



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

Friday, February 16, 2017, 10-11:30am, Toepfer Room, Adelbert Hall

IN ATTENDANCE:

| | | | |
|------------------|-------------------|----------------------|----------------------|
| Kaliya Arnwine | Kathryn Howard | Gabrielle Meester | Danielle Bernat Sabo |
| Carlier Myers | JC Scharf-Deering | Nancy Vitale | Tiana Ellington |
| Hadrian Djohari | Anita Banks | James Nauer | Shannon Swiatkowski |
| Dawn Ellis | Dedre Hanna-Adams | Karyn Newton | Jean Seneff |
| Charles Knox | Damian Junk | Kathy O'Linn | Robert Slovenec |
| Dominic Dorazio | Kaleena Schmidt | Ali Martin Scoufield | Pam Capasso |
| Gillian Irwin | Lisa Kouns | Jim Prince | Tim Eppich |
| Garth Wadleigh | Brian Sherman | Martha Payne | Theresa Grigger |
| Jennifer Hawkins | Christine Olson | Justin Lonis | Laura Huffman |
| Mei Lu | Susan Reichart | Mary Ann Dobbins | Michele Stephens |
| Carolyn Washick | Melissa Van | | |

EXCUSED: Timerra Jung, Christopher Littman, Rebecca Weihrouch, Laura Weber Smith, Robert Prezioso, Taryn Gress, Karen Romoser, Renee Holland-Golphin, Colleen Friday, Matthew Smith

GUESTS: Annie Pease, Michelle Lampton

- I. **Meeting was called to order at 10:02am by Chair JC Scharf-Deering.**
- II. **Approval of Minutes**
Unanimous vote to approve.
 - A. December 7, 2017 General Council Meeting Minutes
- III. **Announcements from HR**
 - A. Michelle Lampton
 - i. Supervisor Orientation launching March 27th stage 1 of 12 month program.
- IV. **Presentations**
 - A. Annie Pease, University Circle Inc.
Presentation of the uGo in the circle Transportation Survey Results. Online resource for travel options other than by car. uGointhecircle.com, Apps and information for commuting and public transportation, carpool, Alerts, Parking Incentives.
- V. **Announcements from Chair and Vice-Chair**
 - A. Budget Report: \$1,964.58
 - B. Survey of meeting time results, will continue alternating Thursday and Friday schedule.
- VI. **Reports of Standing Committees**
 - A. **Communications:** Shannon Swiatkowski, Bob Slovenec
See attached report
 - B. **Community Service:** Theresa Grigger, Laura Huffman
See attached report
 - C. **Elections:** Karyn Newton, Jim Prince
Nominations for Vice Chair and Secretary by April 6th.
 - D. **Fringe Benefits:** Damian Junk

See attached report

E. **Staff Policy:** Jim Nauer

See attached report

F. **Staff Recognition:** Pam Capasso, Paul Keeley
Nominations for staff awards by April 6th.

G. **Staff Training and Development:** Justin Lonis

See attached report

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

A. **Faculty Senate Meeting:** JC Scharf-Deering

Academic Integrity Policy Review, Faculty Credentials Policy, Library Resources

B. **Sustainability Initiatives:** Matthew Smith

Not Present

C. **Fringe Benefits:** Barbara Juknialis

No Meeting

D. **Diversity Leadership Council:** Bonnie West, Anita Banks

Finalizing the report, 52 stories of history

E. **Parking Advisory:** Damian Junk, Nancy Vitale

No Report, next meeting in April

VII. Old Business - none

VIII. New Business – SAC Annual Report (Due July), Staff Climate Survey

IX. Adjournment – 11:21am

Upcoming Meeting Schedule:

Steering Committee (Attendees: Chairs of Standing Committees, SAC Executive Committee)

Adelbert M2

Thursday, April 12, 2018; 2-3:30pm

Thursday, June 14, 2018; 2-3:30pm

Thursday, August 9, 2018; 2-3:30pm

General Council (Attendees: All SAC Elected Representatives, Staff Volunteers, Invited Guests)

Toepfer Room

Thursday, April 19, 2018; 1-2:30pm

Friday, June 22, 2018; 10-11:30am

Thursday, August 16, 2018; 1-2:30pm

Staff Advisory Council

Communications Committee Report for General Council -2/16/18

The Communications Committee met on January 12, 2018.

Professional photos were taken at the December 7, 2017 General Council meeting and have been distributed to those who participated. The Committee is working on a photo directory of our membership and will add it to the website. Members are encouraged to use these photos for their professional development, including email and linkedin profiles or department websites.

The university has a deadline of moving T4 over to Drupal by June 30, 2018. Meeting this deadline is their top priority, so the SAC website should be done some time in the next 5 months. Sites which deviate least from the official templates will go first, and the UMC team will do the bulk of the work. Our Committee will need to look for things like "hidden pages" (published but unlinked) that might need to be moved but won't be picked up by their automated tools.

Our next meeting will be on March 8, 2018 at 2:00pm via Zoom (<https://cwru.zoom.us/j/2163687551>).

