

General Council Meeting Minutes
December 4, 2009
Toepfer Room

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1 Call to Order

The council meeting was called to order by Kathy O’Linn at 10:04 am.

2. In Attendance

Austin, Theodore
Beasley, Marcia
Charvat, Jacqueline
Copes, Bonnie
Dowdell, Kathleen
Dunn, Karen
Fening, Stacy
Grigger, Theresa
Gregory, Carolyn
Hetzl, Bob
Huffman, Marcia
Kahl, Rebecca

Knox, Charley
Kouns, Lisa
Kramer, Robin
Kramer, Richard
O’Linn, Kathy
Peterson, Julieta
Prince, Jim
Sheppard, Robin
Swiatkowski, Shannon
Weitzen, Diane
Wheeler, John

Visitors to Council:

Colleen Nagy
Shannon French
Margaret Roudebush
Jay Gardner
Bill Eyeman

3. Approval of Minutes and Budget report

The minutes from the October meeting were approved with changes to spelling of names:
Rebecca Kahl; Kathryn Howard; Lynne Ford

SAC Account Balance is currently \$3,055.69

4. Announcements

- Please welcome David Wright from Law (replacing Jan Deike) and Paul Breitzmann from Management (replacing Jon Fuller). Rosemary Samuelson (Law) and Dale Rey need to be replaced.
- Thanks to Robin Kramer for name tents.
- Thanks to Anita Gupta and Ted Austin for web site work. Calendar page under construction from 2005—needs to be updated.

- Kathie Dowdell is collecting Socks for Homeless until December 15.
- Adelbert Hall Holiday Party December 18th. All are encouraged to stop by.

2. Old Business –

Carolyn Gregory discussed several requests that the Benefits Committee sent to Human Resources. The first was a request for an increase in tuition reimbursement (for programs outside of Case) from \$2000 to \$2700. Per Carolyn, a complete review of CWRU's benefit plan will begin in January. The tuition reimbursement will be reviewed with this. There was also a request for an "All purpose leave" without limit for family sick time and bereavement. A review of other university benefit plans shows that CWRU's is one of the most liberal. Thus, given this information and the budget, there will be no change in the number of days for these benefits.

6 New Business –

- John Wheeler attended the SAC meeting and spoke on employee recognition on behalf of President Barbara Snyder. There was a discussion in Faculty Senate among faculty to renew the Faculty Ball. President Snyder wanted to get input from staff regarding participating in faculty ball and/or other ideas for recognition. Robin Kramer suggested that the Recognition Committee would beg for ball to come back. There was also discussion of merging the Party on Quad and the Ball. However, the Party on the Quad includes not only staff but faculty and students. There was an informal count on how many would like the ball to return – 11. There was an informal how many would like a special event that was more casual than a ball - 14. The Executive committee prior to this General Council meeting discussed other possible recognition events for future years which would require careful planning among all the SAC committees. These ideas will be further explored at a later time. Chair, Kathy O'Linn suggested that the 20th Anniversary of SAC, already in the planning stages, be given priority for a celebration on campus this year.
- The Basket Raffle was a great success during the Benefits Fair. The Community Service worked hard behind the scenes to work to garner baskets. \$75 was donated from SAC. President Snyder contributed to increase the total to \$4000. Bellflower Center for Prevention of Child Abuse received \$3000. The purpose of the Bellflower Center is for outpatient mental health care for children and adults affected by child abuse. Metro Health Friends of Mothers and Infants received \$1000. Metro Health Friends helps provide basics needs for infants including diapers and clothing. A check in the above amounts was presented to each of the organizations at the meeting. On behalf of Bellflower Center, Jay Garder and Bill Eyeman thanked SAC for their generous support.

Margaret Roudebush, from the School of Nursing accepted the check for the Metro Health friends of Mothers and Infants and spoke of the benefit that will be brought to this organization as a result of our efforts.

