



**Staff Advisory Council**  
MINUTES FOR GENERAL COUNCIL MEETING

June 8, 2012  
10:00 a.m. to 11:30 a.m.  
Toepfer Room, Adelbert Hall

Meeting called to order at 10:02a.m. by Shannon Swiatkowski.

**Members in Attendance**

Curtis Bunner  
Kathleen Dowdell  
Karen Dunn  
Stacy Fening  
Michael Gilkey  
Theresa Grigger  
Victoria Hirsch  
Barbara Juknialis  
Meagan Kittrick

Robin Kramer  
Tony Kramer  
Jennifer Loudiana  
Susan Lukianowicz  
Karen McColl  
Eugene Matthews  
Anthony Michaels  
Jim Nauer  
Kathy O'Linn

Brinn Omabegho  
Julieta Peterson  
Karen Romoser  
Angela Sloan  
Shannon Swiatkowski  
Tammy Warner  
Liz Woyczynski

**Approval of Minutes and Budget Report**

Approval motioned of the meeting minutes from April 2012.

Current budget is \$2,930.43. Recent purchases included cups and portfolios for the Staff Recognition event. With \$1,833.46 left in the budget for this fiscal year, \$900.00 will be spent on marketing materials: table cloths and banners. \$200 will be donated to the Party on the Quad, \$200 will be spent on printing of SACtivities Newsletters for those attending the Party on the Quad. The remaining amount will be donated to the Staff Educational Enhancement Fund (SEEF) within the Staff Advisory Council, Training and Development Committee.

Motion was approved to appoint Barbara Juknialis to Vice-Chair, effective immediately.

**Announcements from HR**

HR announced a reminder that the Staff Awards Brunch will be the week of June 11, 2012 to include the largest group of employees to receive service awards, containing one award of 50 years of service.

**New Business**

**Presentations:**

1. Jamie Ryan, Human Resource – Health Benefits Update  
This year HR rolled out significant health insurance changes for CWRU employees which included an introduction of high deductible and co-insurance plans to PPO plans. From a financial standpoint, an expected migration to new plan would result in large monetary savings to the University; and large health care claims is activity increasing with the number of participants enrolled and their claims.



**Staff Advisory Council**  
MINUTES FOR GENERAL COUNCIL MEETING

Jamie announced that there are no anticipated plan design changes for 2013, as of today. Close to Open Enrollment, in fall 2012, Human Resources will announce health care costs increases. In addition, Anthem contracts with QuestDiagnosis and Lab Core with no, out-of-pocket costs for participants with increased opportunities to help manage costs.

A comprehensive wellness committee was formed fall 2011 to focus on wellness programs. Within the next few months, employees will be presented with a voluntary opportunity to complete a Health Risk Assessment to assist in evaluating the condition of the CWRU employee population; combine with paid claims data to help determine what type of wellness activities will be best suited to manage current health conditions that exist.

Human Resources are expecting to offer dates in July and August 2012, for training sessions regarding "How to Read an EOB Statement" for employees.

2. Liz Woyczynski – CWRU International Friendship Family Program  
Liz formed a group of multiple staff members at CWRU to help international students integrate on-campus. The International Friendship Family Program includes matching international students to other students, alumni, and retirees, to meet one a month. Last year 35 international students were matched. More detailed information and application to participate can be found on the web at:  
<http://studentaffairs.case.edu/programs/friendship/>.
3. Liz Roccoforte, Program Coordinator, LGBT Center  
The LGBT Center opened in October 2010, located in Thwing West to serve faculty, staff, students and alumni. An employee resource group is being formed to support LGBT individuals, who self-identify, to meet similar individuals and help retain these individuals at the University.

The Safe Zone Training Program has touched over 300 staff, faculty and students. "The Program is a visible network of volunteers who are committed to creating a community of respect and dignity for gay, lesbian, bisexual, transgender and questioning students, staff and faculty." The next offering of the program will be held on July 12<sup>th</sup>; interested LGBT allies should RSVP to: [LGBT@case.edu](mailto:LGBT@case.edu).

Liz is involved with the review of staff related policies: non-discrimination policy, domestic partnership benefits.



**Staff Advisory Council**  
MINUTES FOR GENERAL COUNCIL MEETING

**Announcements from Chair / Presentation from Students**

**Reports of Standing Committees**

**Communications**

Michael Gilkey

The committee has selected two, large marketing pieces and a table cloth, to be used for various events on-campus that SAC is present. Also the committee ordered cups and portfolios with the SAC logo.

The final draft of the 2<sup>nd</sup> Quarter, SACtivities is complete and will be printed soon for members that attend the Party on the Quad in July. The committee is continuing to update websites and ad hoc committee pages are in draft form for editing before going live, in addition to the standing committees webpages.

**Community Service**

Theresa Grigger

Theresa announced she will assume the role of Interim Chair to replace Sally Berri and Christian Swol, past SAC members. The committee has discussed a few upcoming events to take place and a goal to engage new members to this committee.

Next meeting: Tuesday, June 12<sup>th</sup> at 1:00p in Crawford, 128.

**Elections**

Robin Kramer

The Officer Election has been completed and 82% of the General Council participated in voting. Barbara Juknialis will serve as Vice Chair, effective immediately. Mike Gilkey will serve as Secretary beginning September 17, 2012.