Submitted by:

Bob Slovenec and Shannon
Swiatkowski Co-Chair

SAC Community Service 2017-2018

Monday, February 19, 1:30-2:30 Crawford 519

- Dionne Broadus - Executive Director, Office of Local Government & Community Relations Discuss collaborating for the Back to School Drive and Providence House Baby Shower

Dionne spoke to our committee regarding - Step Up, Good Neighbor Program, Case for Community Days 2.0, National Community Service Week April 16-20, 2018 (partnering with BVU), increasing awareness, annual fund pilot dinner.

During Community Service week - initiatives, tours, fundraising programs, and adding Providence House Baby Shower

Discussed Back to School Drive - fundraising, getting alum, students (including sororities & fraternities), area businesses, vendors, UCI, campus more involved, publicizing, adding other schools. Dionne will contact procurement to see if they can assist.

She is working with HR for volunteer time off policy (especially for Community Service Week) and with the President's Office on a staff volunteer recognition (something like student civic engagement scholar program).

ACTION ITEMS

Send to Dionne: write up for Baby Shower & supply list, Back to School Drive flyer & supply list. Will work with her to have Providence House Baby Shower during Case for Community Days 2.0 during National Community Service Week April 16-20, 2018. We need to decide on a date. She will also send us a survey to distribute to our constituents regarding community service. She is also looking for names for individuals for Community Service Champions.

Updates to Providence House Baby Shower - www.provhouse.org

Theresa spoke with her contact who is super excited.

April is their 37th anniversary, and they were the first charity for the Basket Raffle.

April is child abuse awareness month.

They accept gift cards. Fruit cups and juice boxes are the most used items.

We could do bring a fruit cup and a gift card. Which would save on storage and carrying big items.

They can come and pick up and also attend if we have an event at the end, she would be happy to speak to us, also happy to give us any kind of logo or printed materials.

Continuing Action items for Providence House Baby Shower

Flyers, somewhere to host, places to store items.

Collect for 1 or 2 weeks, then have a day of event, they can come pick up.

Drop off, put name on umbrella, pin up names on poster board at each location (Laura will make umbrellas/pin ups).

Publicize - Case Daily, SAC General Council Meeting, ask Dionne.

Ask Crafter's at Case (Brinn) if they would like to donate.

CWRU - Staff Advisory Council

Donation Sites - Weatherhead/MSASS/Law School (Laura Weber Smith - Dively), SODM (Heidi & Laura), Crawford (Theresa), Adelbert (Beth), Kelvin Smith Library (Christine), SOM (Shannon).
Check on someone for Cedar Center/BioEnterprise locations.

Attendance: Laura Weber Smith, Laura Huffman, Christine Klecic, Janice Eatman Williams

Next Meeting Monday, March 19th, 2018 1:30-2:30

SAC Standing Committee Report

Committee Name: Fringe Benefits

Meeting Date: January 16, 2018

Meeting Location: Adelbert Hall, Room M1

Meeting Start Time: 12:00 pm

Present: Damian Junk, Gillian Irwin, Colleen Friday, Kasey Massengale, Nancy Vitale, JC Scharf-Deering, Matt Smith, Garth Wadleigh, Gabrielle Meester, Martha Payne

Chair/Co-Chair: Damian Junk /Gillian Irwin

Discussion/Agenda:

- Tuition Opportunity- Tuition Exchange, Tuition for Employee, Tuition for dependents
- Tax Bill Ramifications

There was a special presentation and discussion regarding the following item:

- Tuition Benefit was discussed. It is becoming increasingly more difficult for dependents to successfully apply for admission. The usage of tuition exchange has increased causing caps related to time of service.

We distributed AAU institutions to each member for discovery of HR resources at each.

Action Items for Next Meeting:

- Benchmarking CWRU HR with peer institutions
- Continue discussion of employee tuition benefit.

Meeting End Time: 1:01 pm

Next Meeting Date: February 15, 2018

Next Meeting Time: 12 pm

Next Meeting Location: Adelbert Hall, Room M1

Report Prepared by: Damian Junk

Staff Advisory Council Standing Committee Report

Committee Name: Staff Policy Committee

Meeting Date: 21 December 2017

Meeting Location: Sears 563

Meeting Start Time: 4:05pm

Present: (6 members, not documented by Chair)

Chair/Co-Chair: Jim Nauer

Agenda/Discussion:

- Revised HR Staff Policy manual publication date? (still TBD)
- Updates from HR: new tracking codes in HCM for FMLA absences (FML-SICK, FML-UNPAID, etc.)

There was discussion regarding the following items:

- Re: revised Staff Policy manual – what is the legal standing (if any) of the attendance sheets that were used at the “Town Hall” and other meetings? Answer: none, that was for internal statistics purposed only (how many people did HR directory communicate with regarding the updates). However, as of the date when the revised manual is published, all staff are responsible for observing the published policies (including any new/changed policies).