- Through the SAC “Contact Us” on the website, the issue of Bicycle Safety has been brought up several times, including a pedestrian being hit by bicyclist. Dick Jamison was contacted and is supportive of any safety measures that can be taken to reduce harm to campus. Art Hardee, Chief of Police worked with student group to produce flyer for bicycle safety and promises to readdress this issue in spring. He will attend April SAC meeting. Veale parking garage is also an issue with pedestrians and bicyclists coming down the hill and cars trying to exit the facility.
- Shannon French, the Director of Inamori Center spoke to us about the functions of the Center. Dr. French came to Case Western Reserve University from the Naval Academy where she was on faculty since 1997. It is a unique center, serving the entire university. The activities they do and promote inclusion of all within University. Inamori has a connection with SAC thru the SEEF fund started by Dr. Gregory Eastwood. The mission of the Center is Global Ethical Leadership. In the fall of 2010 there will be an international peace and war summit. Annually, the Center will give the Inamori Ethics Prize. This year, Mary Robinson the first woman President of Ireland was awarded the prize. For 2010, six finalists have been named and the University will announce the winner in the next several weeks. The Inamori Center has an ongoing project as a research consortium looking at emerging ethical issues in cutting edge technology. The student organization, GELS (Global Ethical Leadership Society) that offers experiential opportunities to students.
- Colleen Nagy, Director of Program Management spoke regarding the HERS Bryn Mawr Summer Institute for Women in Higher Education and the application process. Colleen participated in this Institute and shared that it was a tremendous experience. The internal applications are due to Presidents office by January 1 and the woman selected for this summer will be notified by February 1 and the application to HERS will be due by March 1. Currently, CWRU is also bringing the HERS Bryn Mawr experience back to campus and is known as the Women’s Staff Development Initiative where 12 women here on campus are going through the training now. Becky Kahl was one of 8 women that participated in the program 2008-2009. Kathy O’Linn is one of 12 for 2009-2010. Both state that this is a very rewarding experience with excellent opportunities.

7 Reports of Standing Committees

7.1 Communications —Thanks to your work of updating the website. The minutes of prior meetings are now on line as well as the past issues of SAC News.

7.2 Community Service – The SAC Community Service Committee held its 9th Annual Basket Raffle fundraiser on November 10th & 11th. There were 32 beautiful baskets donated by departments to this year's raffle. For a list of the baskets and the winners see the SAC web page.

Ticket sales for the basket raffle generated \$3,752. Thanks to a generous donation from President Snyder, the committee will be donating a total of \$4,000. The proceeds will be distributed as follows:

The Bellflower Center for the Prevention of Child Abuse \$3,000.00

The Metro Health Friends of Mothers & Infants \$1,000.00

We would like to thank all of those that shared their time with us to support the basket raffle. We will be setting a date for the official check presentation at our next meeting which will be held on Tuesday December 1st in Tomlinson Hall cafeteria at 12:00 p.m.

7.3 Elections – Time will be needed on the February Agenda to accept nominations for Vice chair or Secretary. Report: Although the Elections Committee has not formally met for this fiscal year we have welcomed 7 new members. We have contacted each new member via email and are in the process of selecting meeting place, dates & times. We will start our meetings in January 2010. We have provided instructions for the membership to familiarize them with the election process by following the link to the SAC constitution and focus on Article II Governance and Article III Membership.

<http://www.case.edu/president/sac/about/sacconstitution.html>

Since we just completed the general election we are on hiatus through the Holiday's. Our first responsibility for the current year will be the call for nominations at the February SAC General Council Meeting for the Officer Elections. This year we will be looking for a Vice Chair and a Secretary.

7.4 Fringe Benefits – The Committee is currently working on several initiatives.

Retiree Health Benefits--This proposal, which was submitted some years ago, and is being resubmitted now, includes: (a) partnering with other universities to achieve a larger pool of retirees, thus reducing costs; (b) a graduated fee schedule giving credit for years worked at the University.

Portable Tuition Benefits

The Committee is working with Faculty Senate Compensation Committee to discuss the idea of pursuing a tuition exchange program between Case and other universities.

Funded Wellness Program--The idea was pitched that employees should be rewarded for wellness activities, such as getting cholesterol and bone density screenings; gym memberships, and Weight Watchers costs could be subsidized. No definitive resolution was determined with regard to this initiative. We may want to revisit this at the next meeting.

