



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

December 2, 2011
10:00 a.m. to 11:30 a.m.
Toepfer Room, Adelbert Hall

Meeting called to order at 10:05 a.m. by Christian Swol.

Members in Attendance

Daniel Anker
Kathleen Ballou
Sally Berri
Michael Brown
Curtis Bunner
Sharon Callahan
Dominic Dorazio
Kathy Dowdell
Karen Dunn
Timothy Eppich
Stacy Fening
Michael Gilkey
Theresa Grigger

Anita Gupta
Victoria Hirsch
Michelle Jacobs
Barbara Juknialis
Jill Kent
Meagan Kittrick
Lisa Kouns
Richard Kramer
Robin Kramer
Tony Kramer
Jennifer Loudiana
Susan Lukianowicz
Karen McColl

Allmarie Munroe
Karyn Newton
Kathy O'Linn
Michael Payne
Julieta Peterson
David Polak
Jim Price
Karen Romoser
Angela Sloan
Shannon Swiatkowski
Christian Swol

Approval of Minutes and Budget Report

Minutes approved from October's meeting. Current budget \$3,611.35 (SAC provided \$200.00 to Western Reserve to donate, and the President matched with a donation of \$200.00).

Announcements from HR

Marsha Beasely

Open Enrollment closed, 56% of employees used the online tool. Significant migration to the Kaiser medical plan.

Announcements from Chair / Presentation to Hospice of Western Reserve

Award and donation of \$400.00 to the Hospice of Western Reserve from the 11th Annual Staff Advisory Council Basket Raffle was accepted by Bill Sluzewski.

The Hospice of Western Reserve is the largest non-profit hospice in the area. Most charity money goes to patients and family's to help with live enrichment events.



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Reports of Standing Committees

Communications

Michael Gilkey

Developed a new logo to use for marketing and communications for SAC. The past logo was difficult to enlarge without the image becoming pixelated. In the first quarter of 2012, release a newsletter, "SACTivities" to further promote mission of the organization, provide information to get involved and various meetings and activities to participate in. One idea is to highlight a SAC member and committee too.

Pictures of Executive Team and Committees will taken today and updated to the website. Future committee meetings are posted on the website.

Community Service

Sally Berri

As noted in the Announcements from the Chair, the Basket Raffle recipient was the Hospice of Western Reserve of Cleveland. The committee and SAC President presented the award.

MedWish event to package medical supplies will be held on December 17, 2011; volunteers welcome.

Next meeting is Tuesday, December 6, 2011.

Elections

Robin Kramer

The Elections Committee welcomes new members. Reaffirmation request from all elected representatives will be made to confirm committee(s) selection.

Schedule for committee meetings has not been scheduled; meetings begin in January 2012.

Fringe Benefits

Barbara Juknialis

The Fringe Benefits Committee met in October and November.

The bicycle survey was featured in the Daily last week. Over 200 responses were received on the first day! At our meeting this month, we discussed several related issues: bicycle safety;



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informing students and new employees about the program (if it is implemented) at orientations; bicycle lock program; revisiting the RTA bus pass program for employees; revisiting carpooling as an option for employees; parking space issues related to both bicycling and carpooling.

Due to University budget constraints, the Plan C initiative will not be pursued.

The tuition consortium plan was presented to Faculty Senate, where it was favorably received. Sean McDonnell, a member of the Faculty Senate's Compensation Committee, will be attending the University Fringe Benefits Committee Meeting in December to present the idea. We hope to have some follow-up information on this initiative at the next Council Meeting.

We received a complaint about the cleanliness and upkeep of the staff lounge in the School of Law. While we don't plan to pursue this as a committee initiative, we are going to provide feedback about the appropriate channels for filing complaints.

The next meeting is on December 20, 2011 at noon in Adelbert M2.

Staff Policy

Announcement of New Co-Chairs: Michael Brown and Karen Romoser

The Staff Policy Committee is discussing goals for the upcoming year, policy and training/review of individuals in supervisory or management roles (including faculty), supervisees' formally reviewing and providing feedback about supervisor's performance. Additional discussion regarding the developmental role of an Ombudsman or other mediation options for employees.

The committee is currently working a few things: special project regarding texting and driving; researching policies of our "sister" schools. Updating website content. Review of position requirements, temporary employment, employment orientation period, re-employment of former employees and termination of employment policies.

Next meeting will be held, Wednesday December 21, 2011 at 3:00p in the Department of Astronomy conference room, Sears Library Room 563 (tentative due to the holidays).

Staff Recognition

Robin Kramer

3 new committee members joined.

Next meeting is scheduled for January 19, 2011.



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Staff Training and Development

Kathleen O'Linn

The Sweetest Day Bake Sale in October brought in \$548.00 to be deposited into the account for the SEEF (Staff Educational Enhancement Fund). The committee is organizing another back sale for Valentine's Day, February 14, 2012.

The Eastwood Inamori Scholarship 2011 was awarded to Heather C. Terry.

Committee members will be at the Benefit's Fair selling tickets for the Basket Raffle. In addition, the collection of new socks for the homeless continues through December 15, 2011.

Reports of Ad Hoc Committees and Liaisons to University Committees

Climate and Work Environment

Kathleen Dowdell

The committee met on November 2, 2011. Recycle Mania meets weekly for 10 weeks at the end of February 2012. The committee discussed a number of initiatives to address 2012 – Green Your Office Campaign (volunteers needed) and Green Your CWRU Event or Procurement Workshops. The committee is developing a green office guide for employees.

The link will be resent to SAC Comm to volunteer (Christian Swol and Stephanie Corbett are owners of the Google Document)

Next committee meeting will be held December 7, 2011 at noon.

Fringe Benefits

Barbara Juknialis

The Committee did not meet in October or November because of open enrollment. The next scheduled meeting is on December 14, 2011.

Faculty Senate

Christian Swol was not able to attend the past Faculty Senate meeting.

Inclusion, Diversity and Equal Opportunity

Did not have a meeting, reported by Richard Kramer.



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Climate Action Plan

Christian Swol

Reported for Kathleen Dowdell, the committee last met on September 7, 2011. Stephanie Corbett announced that the Recycling Manager position has been posted on HR website for interested candidates to apply. The committee reported that the number one complaint across campus relates to recycling.

New news: The custodial staff is now beginning work at 3:00 p.m. rather than 5:00 p.m. They will also pick up flattened cardboard boxes for recycling.

Parking

Parking Services will be e-mailing each employee to arrange for a new hang tag for all CWRU garages, for those in good standing (no outstanding violations). A reminder that after business hours (4:30 p.m.-7:00 a.m.), employees may park in additional lots: 1A, 44, 57, S53, S55 (both surface lots and garages). Please recycle old hangtags.

Parking rates increase 3-4% annually, however, the department does not make a profit from the fees assessed. The fees are used to offset the upkeep on the garages. Discount Rate based on years of services at CWRU is not a possibility.

In the spring, CWRU will be upgrading to new LED Lighting Systems for all garages and surface lots.

Old Business

None reported.

New Business

None reported.

Adjournment

11:00a.m.