The General Election for various school nominations remains open through Monday, June 25, 2012. The committee reported having three Medical School positions open and agreed to have those positions remain vacant until the Medical School representatives join the Staff Advisory Council in September 2012. Biosketches of nominated school representatives are due to the committee by Monday, July 9, 2012 and school voting will begin on Friday, July 27, 2012.



**Staff Advisory Council**  
MINUTES FOR GENERAL COUNCIL MEETING

The following schools will be filling positions for representatives this year:

- College of Arts and Sciences
- Case School of Engineering
- School of Law
- School of Medicine
- Weatherhead School of Management

Next meeting: Monday, June 11<sup>th</sup>. Please refer to the Google calendar for time and location.

**Fringe Benefits**

Barb Juknialis

The Fringe Benefits Committee met in April. Our only topic of discussion was the bicycle tax credit program.

Vanessa Forro, who is a research assistant in the School of Medicine, presented her Sustainable Transportation report that she compiled for a recent class she took. She presented information on the tax credit program recently started at the VA Medical Center. She also told us that the Cleveland Museum of Natural History is planning to build a Sustainable Intermodal Transportation Facility on the space currently occupied by their outdoor surface lot. This facility is slated to be open to the public by February 2015. This space will have showers and lockers for bike commuters to use and electrical hookups for charging electrical cars and buses.

Christian Swol has forwarded information to the committee from Stephanie Corbett, Director of Sustainability at Case. She is interested in a student proposal for establishing a Bike Coop on campus. This project was also mentioned by Vanessa Forro. The Bike Coop will basically be a “go to” place for all things bicycle-related. It will have bicycle education/safety sessions, provide emergency maintenance on-site, and also run a “rent-a-bike” program where you can get a bike for an hour during your lunch or for up to a few days, depending on your need. Right now the group is trying to identify some space on campus where they can set up their shop. They are also working with campus security to see if the many bikes they have in their possession could be used for the rent-a-bike program. Security already registers all bikes on campus and gives out free bike locks.

It does not appear likely that the tax credit reimbursement program will be implemented at this time.

Next meeting: Tuesday, April 17, 2012 at noon in Adelbert M2.



**Staff Advisory Council**  
MINUTES FOR GENERAL COUNCIL MEETING

**Staff Policy**

Karen Romoser

The committee has three initiatives that they are working:

1. Review of existing policies
2. Review of new policies
3. Meeting with Carolyn Gregory, HR for advice and recommendations

The committee is also working closely with the Fringe Benefits Committee too, in the future.

Next meeting: Thursday, June 21, 2012. Please refer to the Google calendar for time and location.

**Staff Recognition**

Robin Kramer

Winners of the President's Award for Distinguished Service were forwarded to President Snyder for review and were approved; letters were hand delivered to those who were approved. A public announcement will appear in the Daily following the Awards Brunch. Names of the winners will be engraved on a plaque too.

The Party on the Quad, Friday, July 27<sup>th</sup> is still collecting prize donations until July 20, 2012. Drawings will be every 30 minutes for prizes in addition to game prizes. Games suggested were Bingo, Karaoke, Ball Toss, Hula Hoop, and Corn-Hole. Suggestions were made to include face painting, tattoos, Sparty the Mascot, and clowns. The theme for this year's party is: Carnival. Robin sent links via e-mail for volunteers and the donation list.

Next meeting: Thursday, June 21, 2012 at noon in Sears 670.

**Staff Training and Development**

Kathy O'Linn

The committee met in May and is continuing to focus their efforts planning the Steps4Staff walk; a decision was reached to utilize the QuickPay registration/payment system.

Next meeting: Wednesday, June 20<sup>th</sup> at 1:00p in Adelbert, M3.



**Staff Advisory Council**  
MINUTES FOR GENERAL COUNCIL MEETING

**Reports of Ad Hoc Committees and Liaisons to University Committees**

**Climate and Work Environment**

Kathy Dowdell

The committee met on Monday, May 7<sup>th</sup> and discussed a tentative dates for Green Bag Lunch Series and reviewed Green Your Lunch. Statistics from Recyclemania were reported from Erin Koller, Recycling Manager. Erin received two grants to bring additional recycle bins to campus and Alcoa sponsored bins too.

Stephanie Corbett would like a SAC member to participate on the Green Team.

Next meeting: not reported.

**Fringe Benefits**

Barb Juknialis

The Committee met in April 2012.

A brief update of Health and Wellness initiative was given. The selection of a vendor to provide health risk assessments is in the final stages, and the selection should be made in the coming weeks.

Four of the Vanguard funds available to employees will be changing to a new, lower cost share class.

Oswald Companies continues to explore viable options for potential voluntary benefits programs. Benefits that appear to have the best fit for CWRU are critical illness insurance and supplemental short term disability. We are also looking into the possibility of a supplemental whole life policy that includes a long-term care insurance option. We are in contact with Ohio's College Advantage 529 plan to set up a payroll deduction option for contributions.

Next meeting: Wednesday, June 13, 2012.

**Faculty Senate**

Shannon

The Faculty Senate is off for the summer. Shannon will attend the next meeting on September 24, 2012.



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

**Staff Advisory Council**  
MINUTES FOR GENERAL COUNCIL MEETING

**Inclusion, Diversity and Equal Opportunity**

No report.

**Parking**

Mike Gilkey

No report, as the committee meets once per year and last general council meeting covered all updates.

**Old Business**

None reported.

**New Business**

None reported.

**Adjournment**

11:11 a.m..