



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

October 7, 2011
10:00 a.m. to 11:30 a.m.
Toepfer Room, Adelbert Hall

Meeting called to order at 10:06a.m. by Christian Swol.

Members in Attendance

Daniel Anker
Kathleen Ballou
Sally Berri
Michael Brown
Curtis Bunner
Dominic Dorazio
Karen Dunn
Stacy Fening
Ilene Gertman
Maya Gilbert
Michael Gilkey
Theresa Grigger

Victoria Hirsch
Kathryn Howard
Jill Kent
Lisa Kouns
Richard Kramer
Tony Kramer
Michelle Jacobs
Barbara Juknialis
Jennifer Loudiana
Susan Lukianowicz
Eugene Matthews
Karen McColl

Erica Merritt
Allmarie Munroe
Kathy O'Linn
Julieta Peterson
David Polak
Jim Price
JC Scharf-Deering
Angela Sloan
Shannon Swiatkowski
Christian Swol

Approval of Minutes and Budget Report

Minutes approved from August's meeting. Current budget: \$4,585.34.

Announcements from HR

Marsha Beasely, Jamie Ryan, Carolyn Gregory

Presented the various health insurance changes for 2012; also reminded everyone that the Health Benefits Fair would be held on November 8th and 9th.

Announcements from Chair

Dates for General Council Meetings are scheduled for this upcoming year and to be posted on the SAC website.

Reports of Standing Committees

Communications

Michael Gilkey

Website is "live." Training is being offered for the website and a document is available with basic steps. You can send any words or handouts that need to be updated on the web to Mike. Calendar is up and running for Google, all Committee Calendars. Continue exploring the option of creating a newsletter to display minutes from meetings. Also reminded everyone about

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AdobeConnect transcripts and url will enable staff to remote-connect; voting, hand raising, archives for General Council meetings. The goal is to get the staff more involved.

Community Service

Sally Berri

Sally reported that the committee met last on September 6th. Caroline Cheetham is no longer with the university. In addition, Mary Lou Smith is no longer with the committee and Bonnie Copes would like to step down from being the Co-Chair but still be active on the committee. Sally discussed the Back to School Supply Drive. Also Sally reminded everyone that we will be having our 11th Annual Basket Raffle which will be held during the Benefit Fair on November 8th and 9th.

Next meeting is: October 11th Nord Hall

Elections

Jim Price

The committee verified results of the election and discussed the announcement for those elected and re-elected. Also spoke about the Orientation Breakfast which had all of those elected and re-elected present and the Co-Chairs, who discussed their various committees. In addition, President Snyder was there as well to address the members. In addition, reminded the new committee members to select the committees they wish to be involved with. The Elections Committee is on hiatus until January 2012.

Fringe Benefits

Barbara Juknialis

The Bicycle survey was approved by HR and will be sent out to employees in the next few weeks. Plan C is still being reviewed and has been re-assigned to another committee member. It will continue to be reviewed about the possibility of having new employees automatically signed up for Plan C with an opt-out procedure. Tracy Wilson-Holden is currently working on the Reciprocal Tuition Consortia with Sean McDonnell. This is a joint resolution with the Faculty Senate. Tuition Exchange has over 600 member institutions, and membership would allow CWRU employees' children to apply for admission to any of these institutions. A tuition scholarship may then be awarded to these students.

Next meeting is: October 18th



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Staff Policy

JC Scharf-Deering

JC reported there are a few interested in the Co-Chair position that is currently vacant. They plan to set the committee goals at their next meeting for the upcoming year. Their website is up-to-date. Please contact JC with any questions in regards to policies.

Next meeting is: October 20th at 3pm

Staff Recognition

Richard Kramer

Committee is looking for new ideas and any new members who would like to join the committee. Please send any requests to the committee.

Staff Training and Development

Kathleen O'Linn

A sign-up sheet was distributed for members to present at the New Hire Orientations. Typically SAC does a 5 minutes presentation at these orientations. The committee met and approved SEEF recipients for this fall. Eighteen applied and requested a total of \$4,363.62. The committee decided to award up to \$150 to each of the applicants to be used for textbooks, exams and conferences upon receipt of expenses. Total awards not to exceed \$2,173.85.

In addition, Kathy discussed the Inamori Scholarships which is a program offered to assist staff interested in classes at Weatherhead. Many courses fall under the umbrella of Ethics in Leadership. There will be more information about this on the website.

A Sweetest Day Bake Sale will be held Thursday, October 13 due to availability of sites which are the following: BRB (Shannon), Crawford (Theresa) and PBL (James and Megan). Shannon will provide a Google document to everyone so volunteers can sign-up to assist with the bake sale. Water bottles will continue to be sold for \$5.

Next meeting: October 19th at 1pm in Adelbert M3

Reports of Ad Hoc Committees and Liaisons to University Committees

Climate and Work Environment

Kathleen Dowdell

Committee met in July and welcomed Stephanie Corbett and 2 new committee members. Volunteers at the Party on the Quad manned the trash/recycle bins to ensure zero waste!

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Stephanie discussed new priorities, including: need for communication, marketing strategies to share more information universally, and to begin a Recycling Committee. University is in the process of hiring a Recycling Manager to assist with these priorities.

Next meeting: September 7th

Fringe Benefits

Barbara Juknialis

Barb reminded everyone about the Benefit Fair which is scheduled for November 8th and 9th. Flu shots will be available during this time. Open enrollment will be from November 7th until November 30th. 2012 is a year for employees to sign up or change Vision and Dental Benefits.

Next meeting in October

Faculty Senate

Christian Swol attended the meeting and reported that HR presented the Health Care Benefit changes to the faculty similar to what they did at the General Council meeting. Next meeting scheduled for October 20th

Inclusion, Diversity and Equal Opportunity

Did not have a meeting, reported by Richard Kramer

Climate Action Plan

Christian Swol

Reported for Kathleen Dowdell; last met on September 7th. Stephanie Corbett announced that the Recycling Manager position has been posted on HR website. The number one complaint is about recycling across the campus. Custodial staff is starting work at 3pm rather than 5pm. They will also pick up flattened cardboard boxes for recycling.

In addition, the university is now using RET3 for its free waste recycling program. They are a non-profit organization dedicated to refurbishing and recycling electronics equipment. University is studying software to turn off computers at night. The Recycle Mania Committee will be forming in October to prepare for March 2012 event.

Parking

No updates given. Meeting is scheduled to be held in sometime in October.



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Old Business

New Business

The Health Benefits was moved to the Announcements from HR earlier.

Adjournment

11:00a.m.