for definition of “equity” in this Glossary.
- vi. Discussed question of why it appears that salary grades and/or pay for a given position seems to drop after someone leaves; Instances of this have been noted among staff.
- vii. Discussed review of performance management process; Need for more specific, refined definition of steps to be taken with an employee and steps to be taken with a supervisor.
- viii. Discussed the idea of a vacation pool into which employees would be able to gift vacation time for use of those staff with special, need-based circumstances; Other organizations such as the Hospice of the Western Reserve currently does this.
- ix. Discussed job description review/compensation structure; Discussion about status of consultant that administration indicated it would be hiring, based on results of last fall’s Staff Climate Survey; Status?
- x. Discussed the tuition benefit data request
- xi. Discussed Ombudsman proposal; One of the members present at the last General Council had a question, which was answered during the Council; Johnny decided to hold off vote in case any others had questions in the interim, with the understanding that members would revisit the proposal that was sent out before the next General Council in June.
- xii. Discussed some cases across most of the issues in these minutes.
- xiii. Discussed salary equity proposal; Also discussed the need to have employees be empowered to advocate for themselves.
- xiv. Meeting adjourned at 5:00 p.m.

f. STAFF RECOGNITION

- i. Meeting Notes – from May 21, 2015 Old Business
 - 1. Secretary needed – Lisa Kouns volunteered to be secretary
 - 2. President’s Award files delivered to HR 4/16/2015
 - 3. Robin Kramer Award files delivered to HR 4/16/2015
 - 4. Letters delivered to President’s Office – Awards
 - 5. Awards delivered to recipients 5/20/2015
- ii. New Business – next meeting, June 18, 2015

1. Party on the Quad confirmed with HR date and time – Wednesday, July 29, 2015, from 3-6pm
2. Rick Kramer will update volunteer list in Google docs
3. Rick Kramer will update donation letter for gift/prizes Google docs
4. Staff awards brunch June 11, 2015, 10:00am Tinkham Veale Center: volunteers needed to help H/R

g. STAFF TRAINING AND DEVELOPMENT

- i. The Staff Training and Development Committee met on May 20, 2015. Discussion was held regarding updates to the SAC/ST&D website to provide professional opportunities. Pictures from the APN event and those taken of the members will be placed on the APN website which is now linked to the ST&D website. The link to Staff Mentoring Circles is already on the website. Fall and Spring deadlines for SEEF applications will remain Sept. 15 and Jan. 15 for consistency. The committee will review the new classes on ethics and leadership that are available in the university to see how they reflect the mission of the Inamori Center. The committee is already planning the next Steps 4 Staff event for the fall. The date will be announced soon. The next meeting is scheduled for June 17 at 1:30 pm in Adelbert M3.

VI. Reports of Ad Hoc Committees and Liaisons to University Committees

a. SUSTAINABILITY INITIATIVES

- i. No report

b. UNIVERSITY FRINGE BENEFITS

- i. The Committee met on May 13, 2015.
- ii. Participant Education: We discussed various opportunities for participant education. Sessions have been held in the past dealing with retirement plans, social security, Medicare, tuition waiver and tuition benefits, and the Tuition Exchange. New suggestions: dedicated staff member to handle consumer questions—e.g., possible savings on drugs; benefits questions.
- iii. BARB JUKNIALIS TO GET A LIST OF MOST COMMONLY PRESCRIBED DRUGS AT THE UNIVERSITY
- iv. Communications: We discussed several areas in which targeted communications might be helpful: reminders about flexible spending accounts; benefit updates; age-related insurance reductions; rules for 403B contributions.
- v. Updates to the Staff Retirement Plan were discussed. James Ryan is attending today's meeting and will review them.
- vi. The next scheduled meeting is June 10, 2015.

c. FACULTY SENATE

- i. An unnamed attendee at the Academic Affairs and Student Life dinner mentioned that the annual 3% increase in University budget should be eliminated.

d. DIVERSITY LEADERSHIP COUNCIL

- i. The Sustained Dialogue program will continue on campus. Mobley reflected on the 2014-2015 academic year and noted that student activism was the highlight of the academic year. From the protests and forums organized by student groups to the

closing ceremony of the Sustained Dialogue program on April 24, student activism was alive and well on campus, and announced that the Sustained Dialogue program would be continued in the 2015-2016 academic year. This year, the program had six dialogue groups and it is possible that the program will be expanded to include additional groups, she said.

- ii. The *Diversity 360* program will only be required for incoming faculty, staff, and students. The hope is that other members of the community will participate in Diversity 360 sessions by volunteering to do so or by attending a department retreat or professional development workshop where the program will be presented. During a discussion on Diversity 360, other DLC members spoke in favor of an online option. In general, DLC members agreed that an online version and two 90-minute sessions of Diversity 360 should be developed along with the already developed 3-hour session.
- iii. It was announced that the Common Reading this fall is Claude Steele's *Whistling Vivaldi*.

e. PARKING ADVISORY

- i. No report

f. EQUITY COMMITTEE

- i. A key member of the Equity Ad-hoc Committee, Shannon Lundeen, has recently resigned from her position as Director of the Center for Women. Therefore, the Equity Committee has asked to dissolve as an Ad-hoc Committee of SAC. The council voted and unanimously approved the dissolution, 26-0.

VII. Old Business

- a. None

VIII. New Business

- a. A question was asked by Suzanne Healy about which local businesses accept our Case Cash Card. Council Chair, Barb Juknialis followed up with Auxiliary Services, and received the following link to all the University Circle places that accept Case Cash: <https://case.edu/dining/where-to-eat/off-campus-locations/>. Let the Chair know if there are specific locations that no longer accept the card and she will communicate back to Beth Nochomovitz in Auxiliary Services.

IX. Adjournment

- a. The Chair adjourned the meeting at 11:07 am

Minutes respectfully submitted by Shannon Swiatkowski, Past Chair