

**Case Western Reserve University  
Staff Advisory Council  
Minutes of February 10, 2005 Council Meeting**

**Members in Attendance:**

1. Delores Adams, School of Medicine
2. Tawanna Armstrong, University Administration, Council Secretary
3. Kathleen Blazar, Health Sciences
4. Laila Boesinger, School of Medicine
5. Lois Bowers, School of Medicine
6. Junnan Chen, School of Medicine
7. Marina Corleto, School of Law
8. Carol Dietz, School of Engineering
9. Al DiFranco, School of Management
10. Kathleen Dowdell, School of Arts and Sciences
11. Paul Embury, School of Medicine
12. Terri Geiger, University Administration
13. Carolyn Gregory, Human Resources\*
14. Lynmarie Hamel, University Administration
15. Patsy Harris, School of Engineering
16. Carleen Henderson, School of Management\*
17. Janet Hlavna, School of Medicine
18. Kathryn Howard, School of Medicine, Council Past Chair
19. Tina Jurcisin, Human Resources\*
20. John Keller, University Administration
21. Charles Knox, School of Engineering
22. Robin Kramer, University Administration, Council Chair
23. Gail McGhee, University Administration
24. Barbara Nicol, School of Medicine
25. Kathleen O'Linn, School of Nursing\*
26. Judith Olson-Fallon, University Administration, Council Vice-Chair
27. Jodi Pratt, University Administration
28. Dale Ray, School of Medicine
29. Judy Richardson, School of Medicine
30. Susan Rischar, School of Management
31. Brian Sherman, School of Dentistry
32. Paul Schneider, School of Engineering
33. Doreen Thibodeau, University Administration
34. Lorraine Watson, Human Resources\*
35. Jason Weiner, School of Medicine
36. Sandy Youngeberg-Fox, University Administration

\* Indicates non-elected or ex-officio member(s).

**I. CALL TO ORDER**

Chair Robin Kramer called meeting to order at 10:01am.

Approval of December 9<sup>th</sup> meeting by general consent.

## II. BUDGET/MINUTES

Reported by Tawanna, SAC Secretary, we have a tentative budget of \$594.18, with a disputed line item in the amount of \$970.00 that is currently pending.

## III. ANNOUNCEMENTS

1. Human Resources – reported by Lorraine Watson and Tina Jurcisin.
  - There are a number of resolutions that HR will be responding soon.
  - Quality of Work-Life Survey – 50% complete. There is a dire need of Med School participation which is currently at 25%; so we encourage MED SAC reps to encourage their constituents to participate.
  - Supervisor Briefings – February 23<sup>rd</sup>, 13 Crawford at 10:30 – Topic: *Corrective Action Policies*. See HR Calendar for future updates.
  - Staff Development Seminar - February 17<sup>th</sup> – six steps to relaxation at Guilford lounge.
  - New Employee Orientation is now a full day; adding a diversity segment; peoplesoft component; IT training – logging on to the portal, setting up email, Protective Services to come in and talk about safety, etc.
  - Upcoming Seminar: *7 Habits of Highly Effective People* workshop 3/22-3/24; see Tina Jurcisin for registration. She has the registration forms. For those of you who have taken it in the past, she is currently working on a renewal program. She will keep us informed.
2. Welcome new SAC members – John Keller, University Administration replacing Lynmarie Hamel who has taken a new position in Graduate Studies.
3. Vice-Chair Nominations will be held in today's meeting. A list of eligible members has been distributed via email by Tawanna Armstrong, SAC Secretary.
4. SAC Website. By March 1<sup>st</sup>, we will have updates to the SAC website. Please send Robin any updates via email at [rgk@case.edu](mailto:rgk@case.edu).

## IV. REPORT FROM THE DEPARTMENT OF HUMAN RESOURCES

Reported by Tina Jurcisin - There will be a Staff Development session at the Gilford house at noon today with Bill.

Human Resources hired an outside consultant in conducting a [Quality of Work-Life Survey](#), which is critical to the University in seeking better quality of life here at case.

## V. DISCUSSION OF ISSUES BY REPRESENTATIVES

Nothing reported.

