



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

December 7, 2012
10:00 a.m. to 11:30 a.m.
Toepfer Room, Adelbert Hall

Meeting called to order at 10:03 a.m. by Shannon Swiatkowski.

Members in Attendance

Melinda Boykin	Suzanne Healy	Brinn Omabegho
Curtis Bunner	Barbara Juknialis	David Peck
Michael Crifasi	Lisa Kouns	Julieta Peterson
Charles (Beau) Daane	Robin Kramer	Sarah Robinson
Anne DeChant	Jennifer Loudiana	Karen Romoser
Dominic Dorazio	Karen McColl	YoLonda Stiggers
Kathleen Dowdell	Pam McGregor	Shannon Swiatkowski
Karen Dunn	Julianne Manchester	Yingli Wolinsky
Stacy Fening	Jim Nauer	
Matthew Fletcher	Karyn Newton	
Minjia Griesser	Kathy O'Linn	
Theresa Grigger	Christine Olson	

Approval of Minutes and Budget Report

The October minutes have not yet been completed. They will be approved at the February meeting. We currently have a balance of \$3,713.09. Funds were expended as follows: \$533.25 SAC Orientation Breakfast; \$100 to Fall Farm Harvest Festival; \$13.50 raffle tickets; \$72 plastic containers for raffle tickets.

Announcements from HR

There were no HR announcements.

Announcements from Chair

Committee pictures will be taken at the February meeting.

Presentations

Basket Raffle proceeds checks were presented to representatives from the chosen charities. Christian Swol accepted the \$1,500 check for the Youth Challenge. Lovell Custard, President & CEO, accepted the \$4,000 check for Murtis Taylor Human Services System.

Marilyn Sanders Mobley, Vice President for Inclusion, Diversity and Equal Opportunity, presented an update on the Diversity Strategic Action Plan. A discussion of this presentation is contained in the Faculty Senate Report (see below).

Since SAC is listed as a resource on the Diversity website, a question was asked about how SAC can help colleagues with concerns. Dr. Mobley suggested that we refer people to their office, newsletters, and the website. Another question concerned ways in which we can



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empower our community to make diversity happen. Dr. Mobley suggested we take advantage of existing talent—i.e., through mentoring and sponsorship. A question was asked about what Case is doing to welcome veterans. Dr. Mobley said the University is looking at this problem. There are many issues about disability and education that need to be addressed. The last issue concerned locating minority-owned businesses. There is a list on the procurement website and people are advised to contact Melinda Boykin with any questions.

Reports of Standing Committees

Communications UPDATE

Michael Gilkey

The Committee met on November 1, 2012 and December 6, 2012

- Discussed SACTivities Newsletter which has been delayed due to member resignation is planned to be ready in December – Kerry and Anne will be leading the development of this and future issues
- Jim added Basket Raffle information to website and Michael created QuikPay payment option
- Michael needs to create Ad-hoc Committee calendars and Jim needs to make the pages for those committees live on SAC site
- Meetings were adjourned at 2:30 pm.

Community Service

Theresa Grigger, Chair

We have met several times since our last meeting.

Key points of Discussion

- Basket Raffle was a success. Thanks to all.
\$5,262.00 was collected and additional \$238 was given courtesy of the President's office to make the grand total \$5,500. This was the most we have had since 2006
 - Charge cards totaled \$465.00
 - Case Cash was 966.00 (Sac will pay the additional fees of \$17.69)
 - Cash sales \$ 2,919.00
 - Pre-sales totaled \$912.00
- \$4000 will go to Murtis Taylor and \$1500 to Youth Challenge

Checks will be presented at the December 7th meeting:

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Lovell Custard President & CEO Murtis Taylor Human Services System
Chris Swol, Youth Challenge

Action Items

- Get out article in Case Daily with link to results
- Send out e-mail to departments with pictures off winners and a thank you
- Finalize the list of winners
- Coordinate and download pictures
- Get website updated with results and pictures
- Discuss what we did good and what we can do better
- Prepare a raffle cookbook since it is fresh in our minds

The next meeting will be on January 8, 2013.

Elections

Robin Kramer

- SAC Elections Committee did not have a regular committee meeting.
- We hosted the 2012 SAC Orientation Breakfast 9/9/12 where President Snyder and John Wheeler had words of congratulations and welcome. Each committee reviewed the principles of their respective committee goals and responsibilities.
- There were a total of 208 nominations with 74 acceptances (36%). Total eligible staff of 1628 with 245 votes cast – a disappointing (15%). All Election Results are posted on the web site and were reported to the SAC Executive Board.

Completed Tasks

- Orientation notebooks delivered
- President's Office sent welcome & notifications letters to new members & their supervisors last week

Tasks Remaining

- Preparation of committee selection spreadsheet
- Create 2013 complete calendar of events

Nominations for Vice Chair will be solicited at the February Council Meeting.

Fringe Benefits

Barb Juknialis

The Fringe Benefits Committee met in October but not in November.



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The Tuition Exchange:

We are tabling this item until we have further news from University administration about the status of the project. There is a small group of high-level people working on this project. Assuming that it can be made “budget neutral,” Barbara Snyder has announced plans for a pilot program next year.

Faculty Senate is planning to submit a formal request to the administration for the University to join the program.

New Business

The Committee is looking for new initiatives. We have a number of new members and are hoping to get some fresh ideas and perspectives.

The next meeting is scheduled for December 18, 2012, 12-1 PM, Adelbert M2.

Staff Policy

Karen Romoser

The Committee is awaiting the final version of the new HR social media policy. We reviewed Emergency Procedures/staff policy and are awaiting the response to our comments and/or a final version. The next meeting is scheduled for Thursday, December 20 at 4PM. Jim Nauer has agreed to be Co-Chair of the Committee. The next policy to be reviewed concerns Conflicts of Interest.

