

General Council Meeting Minutes  
February 5, 2010  
Toepfer Room

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## 1 Call to Order

The council meeting was called to order by Kathy O’Linn at 10:07 am.

## 2 In Attendance

1. Anker, Daniel
2. Bailey, Rebecca
3. Blass, Robin
4. Blazar, Kathleen
5. Boughner, Ann
6. Breitzmann, Paul
7. Charvat, Jacqueline
8. Cheetham, Caroline
9. Copes, Bonnie
10. Dowdell, Kathleen
11. Fretthold, Kurt
12. Fuller, Beth
13. Grigger, Theresa
14. Gregory, Carolyn
15. Gumph, Jeffrey
16. Hanning, Kathleen
17. Hetzel, Bob
18. Jacobberger, William
19. Jones, Jovon
20. Juknialis, Barb
21. Kahl, Rebecca
22. Kouns, Lisa
23. Kramer, Robin
24. Kramer, Richard
25. Lawson, Peter
26. Mao, Xian
27. Masley, Rosanna
28. McColl, Karen
29. McMichael, Elaine
30. Miller, Twyla
31. O’Linn, Kathy
32. Payne, Michael
33. Peterson, Julieta
34. Prince, Jim
35. Sheppard, Robin
36. Swol, Christian
37. Vibbert, Marie
38. Weitzen, Diane
39. Wheeler, John
40. Wolinsky, Mark
41. Woyczynski, Liz

Visitor to Council: Melissa Burrows

## 3 Approval of Minutes

Approval of Minutes as Submitted

Current Budget stands at \$4220.69

## 4 Announcements from HR

- John Wheeler and Carolyn Gregory are both working with Kathy O’Linn to contribute money for the 20<sup>th</sup> anniversary celebration that is scheduled for May 24<sup>th</sup> at 12:00 in Thwing Ballroom.
- Lorraine () revising HR policy—less than satisfactory performance – added an exception to policy—bad fit for job can transfer even if had less than satisfactory review—to send to Kathy O’Linn
- Welcome to new SAC members:
  - Xian Mao—School of Medicine
  - Michael Payne—School of Medicine

- David Wright – School of Law
  - Paul Breitzman
- 
- Vice Chair, Kurt Fretthold has requested each committee provide goals and objectives for the current year. Even though this hasn't been done in the past, it is very important for continuity since the leadership changes on an annual basis. Each committee is also to provide a current roster to the executive committee.

## 5 Reports of Standing Committees

**5.1 Communications** — The communications committee is looking into video recording the General Council Meetings and will keep us updated as they work on this

**5.2 Community Service** –

**5.3 Elections – Mailing binders out to new members.** Please remove Avery Gottfried, change Dale Rey to Michael Payne. Jim Prince is the co-chair of Elections; let elections committee know if anyone has left Case or transferred departments; meet in Crawford Room 209

**5.4 Fringe Benefits** – Happy with attendance and ideas for the committee; working on goals; 1) lactation rooms: several locations on campus have been found; fringe benefits is working with facilities to make these rooms usable. Estimate will need \$2600 to equip these rooms; 2) retirement seminars for faculty and staff who indicate more information is needed in planning for retirement. Are working with Erika (Merritt) to develop these; 3) survey of bus transportation from parking facilities—time is ideal to get the info since Case is currently working with UH to get new parking service

**5.5 Staff Policy – The staff policy committee is currently working on the** Employee transfer policy, as mentioned under announcements. There also has been a request for a policy regarding employee medical information. It was unclear if there is any policy about computers on campus—perhaps not because computers change faster than we can keep up.

**5.6 Staff Recognition** – Currently working on several projects:

1) Presidential Award

- Nomination forms are now updated and available in SAC's website (Rick) - Done 1.29.10
- Send announcement to Case Daily regarding a Call for Nominations (rgk) - Done 1.29.10
- Discussion to include Nominees that were not chosen to be included in Case Daily as "Honorable Mention" & send an acknowledgment letter. Letter sent to committee for review & edit
- Patsy Harris will continue to collect the nomination forms. Jovon Jones will assist in putting the packets together and will be ready for distribution for the March 18<sup>th</sup> committee meeting.
- Send nomination forms to HR by April 16<sup>th</sup> then to President's office by May 1st.

