

**Case Western Reserve University  
Staff Advisory Council  
Minutes of June 9, 2005 Council Meeting**

**Members in Attendance:**

1. Delores Adams, School of Medicine
2. Tawanna Armstrong, University Administration, Council Secretary
3. Kathleen Blazar, School of Medicine\*
4. Marina Corleto, School of Law
5. Carol Dietz, School of Engineering
6. Kathleen Dowdell, School of Arts and Sciences
7. James Edmonson, Academic Administration
8. Lynne Ford, University Administration
9. Terri Geiger, University Administration
10. Lynmarie Hamel, University Administration
11. Patsy Harris, School of Engineering
12. Janet Hlavna, School of Medicine
13. Kathryn Howard, School of Medicine, Council Past Chair
14. Aruno Johnson, Mandel School of Applied Sciences
15. Frank Lenior, Human Resources\*
16. Robin Kramer, University Administration, Council Chair
17. Gail McGhee, University Administration
18. Jodi Pratt, University Administration
19. Michelle Saafir, University Administration
20. Brian Sherman, School of Dentistry
21. 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 10:02am.

Approval of April 14<sup>th</sup> meetings by general consent.

**II. BUDGET/MINUTES**

Reported by Robin Kramer, SAC Chair, our to-date budget as of today is of \$650.40; there are still some outstanding expenses from the Vice Presidential Debate of \$970, which are still expected to be covered by donations. Funds were advanced for the printing of the SAC Cookbook; sales figures not final yet.

**III. ANNOUNCEMENTS**

- Newsletter called **Community Matters** included mention of SAC and photos but had some unfortunate errors which will be corrected on the web version and in the next issue.
- SAC website updates expected soon

- August 31<sup>st</sup> is date for the **SAC Recognition Reception**; details will be announced via e-mail.
- July 29<sup>th</sup> is the date for the **Party on the Quad**, co-sponsored by Human Resources. The event will start this year at 3 p.m. and supervisors will receive an e-mail urging them to allow employees to attend at this earlier time.
- **SAC Elections Committee** is getting ready to announce the nominees for representatives for one half of the University - areas are School of Dentistry, Mandel School of Applied Social Sciences, FPB School of Nursing, Academic Administration and University Administration. Party on the Quad will be the Elections kickoff.
- **Vision Investment Plan.** \$180 million has been allocated from creating financial flexibility to support programmatic investments; borrowed from cash to pay back over a time period. FY08 – last year forecasted. The revenues generated through philanthropic, research, etc. should assist in payback and sustaining the investment. An announcement will come out in July 2005.
- **CASE Community Day.** It will take place in the middle of September; date to be announced as soon as possible.

#### IV. **REPORT FROM THE DEPARTMENT OF HUMAN RESOURCES**

Reported by Frank Lenior.

- **Kelly Services** will replace Spherion effective July 1, 2005. Present Spherion temporary employees will be able to switch to Kelly Services if they wish to stay on.

#### V. **DISCUSSION OF ISSUES BY REPRESENTATIVES**

Nothing reported.

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

- A. **Staff Recognition** – reported by Patsy Harris. Making plans for the Party on the Quad. Dancing, Basketball, Karaoke, etc. Party to run 3-6:30. In the process of collecting donations from vendors for prizes.  
*See page 5 (Committee Reports) for additional information.*  
*Meetings are held on the second Tuesday of the month.*
- B. **Fringe Benefits** - reported by Kathleen Blazar.  
Discussion of the following: survey results, vision plans, May change date of future meetings. *See page 6 (Committee Reports) for additional information.*  
*Meetings are held on the second Monday of the month in ADL 352.*
- C. **Staff Training and Development** – reported by Kathleen Dowdell.  
We discussed ideas for future tours to benefit employees. Presentations will resume in September. Video On Wheels – creating developmental learning sessions. We are currently evaluating materials to facilitate these sessions. *See page 5 (Committee Reports) for additional information.*  
*Meetings are held on the third Wednesday of the month in Adelbert Rm 1.*
- D. **Community Service** – reported by Michelle Saafir.

We sold 278 cookbooks, over 300 dollars in advertising ads. \$1042.27 profits. It will provide school supplies and materials to two elementary schools. Our goal is to do this project every May. We have also started to work on the basket raffle. [See page 6 \(Committee Reports\) for additional information.](#)

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

**E. [Elections](#)** – reported by Robin Kramer.

We have started preparing for the General Elections to kick-off at the Party on the Quad. [See page 7 \(Committee Reports\) for additional information.](#)

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

**F. [Staff Policy](#)** – reported by Robin Kramer.

No Report. [See page 6 \(Committee Reports\) for additional information.](#)

*Meetings are held on the last Wednesday of the month.*

**G. [Communications](#)** – reported by Carole Dietz.

Jason Weiner had started to create electronic newsletter. [See page 5 \(Committee Reports\) 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 Hossein Sadid.

Hossein distributed and discussed highlights from the 2006 Budget Capital and Operating Report approved at the recent Board of Trustees meeting. There is a planned \$30 million deficit, \$3 million of which is an operating deficit at the Weatherhead School of Management, and \$27 million is the Vision Investment Plan to jump-start academic programs. Conservative spending over past years has allowed the University to take \$181 million dollars from Operating Funds to invest in strategic areas, mostly academic ones, and pay that amount back after five years with the gains realized from the increased tuition and other planned giving programs. Large portions of the third year of the Vision Investment Plan of \$36.6 million is to be utilized for faculty recruitment.