**VI. REPORT OF COMMITTEES (STANDING)**

- A. Staff Recognition** – reported by Patsy Harris.  
*See page 7 (Committee Reports) for additional information.*  
*Meetings are held on the second Tuesday of the month.*
- B. Fringe Benefits** - reported by Kathleen Blazar.  
*See page 7 (Committee Reports) for additional information.*  
*Next Meeting are held on the second Monday of the month in ADL 352.*
- C. Staff Training and Development** – reported by Kathleen O’Linn.  
Working in conjunction with Tina Jurcisin with the Orientation program.  
March 18<sup>th</sup> is the next SAC Tours. An email will be sent out for distribution to your constituents. *See page 6 (Committee Reports) for additional information.*  
*Meetings are held on the third Wednesday of the month in Adelbert Rm 1.*
- D. Community Service** – reported by Robin Kramer.  
Currently working on a Cookbook project – borrowed \$money to start the process. Invitation to submit recipes starts this Monday to be published and marketed by Mother’s day. Please contact Michelle Saafir ([michelle.saafir@case.edu](mailto:michelle.saafir@case.edu)) or Shelli Snyder ([michelle.snyder@case.edu](mailto:michelle.snyder@case.edu)). Proceeds will to go to two elementary schools. *See page 7 (Committee Reports) for additional information.*  
*Meetings are held on the second Tuesday of the month.*
- E. Elections** – reported by Carleen Henderson.  
Currently filling open SAC Representative positions. In addition, committee submitted a question to Council to see if there were any objections to doing an online survey for the upcoming General Election for 2005 this Fall. Council was in favor of doing an online survey.

There was a call for Vice-Chair Nominations. Nomination election will be open until March the 18<sup>th</sup>. Nominees announced during council meeting were as follows: **Charles Knox** and **Kathryn Howard** announced by Robin Kramer, Carleen Henderson seconded both nominations. **Carol Dietz** announced by Robin Kramer. Carol Dietz declined nomination. **Terry Geiger**, announced by Robin Kramer, seconded by Kathryn Howard and Barbara Lozada. And **Lynmarie Hamel** seconded by Robin Kramer.

For other nominations, please contact Robin Kramer at [rgk@case.edu](mailto:rgk@case.edu).

*See page 8 (Committee Reports) for additional information.*

*Meetings are held on the second Tuesday of the month.*

- F. Staff Policy** – reported by Charles Knox.  
The committee met on January 26<sup>th</sup>. We addressed concerns about the Quality Work-Life Survey – the selection for the focus groups; policy of re-classification – moving from exempt to non exempt status. Charles will talk with Lorraine to answer some of these questions. February the 23<sup>rd</sup> is the next meeting. *See page 7 (Committee Reports) for additional information.*  
*Meetings are held on the last Wednesday of the month.*

- G. Communications** – reported by Carol Dietz.  
The committee met on January the 11<sup>th</sup>. They are currently working on additional SAC tips. Carol will send out via email, changes to the SAC tips. i.e. when to forward emails, etc. They are also working on updating the Communications Calendar. Paul Schneider, a new member of the committee is looking into automating emails to the general reps to get info out in a timely manner. **See page 6 (Committee Reports) for additional information.**  
*Meetings are held on the second Tuesday of the month in Adelbert 353.*

## VII. **Liaisons to University Committees**

- A.** Budget – reported by Patsy Harris. Nothing to report.
- B.** Fringe Benefits – reported by Kathryn Howard and Carolyn Gregory.
1. Investment in wellness (Kathryn Howard). They are currently in process of putting together a program to support “wellness” around the campus. They are trying to change healthcare utilization. There is a three year plan for healthcare budget that will allow for increased educational benefits.
  2. Vision Program (Carolyn Gregory). HR is working on the next Benelect Enrollment in July; looking at funding from changes made in healthcare benefits from this year.
- C.** Minority Affairs – Marina Corleto – no report.
- D.** Parking – Shirley Mele – no report.
- E.** Security – Shirley Mele – no report.
- F.** Center For Women – reported by Carleen Henderson.
1. There is a Childcare Center (100 kid capacity) in the new Fribley designs, targeting for staff/faculty. Carleen will get more information in the meeting tomorrow.

## V. **Old Business**

- A.** Accreditation Awareness. We need to spread the information to interest the staff in this process. Please share your ideas with Don Feke, Vice Provost for Planning and Assessment: [donald.feke@case.edu](mailto:donald.feke@case.edu).
- B.** Survey Update. Currently we have 50% participation. Robin thanked all Representatives for sending out survey-related emails to their constituents.
- C.** Update on Outstanding Resolutions. Human Resources will attend the next General Council in April meeting to discuss the outstanding SAC resolutions.

## VI. **Public Speakers**

- A.** *Carolyn Gregory, Assistant VP of Human Resources.* She provided an update on the HR HCM – new payroll system.
- a. New security - personal info on peoplesoft; they are suppressing social security numbers and transit bank information....(on employee page). All data is being encrypted. They are moving away from social number as the unique identifier; campus-wide.

- b. Timesheets – exempt employees are to record vacation and sick time. 9/10 employees leaving the University didn't have this information, so a People Soft liaison committee decided to have exempt employees to record this. Anyone who has payroll corrections, please send Carolyn Gregory payroll corrections via email: [carolyn.gregory@case.edu](mailto:carolyn.gregory@case.edu).
- c. Payment requests. You will need to add a new row for each employee each time. Salary analysis and distribution should be out next week.
- d. Time generation (change in status during ½ month) it should refresh all information nightly. Accruals of time will be accurately displayed.