Action Items for Next Meeting:

None

Meeting End Time: 5:00pm

Next Meeting Date: Thursday, January 18, 2018

Next Meeting Time: 4:00pm

Next Meeting Location: Sears 563

Report Prepared by: Jim Nauer

Staff Advisory Council Standing Committee Report

Committee Name: Staff Policy Committee

Meeting Date: 18 January 2018

Meeting Location: Sears 563

Meeting Start Time: 4:10pm

Present:

Chair/Co-Chair: Jim Nauer

Agenda/Discussion:

- Revised HR Staff Policy manual publication date? (still TBD)

There was discussion regarding the following items:

- E-Recruit web site issue (staff could not see posted positions – since resolved)
- mid-month pay for January 2018 late (1 business day) – potential impact to staff who have scheduled bill payments.
- Emergency Advance (of salary) – removed from (revised) Policy & Procedure documentation; no longer available? “rarely utilized” according to HR.
- Issue with insurance claims related to water damage in an office – personal items are not covered by the university’s insurance.
- After-hours parking in Lot 29 frequently not available [note: one day after this meeting, stickers appeared on the card readers in Lot 29 specifically stating that after-hours passes are not valid during ‘special events’, i.e., every time there is a concert in Severance Hall – 3-4 days every week during the academic year]
- Discussion of a web site to aggregate all official policies across campus (not just HR Staff Policies, as has been the committee’s previous focus). [see February 2018 meeting minutes for follow-up]

Action Items for Next Meeting:

None

Meeting End Time: 5:00pm

Next Meeting Date: Thursday, February 15, 2018

Next Meeting Time: 4:00pm

Next Meeting Location: Sears 563

Report Prepared by: Jim Nauer

Staff Advisory Council Standing Committee Report

Committee Name: Staff Policy Committee

Meeting Date: 15 February 2018

Meeting Location: Sears 563

Meeting Start Time: 4:05pm

Present:

Chair/Co-Chair: Jim Nauer

Agenda/Discussion:

- Lisa Palazzo – university Compliance Office

There was discussion regarding the following items:

- Lack of a standard process for creating, reviewing, approving, and publishing policies across campus
- No standard template, no central repository
- In response to an audit (Deloitte “internal audit” team), the Compliance Office is launching a Task Force to define a standard process

Action Items for Next Meeting:

None

Meeting End Time: 5:00pm

Next Meeting Date: Thursday, March 15, 2018

Next Meeting Time: 4:00pm

Next Meeting Location: Sears 563

Report Prepared by: Jim Nauer

Staff Training and Development – January 17, 2018

In attendance (via Zoom): Mei Luo, Shannon Swiatkowski, Laura Weber Smith, Justin Lonis, Theresa Grigger, Michelle Lampton, Kumudu Kulasekere, and Melissa Van

- **APN Update**

Corinne Hoisington is confirmed as the keynote speaker for the next conference, but the date has not been set yet. There will be no speaker charge, we'll just need to reimburse her travel expenses. The next member meeting of the APN will be on February 6th – Dr. Elizabeth Short, speaking on “the sandwich generation” (caring for both children and elderly parents).

- **PDC Update**

Registration is now open for the E-learning program, Employment Law.

- **Welcome to new committee chair – Justin Lonis!**

What is our purpose?

- Is it to offer as many opportunities as possible?
- Is it to reach as many individuals as possible?
- Is it to offer a diverse (not "diversity") portfolio of availability?

What is Professional Development and Training?

-Definition curated by leveraging research in the Adult Learning and Development (ALD) Field with our prior successes and experience.

- We won't nail this down in one meeting (and we shouldn't)

How do we track success (measure change)?

- Quantitatively of course, but we have to ask the right questions.
- Is attendance and compliance enough?

How do we get feedback?

- Assessments, Focus Groups, in-person discussions, reviews, etc.

What modalities are we leveraging in-regard to PD and T.

- Online, in-person, audio, sensory, hard/soft skills, etc. (more in this coming soon).

Expectations of committee members

- Each member should walk away from the committee being "great" at "something"

Current Offerings

- What are we doing now?
- What can we offer that is free?

Staff Climate and working with Faculty

- What is the current pulse and how are we working to change that?
- What are we doing to build the bridge between staff and faculty?

One Rule for This Committee: If there is a problem you have to also propose a solution. No Complaining.

Discussion:

Two of the major concerns of CWRU staff seem to be 1) lack of upward mobility and 2) lack of compensation. We can't change these things, but we can try to offer good training that will help people move forward.

Justin does not envision the ST&D committee offering its own programming like the PDC does, more that we will publicize and help staff find all the development options open to them – create a professional development community.

CWRU - Staff Advisory Council

How might we highlight popular classes or tracks on Lynda.com? Maybe post monthly suggestions/reviews on our website?

Is there any data on CWRU tuition waivers? Who is using them? How many? What positions are the employees in? Michelle said she could get some of that information for us.

Is there overlap between training (what you need to know for your current role) and professional development (what you need to know to advance to the next step)?

Justin would like to see mentoring/coaching become a priority for the committee. The PDC is looking at reviving some mentoring programs as well. Maybe a partnership?

Please feel free to contact Justin anytime – jxl1581

Next scheduled meeting – February 21, 2018 at 1:30 pm (Zoom)