Parking--We discussed the potential for improvements in the parking structure and associated costs. Michelle Adams (Access Services) was present and indicated that she would research the current

policies and issues and report back in December any areas where she feels there could be the potential to make changes/improvements.

Lactation Rooms--The availability of and advertising for University-sponsored lactation rooms was discussed. Many in the group did not know that three rooms are currently available, although all are located on the medical school part of campus. We are working to have these rooms more widely-advertised and employees should be informed of their availability. This could be included with information when someone applies for maternity benefits. This committee will review options for additional locations on other parts of campus, including the Quad area and North Campus. It was suggested that Facilities may have information on unused rooms that could be used or converted into lactation rooms. The potential to create a website with current locations/contact information was also discussed. Amy Sheldon indicated that HR is likely to be receptive to including a link to a webpage, but that it is difficult to have them create and maintain the page. Tracy and Karen agreed to work together on creating the page and providing the link to HR for posting.

7.5 Staff Policy – Working on getting started with new members.

7.6 Staff Recognition – Presented the volunteer request for the Benefits Committee; Distributed new members committee list; Discussed the President’s Award nomination process to the newly elected representatives that were present; The time line for the calendar on the nomination process was tabled for the next meeting; Will distribute last year’s (FY2007-2009) time line to committee members for review and revision; Patsy Harris resigned as Co-Chair but will remain a valuable asset to the committee; Rick Kramer was named as Co-Chair; Juliet Peterson volunteered as Committee secretary and Lisa Kouns as our PR person; Cathy Nichols resigned from the committee due to scheduling conflicts, we will miss her

7.7 Staff Training and Development – The committee met on October 21 and welcomed Laura Huffman and Marna Negrelli as new members. They were provided a historical perspective of the committee and how it has expanded from a “video on wheels” movement to a committee that participates in the weekly HR orientation sessions, manages the Staff Educational Enhancement Program, creates and sells books, and hosts wellness initiatives, to name a few. We are excited for all new members to participate in the various activities we have planned for this coming year and we hope they will bring their ideas for new projects.

Steps 4 Staff Update: Originally planned for October 2009, it was determined that there was too much going on at the University at that time to have a successful event. Steps 4 Staff is rescheduled to

coincide with SAC 20th anniversary celebration in June 2010. In addition to the actual walk, we will be hosting a Wellness Expo. Work is being done to solicit vendors for various prizes to raffle off at the Expo. Additionally, members of the committees will work with department representatives to discuss potential for informational exhibits at the Wellness Expo, and with the various SAC committees to determine interest in donating “wellness bundles” to be raffled off at Expo. An example of a wellness bundle could be, “Steps to a Greener Future” and could include pedometers, gift certificates, athletic gear, etc.

The committee is working on other fund raising events for the Staff Educational Enhancement Program.

8. Reports of Liaisons to University Committees

8.1 Faculty Senate – Kathy O’Linn attended; President Snyder desire to do something to recognize Faculty and Staff

8.2 University Fringe Benefits–

8.3 Diversity – Kurt Fretthold attended a Strategic Planning Session which was held to assist VP Mobley in developing the beginnings of a University Strategic Plan for Inclusion, Diversity and Equal Opportunity. The Committee had the services of Tameka Taylor of Compass consulting as facilitator to assist in developing and defining areas of concern. The meeting resulted in identifying multiple areas of strengths, weaknesses and opportunities for the University and was the basis for Dr. Mobley’s presentation to the Provost’s Leadership Planning Retreat the subsequent week. We hope to have Dr. Mobley present more to SAC in the future.

8.4 Climate Action Plan Steering Committee— The Climate Action Plan Steering Committee has been meeting every Tuesday in Adelbert Hall. Currently we have identified nine working groups and are recruiting members to serve on each of these groups. The goal follows President Snyder’s commitment to attain carbon-neutrality for the institution. In September 2008 she signed Case on as a member of the American College and University Presidents’ Climate Commitment. The steering committee members consist of Gene Matthews, Margaret Carney, John Lawyer, Linda Robson, and Kathleen Dowdell.

9. Discussion of Issues ---

Convocation—Pennies for Peace over or not?
February meeting -- Elections

10. Adjournment

The Meeting was adjourned at 11:23 am.