**VII. Adjournment**

Robin motioned to adjourn meeting. Terri seconded motioned to adjourn. Chair Robin Kramer adjourned the meeting at 11:21am.

Respectfully Submitted,  
Tawanna Armstrong, Secretary

# Reports of Committees

## SAC Staff Training and Development Committee Committee Report January, 2005

The committee met on December 14 and January 19, 2005. The following key points were discussed:

### **Employee Resource Partnering Program**

The Training and Development Committee reviewed our Employee Resource Partnering Program. Since we are now on the agenda to give a short presentation about SAC at HR's weekly orientation sessions we decided to focus our recruiting efforts to that time. Therefore we will no longer be sending personal letters to new employees. The committee is designing new materials to hand out at the orientation sessions. It is our hope that our presentation and handouts will entice new employees to join SAC.

### **Video on Wheels**

The committee continues to provide the Video on Wheels to the Staff community at various locations on campus so as to make it easier for departments to attend. Videos are scheduled through May.

The next meeting of the Staff Training and Development Committee is scheduled for Wednesday, February 16<sup>th</sup> at Noon in Adelbert Room 1.

## SAC Communications Committee Committee Report January, 2005

The Communications committee met on Tuesday, 1/11/2005 at noon in Adelbert 353. Attending members were Al Pollack, Carol Dietz, Janet Hlavna, Rosalyn Foster, Aruno Johnson and Jason Weiner. Paul Schneider, a SAC rep from Engineering, also attended the meeting and has officially joined the committee. Welcome Paul.

Carol Dietz presented a document detailing some additional saccom email guidelines recommended by Paul Schneider. These guidelines will be incorporated into a document for the SAC Steering committee to review and, if approved, will be distributed to the current SAC reps at the next general council meeting.

Aruno Johnson stated that the SAC website has not yet been updated for the 2004 – 2005 year. Robin Kramer has volunteered her husband, Rick Kramer, an IT employee, to perform the update. Aruno will coordinate with Rick to finish the update ASAP.

Paul Schneider will look into using the university calendaring system to develop an online SAC Calendar. The Executive Committee and committee chairs would be authorized to edit and add events to this calendar and saccom emails could be automatically generated and sent out through the system. Paul will report his findings at the next meeting.

Al Pollack is working with the Staff Recognition committee to promote the nomination process for the 2005 President's Award.

Carol Dietz will check with Nilda Baker on the status of distributing saccom information to employees who don't use email on a regular basis. The SAC rep that was coordinating this has left the University, and we need to find someone to take over these duties. They include posting SAC information in Maintenance, Custodial and Security offices and break rooms.

Our next meeting will be Tuesday, 2/8/2005, at noon in Adelbert 353. Please join us.

## **SAC Staff Recognitions Committee Committee Report January, 2005**

No report available.

## **SAC Fringe Benefits Committee Committee Report January, 2005**

At the last monthly meeting held January 10, 2005, the Fringe Benefits Committee addressed issues on Plan B retirement, sick time policy, the status of the SAC Resolutions, the pending meeting with Faculty Compensation about Retiree Health Benefits and several items of interest for which a representative from HR will be invited for a discussion at a future meeting. This items of interest are temporary employees, job evaluations, pay minimums and, time permitting, retirement pensions. The sisters schools policies will be researched by a few FB staff members once the sisters schools are identified.

## **SAC Community Service Committee Committee Report January, 2005**

Agenda Items

- transitioning from Rhonda and Shelli/Judith to Shelli and Michelle as co chairs
- creating a proposal to submit to robin and Judith about creating a cookbook to sell, with case community recipes, to benefit Bethune and Landis schools for supplies
- no clothing drive due to cookbook
- gathering info on WSEM for possibility of them being our basket raffle recipient in 2005

## **SAC Staff Policy Committee Committee Report January, 2005**

No report available.

## SAC Elections Committee Committee Report January, 2005

Elections Committee met Jan. 11 attended by: Janet Hlavna, Lynne Ford, Robin Kramer

In review for the Vice-Chair Elections, the following calendar was agreed upon:

Date	Event
1/11/05	Review officer nomination biosketch and ballot forms from past years
2/8/05	Elections Committee; discuss on-line election format/possibility - could this be pilot for general election format?
2/10/05	Call for nominations for Vice Chair
2/18/05	Closing date for nominations (contact all nominees for accept/decline)
2/25/05	All eligibility requirements confirmed with HR
2/28/05	Biosketch forms sent to nominees
3/14/05	Send reminder to nominees who have not returned biosketch form
3/18/05	Deadline for biosketch return to Elections Committee for review at Steering Committee meeting
4/4/05	Biosketches audited by Elections Committee
4/8/05	Include nominee biosketches with agenda and minutes for 4/14/05 Council Meeting
4/14/05	April Council Meeting - nominees to presea(fores )J]JETEMC 3.56 355398 318.66 0.4798 ref3.56 355395999 0.48 19.9