

## Member Highlight: Corrie Zimerla

*"Advocate for yourself and take advantage of the opportunities to learn in this institution."*

Can you guess what the third largest department in the School of Medicine might be? Pathology! And SAC member Corrie Zimerla helps to administer and coordinate both the university and hospital branches of this Department. Corrie has a Bachelors degree in Psychology from Cleveland State University and an MBA from Baldwin Wallace University. When asked what she loves about her job, Corrie is quick to say that she loves figuring out how to put the pieces of intricate puzzles together by capitalizing on the strengths of the people within the department. She feels blessed to have been given so many opportunities to do what she loves and to stretch and grow professionally. She is keenly interested in focusing on the vision and mission of the institution, and forming meaningful relationships that guide her work.



When asked what she is most proud of, so far, in her time at CWRU, she shares that she "helped kids get better." How? She helped develop a robust referral network for children involved in studies in the Psychiatry Department: even if the candidate was not eligible to participate in the study trial, they were sure to leave with resources that could help them in the future. That's called "doing good in your corner of the world!"

Corrie is married to her high school sweetheart, and is the mother of a 15 year old daughter and 8 year old son. Together, she and her contractor husband share a passion for rehabbing older homes, which has become a family affair. She laughs as she says, "My daughter is great at dry-walling!" She loves to spend time with her family, gardening, and spending time outside hiking and swimming. How did she become involved in SAC? She was nominated. (Hint: Nominate someone you know to serve on SAC!) Corrie serves on the Staff Training and Development Committee. If she had one piece of advice for fellow staffers, it is to "advocate for yourself and take advantage of the opportunities to learn in this institution." In addition, she recalls one supportive colleague along her way who told her "You may not be able to control the culture, but you can control the climate."

## Fringe Benefits Highlight: Retirement Benefits

*The next retirement may be yours!*

Did you know that the average age of CWRU staff is in the mid-40's? Is retirement around the corner for you? Then please be advised: Benefits Administration would like to remind staff members that TIAA-CREF and Vanguard consultants visit the University each month. You can set up a one-on-one counseling session and have your financial questions answered by an expert. Upcoming dates and information on how to register for a session can be found on the Benefits Administration website at:

<http://www.case.edu/finadmin/humres/benefits/attachments/retirement.counseling.pdf>

This summer, Social Security and the Ohio Senior Health Insurance Information Program will be holding sessions on campus to answer your questions about Medicare and Social Security. Sessions will be held at locations around campus the week of July 13; details will be announced in The Daily and will also be posted on the Benefits Administration website:

<http://hr.case.edu/benefits>.



## Committee Highlight: Staff Training & Development

*Scholarships are available for your professional development needs!*

The Staff Training and Development Committee strives to identify needs and develop programs for personal and professional development of Case Western Reserve University employees in order to improve performance, aid in career advancement, and increase job satisfaction.

Did you know that all staff at CWRU have the opportunity to receive reimbursement for educational and professional development not funded under regular university benefits? The Training and Development Committee is most known for the Staff Educational Enhancement Program which includes the Staff Educational Enhancement Fund (SEEF) and The Eastwood-Inamori Staff Educational Scholarship (SES) to further support staff development.

The Staff Educational Enhancement Fund (SEEF) can be used for textbooks, certification, on-line courses, courses off campus, or out-service training (conferences, conventions, professional association meetings or workshops) and staff are eligible to receive awards two semesters per academic year.

The Eastwood-Inamori Staff Educational Scholarship (SES) offers a scholarship to give staff the opportunity to pursue a planned program of study at the Weatherhead School of Management.

The Staff Training & Development Committee meets at 1:30pm on the third Wednesday of each month in Adelbert M3, please visit [case.edu/sac](http://case.edu/sac); you do not have to be a member of SAC to serve.

Questions? Email co-chairs: Kathleen O'Linn ([kathleen.olinn@case.edu](mailto:kathleen.olinn@case.edu)) or Kathleen Dowdell ([kathleen.dowdell@case.edu](mailto:kathleen.dowdell@case.edu)).

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## Own your happiness... at work *By Sarah Frischmann*

Today I was handed a bouncy ball, a lollypop, and a little cartoon guy with magnetic shavings for hair—all of these items concealed in an envelope with the message, "Open in case of extreme adult boredom."

I left it on my coworker's desk to see what she would do when she got back. We wound up playing catch and chatting for about ten minutes. This was a welcome laughter break in the midst of a major grant spend down and lab meeting preparation.

Where did this cure for boredom and stress find its origins? It was originated by a group called Thrive Cleveland, hosted by CWRU's own Administrative Professionals Network (APN).

On April 22nd, APN hosted a luncheon to celebrate National Administrative Professionals Day, where our campus was brightened a little by Thrive Cleveland's scientifically supported evidence of the value of play at work. Several immersion activities that focused on owning your happiness through purpose, discovery, belonging, courage, and vitality, were conducted over the course of the luncheon to help participants experience and practice these skills.

In one such activity, everybody was given fortune cookies. The fortunes were discussion topics. Participants were asked form groups of three and discuss their topics. The messages on the fortunes were strategic, designed to guide open-ended conversations that almost anybody can relate to – such as listing your favorite movies or childhood shows. These phrases were far more relatable than the always conversationally risky, "What do you do for a living?" that we often hear at parties. Anecdotally, a group of strangers discussing The Fresh Prince of Bel-Air sounds a lot more engaging than a researcher and an accountant trying to talk about work.

To hone these newly-discovered happiness skills, participants were given ideas for daily practices to keep the positive mindset while living the day-to-day monotony of the work place. Shannon Swiatkowski, one of the APN founding members and organizers of the luncheon, took one of the suggestions and ran with it. She is keeping a daily gratitude journal, which she describes as a habit-building way of life that builds a humble, grateful mentality.