- Plaque is now on display in the Adelbert Hall Lobby. Current through 2008. K.Wilson(HR) ordered 2009 plate.
- 2) Party on the Quad
- Get volunteers to gather prizes – start early this year
  - Distribute solicitation letter to committee members to send to vendors and donors for prizes (kmw14)
  - Get other members/staff to be involved in soliciting prizes
  - Theme for the party – Hawaiian Luau: Limbo Rock, Bean Bag Toss
  - Distribute flyers to committee members and other volunteers to post at the appropriate sites by Feb 2<sup>nd</sup>.
- 3) Revisit John Wheeler to explain our offer of a survey is not connected to the SAC 20<sup>th</sup> Anniversary. The use of a survey to get opinions/suggestions regarding interest in what type of gathering, party, or ball would the university staff like to have in the future. This was discussed at the December SAC Meeting as directed by President Snyder.

**5.7 Staff Training and Development** – 19 applications for the Staff Educational Enhancement Fund (SEEF) for Spring semester and we will be able to give \$100 to each recipient. A proposal for funds is being routed and reviewed and Carolyn Gregory will be able to report back at next SAC general meeting

Steps4staff will take place on June 11. Postcards have gone out to all staff. President Snyder will be kicking off the event that will raise funds for SEEF.

## 6. Reports of Liaisons to University Committees

**6.1 Faculty Senate** – Kathy O’Linn attended and noted that the current Vice Chair of Faculty Senate often reports to the committee that which has been discussed in the Executive meetings. Using this as an example, it was recommended that the Vice Chair of SAC be given the task of reporting to the General Council on matters that have been assigned. Currently the Vice Chair is looking into the membership of the standing committees as each elected member should have chosen at least one committee to actively participate in.

**6.2 University Fringe Benefits**–There was an increase in the number o employees who elect to carry vision insurance, probably due to cost decrease. There was not much change in medical enrollment or increase in cobra. In using the new flexible spending debit cards, you will still need to provide a letter and submit for reimbursement for any special circumstances that you may have, so do not use the debit card for these. If you are nearing the end of your funds, you will not be able to expense more than what is in account, the debit will be denied.

**6.3 Diversity** – Special award to Dr. Jackson who is retiring. Much time was devoted to the MLK Convocation. Discussed hopes for staff being included in most activities

**6.4 Climate Action Plan Steering Committee**— RFP—4 sustainability companies and climate action plan for Case; goal of completing by September

Question arose as to if there is still a University Policy committee? If so, does SAC have an ad-hoc member? Carolyn Gregory will look into with Lorraine

## **7 Ad Hoc Committees**

**20<sup>th</sup> Anniversary of SAC**—Completed our officer timeline and sent out letters requesting any stories or memories they can share. We continue to put together a panel of employees that are still at the University to brain storm and fill in more of the events and milestones of SAC. We have finished gathering information from Archives had requested and received various pictures of interest. ITAC is helping create a presentation and we will be meeting next week. Luncheon is by invitation only

**Constitution Committee** – Continue work on constitution; any issues addressed please contact Kathryn Howard or Kathy O’Linn.

## **8. OLD Business—included under announcements**

### **9. NEW BUSINESS**

A. Nominations were called for Secretary and Vice Chair. The Secretary’s duties include to prepare distribute minutes and agendas and consult with Chair, vice chair and is 2 year commitment. The Vice Chair is 3 year commitment spending one year each as vice chair, chair, past chair. The Vice Chair executes duties of chair in absence or vacates position, parliamentarian, other duties as assigned; ex officio member of all committees.

Nominations: Barb Jukinalis as Vice Chair – accepted nomination but not an elected member; Becky Kahl as Vice Chair – accepted nomination, Liz Woyczynski as Vice Chair –declined; Secretary – Diane Weitzen -- accepted; Secretary – Bonnie Copes—declined; Secretary – Marie Vibbert – accepted nomination

Send any further nominations to Robin Kramer -- [Rgk@case.edu](mailto:Rgk@case.edu). The process of calling for and accepting nominations to be completed by end of March.

**B. SPEAKER-- Melissa Burrows from the Office of Inclusion, Diversity, and Equal Opportunity (OIDEO) spoke to SAC about the mission of OIDEO and how they are here to foster an inclusive community between faculty staff and students. She would like to encourage the relationship between Staff and OIDEO and have staff help get the word out about their office and programs.** Currently OIDEO is working on a campus-wide diversity inclusion inventory. They also currently have a lecture series on diversity as well as conducting safe zone training for the campus community.

**10. Adjournment** The Meeting was adjourned at 11:27 am.