Staff Recognition

Robin Kramer

There was no meeting. This committee is on hiatus until after the holidays. This Committee staffed a table at the Benefits Fair. Thanks to all who filled the volunteer slots!

Staff Training and Development

Kathy O'Linn



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The committee did not formally meet in November since the time would have conflicted with the Benefits Fair. Several members of the committee volunteered to sit at the SAC table on November 14 and 15th where Socks and Gloves were collected for the homeless men in Cleveland. This initiative continues until December 13. Donations can be dropped off to Kathleen Dowdell, Dept. of Anthropology, Mather Memorial R238, Beau Daane in Weatherhead or Kathleen O'Linn, School of Nursing First Floor Reception Desk. Care Alliance, an organization that has been providing services to the homeless since 1985 and is extremely grateful for our support. Reports of Ad Hoc Committees and Liaisons to University Committees.

Sustainability Initiatives

Kathy Dowdell

On November 8, 2012 Stephanie Corbett, Shannon Swiatkowski, Sarah O'Keefe and I met to discuss sustainability programs, Staff Advisory Council, and the weekly HR staff orientation sessions. Stephanie shared various information about what the Sustainability Department is working on. Their new website should be live by the end of the year. Marketing efforts are moving forward.

We discussed some partnering initiatives such as Staff Training & Development training workshops for STARS, the Sustainability Tracking, Assessment & Rating System™ which is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance; additional sustainability handouts to be included in the SAC PACKS for the HR orientation sessions; the possibility of Stephanie addressing council members about how the university is fulfilling its commitment to the Climate Action Plan; and transportation issues such as parking and bike sharing.

I attended a meeting today (not in time to report on) with partners from University Circle Inc., the City of Cleveland Heights, the City of Cleveland, Greater Cleveland Regional Transit Authority, and the Heights Bicycle Coalition to discuss bicycle and transit connections in the Greater University Circle and Cleveland Heights communities which will look at ways to increase opportunities for more convenient, cleaner, healthier, affordable transportation in this area. A report will follow.

Fringe Benefits

Barb Juknialis

The Committee did not meet in November.

The next scheduled meeting is on December 12, 2012.

Faculty Senate

Barbara Juknialis



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Faculty Senate met on October 25, 2012. President Snyder announced that there is a new Dean of the Weatherhead School of Management. She also announced that Glenn Nicholls will be retiring on June 30, 2013, and that there will be a national search for a new VP for Student Affairs.

The Secretary of the Corporation reported that on September 29, the Trustees had approved \$4.89 million in endowments. She also announced the approval of three emeriti and three named professorships.

A motion to approve the Faculty Senate Committee on Undergraduate Education (FSCUE) resolution on course repetition was passed. When a student repeats a course under the current policy, only the new grade is used to calculate GPA. This resolution changes that so that both the first and second grades are used to calculate GPA. The policy is that the GPA is restarted after separation due to unsatisfactory performance, but no grades below C are included. The new policy is that all grades are included in the calculation.

A motion to approve new majors in Chemical Biology and Dance was passed. A motion to approve minor changes in the MSASS By-Laws was passed. A motion to approve minor changes in the School of Nursing By-Laws was passed.

In 2009, recommendations to change the size of the faculty grievance panel and streamline the process were made. In January 2010, a faculty mediation and conciliation process was put in place. A motion to approve the Grievance and Conciliation Policy was passed at this meeting.

Marilyn Mobley and Melissa Burrows presented a report on the Diversity Strategic Action Plan. It was announced that Melissa Burrows is the new Faculty Diversity Officer. Robynn Strong is the new Faculty Diversity Manager, and Gia Adeen is the EEO Diversity Manager for Staff. Dr. Mobley stated that the Diversity website has been updated and now has monthly e-updates as well as the annual report (<http://www.case.edu/diversity/>). She also mentioned the Power of Diversity Lecture Series which started this fall, as well as Underrepresented Minority (URM) receptions for faculty and staff.

The goals of the Diversity Strategic Action Plan are stated in terms of climate, recruitment/retention, and resource development. In 2005/6, there were 1357 total faculty, of whom 456 were women and 70 were URM; the total minority population was 238. In 2011/12, there were 1257 total faculty, of whom 467 were women, and 73 were URM; the total minority population was 272. This represents some progress, but there is a lot more work to be done.

Susan Perry, the University Director of Outcomes Assessment, presented a report on her office. The term "outcomes assessment" refers to the impact of education on students; it does not involve GPA, degrees awarded, or graduation rates. She stated that the goal is to "incorporate continuous evaluation into the educational culture for improvement of programs." The primary question to be asked is whether students are achieving goals. Information on Outcomes

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Assessment can be found at
<http://www.case.edu/president/cir/accreditation/accredassessment.htm>.

Inclusion, Diversity and Equal Opportunity UPDATE

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. This Committee had an open seat that will be filled by Brinn Omabegho.

Parking

Karen Dunn

- The Committee met on November 2, 2012. Student Spring Parking Renewal Period runs from November 6th thru December 6th.
- Requirements for obtaining a Parking Permit:
 - 1)No outstanding violations
 - 2)Provide basic vehicle information to Access Services
- Currently 3000 permits issued to Staff/Faculty
- RTA Information soon to be available on Facebook and Twitter for easy access to route and schedule information.
- LED lighting project has been a great success so far with 30% reduction in lighting costs!

Parking spaces marked for “small vehicles only” will soon be available for any size vehicle.

Old Business

None reported.

New Business

There is a steering committee for the new University Strategic Plan. Anyone who has questions or who is interested in participating should contact Anne DeChant at akd6@case.edu.

Adjournment UPDATE

The meeting was adjourned at 11:18 a.m.