Another daily practice, which many of us probably learned about in elementary school, would be random acts of kindness. Smiling and holding the door open for somebody may in turn motivate them to do something nice and uplifting for somebody else. Interestingly, it's said that the giver of the good deed benefits more than the receiver in terms of happiness, especially if the gift is anonymous.

There's no way around it. An event this cool speaks volumes about the group that hosted it. Indeed, check out some of the other events that the APN has organized. Find something interesting? Relevant to your job at Case? I did too. I asked Shannon what the APN was all about and here is her reply.

"Have you ever hung up from a call with someone on campus, and thought 'Gee, I would really like to meet them in person?'

Have you ever found a great tip-or-trick that you would love to share, or wondered how someone else did something that was cool?

Have you ever wondered who to contact for something on campus, and didn't know where to find an answer?

We have too! In fact, we answered yes to all of these questions, which made us think that it would be terrific to have a campus-wide network of administrative professionals."

The APN is primarily focused on networking, and includes nearly 200 members who work in a broad range of departments--such as Center for Clinical Investigation, Biomedical Engineering, School of Law, Office of the Dean, Technology Transfer Office, Donor Relations, University Events, etc. Tools such as the Bulletin Board, where members across campus are free to share all kinds of info and events, are available on APN's website. Additionally, Case staff are linked to several opportunities for professional and leadership development, such as these resources for training and regular events. Recently, the APN offered its members the opportunity to have professional photographs taken for use in their online email and social networking profiles. The photography sessions were booked solid over the four days they were offered. It is nice to be able to match a face with a name, and the APN hopes to hold similar sessions in the future.

One of the many benefits we have as CWRU staff is the abundant opportunity to grow and transform ourselves professionally, and work to feed back into the system that grew us. APN keeps members connected, cultivating professional relationships with other administrative staff. Through these relationships, members become assets for and mentors to each other, building a team of support and shared resources across campus.

View pictures from the April 22nd luncheon: [tinyurl.com/APN-042215](http://tinyurl.com/APN-042215).

Join the CWRU Administrative Professionals Network on Facebook!

## Did you know?

*The following are applicable to all staff members*

The Office for Sustainability is dedicated to creating sustainable change on campus by reducing greenhouse gas emissions, improving energy efficiency, promoting local food, recycling, and sustainable purchasing, as well as advocating for individual and institutional behavior change. Sign up for the Sustainability E-newsletter.

Effective May 29, 2015, voicemail users will notice a revised format of voice messages delivered to their Case Western Reserve University email account. These changes affect the subject line and sender details of the email notification, and were made to help voicemail users more easily identify such notifications in their email.

Moving Greater University Circle is a three-part study and implementation plan that will help UCI and its partners assess areas of need and opportunity in our transportation system. The study will identify short and long-term strategies for effective transportation management through thorough data analysis and stakeholder engagement. The implementation plan will outline a clear path for impactful short and long-term steps to address our shared transportation issues.

Calm your racing brain and improve focus both at work and at home with one of three Case Western Reserve University wellness classes this summer. All wellness classes are free for CWRU employees. Wellness Participants can use these classes to earn the stress management incentive at the end of the year. To learn more about the wellness incentive, contact [wellness@case.edu](mailto:wellness@case.edu).

The Crafters @ Case group meets weekly from 11:30a-12:30p at the following locations:

MONDAYS at Tomlinson Cafeteria, TUESDAYS at W200, WEDNESDAYS at BRB cafeteria

**The SAC Community Services Committee has graciously agreed to support our group by holding a collection drive for yarn and cash donations. This effort is currently underway through July 21st (the day of their bake sale in the Biomedical Research Building lobby--be sure to stop by and get some goodies that day).**

Get Fit Together is a series of seminars, cooking demonstrations and in-class activities that merge stress management, fitness, and nutrition tips to inspire a new and healthier YOU. Receive your own "Handbook for Health Guide", 4 passes to 121 Fitness, healthy snack samples with recipes each class, and more! Begins June 3rd.

- All New Couch to Confidence Beginner's Exercise Program
- Get Fit for Life with 1-on-1 Personal Training!
- Bring on the Run! 8 or 16-Week Race Training Program
- FREE Yoga on the Quad starts June 9th!
- FREE Cooking Demonstration by the Chefs of Bon Appetit!

SAC General Council Minutes are posted on the SAC Website. All staff are invited to attend General Council Meetings. The 2014-2015 meeting schedule is as follows:

June 12, 2015, 10:00-11:30, Toepfer Room

August 14, 2015, 10:00-11:30, Toepfer Room

### Council News:

The SAC Constitution was revised and approved. Major changes included:

- a. Secretary term is now one year instead of two.
- b. Privilege of attendance extended to Faculty Senate, Undergraduate Student Government, and Graduate Student Government.
- c. Set an August first deadline for the completion of elections each year.
- d. Eliminated term limits - i.e., all representatives can run for re-election every two years.
- e. Specified that a representative who resigns can not run for election for two years.
- f. Specified that the SAC chair receive feedback on submitted recommendations within one month of submission.

### Staff Recognition Committee News:

Party on the Quad will take place on Wednesday, July 29th from 3-5pm.

All staff, faculty and students are invited to attend the event, which will feature food, bingo, cornhole and hula-hoop and karaoke contests. In case of rain, the event will be moved to Tomlinson Hall.

### HR Response to Recent SAC Recommendations:

Human Resources has provided a detailed response to two recently submitted SAC recommendations. See the letter on our website:

[tinyurl.com/HRResponse](http://tinyurl.com/HRResponse)