**B. Fringe Benefits** - reported by Kathryn Howard.

We met on May 11<sup>th</sup>. There was a presentation from Mercer to report analysis of Case's Fringe Benefit package, in comparison to our peers. Case is above average on benefits. The Eye Care Plan kicks in 7/1. Provisions – 1 exam, \$10 co-pay in one year, etc. This plan will cover basic eye care. Information to come out soon. There is a Cardiac Defibrillator proposal in process to strategically place them around campus; 16 total to be placed. Long term care insurance is still in the process.

**C. Minority Affairs** - Marina Corleto – no report.

**D. Parking** - Shirley Mele – no report.

**E. Security** - Shirley Mele – no report.

**F. Center for Women** – Carleen Henderson – no report.

## V. **Old Business**

**A. Kathryn Howard** – SAC Letters. An official letter to be placed in HR folder (employment file) – Lorraine Watson was working on. Frank to investigate.

The intent was to put a positive note of service to the employees. Robin suggested using a copy of the welcome letter from the President's office.

- B.** Training & Development. Although the position has been phased out in Human Resources, the functionality will continue on in order provide education to the employees.

**VI. New Business**

- A.** HCM Time Sheets for Exempt staff; Sick time – Frank Lenior to handle.

**VI. Public Speakers**

**VII. Adjournment**

Robin motioned to adjourn meeting. Chair Robin Kramer adjourned the meeting at 11:10am.

Respectfully Submitted,  
*Tawanna Armstrong*

Tawanna Armstrong  
SAC Secretary

# Reports of Committees

## **SAC Staff Training and Development Committee Committee Report May, 2005**

### **Employee Resource Partnering Program**

Ideas for future campus tours for new employees have been discussed. The committee would like to reach out to more new employees by offering tours possibly at Orientation. Various options are being looked into.

### **Video on Wheels**

The Video scheduled for June 7 is cancelled due to the Quality of Work-Life Meetings held on campus on that date.

The committee is planning to move the Video on Wheels Program to a new direction beginning in the Fall. Members of the committee would facilitate departmental learning sessions as requested. The committee will meet in the summer to discuss further ideas.

The next meeting of the Staff Training and Development Committee is scheduled for Wednesday, June 15th at Noon in Adelbert Room 1.

## **SAC Communications Committee Committee Report May, 2005**

No report at this time.

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

The Staff Recognition Committee met on May 25, 2005

- Plans to make the "Case Quad Block Party", one of the most fun events, are underway
- Four events are planned and will be stationed around the quad; they include dancing, basketball hoop it up, scavenger hunt, and karaoke.
- Our committee requested and received approval from Tony Kinslow to have the party time extended from 3:00 until 6:30pm
- We are in the process in collection donations from vendors that we frequent to use as prizes, etc.
- A donor letter will be sent to SAC asking for their help as well
- There will be a "prize" for the one who turns in the most donor gifts; more information to follow
- Our next meeting will be held on June 23, 2005 @ Noon in Tomlinson

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

The April meeting of the Fringe Benefits Committee saw a continuation of the discussion of the SAC resolutions as handled by Human Resources.

At the May meeting there was a report from the University Fringe Benefits Committee's recent meeting where there was a presentation by a consulting firm on the university's fringe benefits package. The university is average. Further discussion included whether average fit into the university's Vision, or whether we should strive for something more.

It is probably time to redirect our energies.

There may be a few more people interested in joining this committee. Names to follow.

The university will offer a vision plan starting in July, not to be confused with the Vision. This one really has to do with eyes.

The committee will probably change its meeting day and time for next year.

## **SAC Staff Policy Committee Committee Report November, 2004**

No report at this time.

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

We are happy to report that the cookbook sale is over and it was a great success! In addition to the 278 copies of the cookbook that were sold, we generated another \$300 in sponsor ads that were featured in the cookbook. After the deduction of printing costs and repayment to SAC for up front costs, our net profit totaled \$1427.30. This amount was divided equally between the recipients and Joseph Landis Elementary School and Mary Bethune Elementary school will each receive a check in the amount of \$713.65.

This project was a huge undertaking but, our committee was dedicated to making it happen and despite many obstacles we did it. It was worth every minute of the time and effort it took to put it together. Many thanks to the members of SAC who supported our project by volunteering their time at the sale locations and who generated sales within their departments. We couldn't have done it without you! Also, special thanks to Lisa Sabato and her team in Case Printing Services for working closely with us and helping us to produce a first class product we could all be proud of.

Now that the committee has "gotten it's feet wet" and we know where the tweaking needs to occur in the process, we have discussed the possibility of doing this project again. Perhaps doing it every other year. If that does happen, we hope to have even MORE support from the members of SAC to make it even MORE successful than this year's fundraiser.

## **SAC Elections Committee Committee Report May, 2005**

We have been working diligently in preparing for the upcoming General Elections that will kick-off at the Party on the Quad on July 29<sup>th</sup>.