



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Friday, June 17, 2016
10:00 AM – 11:30 AM
Toepfer Room, Adelbert Hall

The meeting was called to order at 10:05am by Jim Nauer.

IN ATTENDANCE:

Pamela Collins	AmariYah Israel	Kathleen O'Linn
Diana Fox	Barbara Juknialis	Jim Prince
Ryanne Gallagher	John Killings	Johnny Sams
Patricia Greene	Cheryl King	JC Scharf-Deering
Theresa Grigger	Charles Knox	Morley Schwebel
Dedra Hanna-Adams	James Nauer	Bob Slovenec
Laura Huffman	Karyn Newton	Shannon Swiatkowski

GUESTS: Gia Adeen (EEO & Diversity Manager), Christopher Jones (Assistant VP and Director of Equity), Marilyn Mobley (VP for Inclusion, Diversity and Equal Opportunity), Jacquelyn Pollard-Charlton (Professional Development and Learning Manager – HR)

EXCUSED: Nanthawan Avishai, Sharon Burke, Jennifer Hawkins, Beth Jones, Paul Keeley, Christine Olson, Maria Sharron, Patty Urbon, Nancy Vitale, Wei Wang ** See also: attendance chart at end of minutes

I. **Approval of Minutes from August 14, 2015 Meeting and Budget Report**

- a. Minutes approved: Motion made by Barb Juknialis and seconded by Bob Slovenec.
- b. Budget report: Jim Nauer
 - i. Closed FY16 by donating \$2699.16 to the SEEF. Per June meeting discussion, spent \$190 on SHRM subscription, \$600 on Back-to-School Supply drive, and \$259 for Party on the Quad raffle prizes. (One of our major annual expenses did not occur this year, which means we had a surplus.) ; Steering Committee allowed for some one-time spending requests:
 - ii. Voted to journal the remaining SAC budget from 2015-2016 to the SEEF Fund: Motion made by Barb Juknialis; seconded by Charles Knox; 21 votes cast affirmative; no negative: motion passed

II. **Announcements from HR:**

- a. **Stephanie Hathaway (presenting on behalf of Bob Hall) – New Professional Development Center for Staff is gearing up for the roll-out of new curricula**
 - i. **Management Development Series**

The Management Development Curricula is a series of courses designed to develop skills around the essentials of supervising the work of others at CWRU. This curriculum will incorporate relevant University policies and laws to ensure effective management of the universities physical, human, financial and information resources. Courses subject to change based on University priorities.
 - ii. **Personal & Professional Impact Series**

A series of offerings to help CWRU staff and faculty learn more about themselves and how they can improve and increase their contribution to the department and the University.
 - iii. Most courses will be free; those that have fees attached usually involve an outside vendor
 - iv. Professional Development Center to give \$3000 to SEEF to help make classes affordable for all staff

III. **Announcements from Chair and Vice Chair:**

- a. **SAC members are invited to the 2016 SAC Members Appreciation & Networking event, on Thursday, July 14, 2016 from 5:00 to 7:00pm, at the Crop Kitchen in the Uptown area (on E. 115th, behind "Dynamite Burgers"). Weather permitting, we will use the outdoor patio.**

The menu will be "heavy hors d'oeuvres", a selection of: Pulled Pork Sliders, Smoked Salmon Sliders, Beet Salad with Goat Cheese, Deviled Eggs, Hummus w/ Pita Chips, Grilled Fruit Skewers, (plus one drink ticket per person)

IV. **Presentations:**

- a. **Dr. Marilyn S. Mobley, Vice President for Inclusion, Diversity and Equal Opportunity**
 - i. Dr. Mobley said that her office is drafting a new Diversity Strategic Plan
 - ii. Discussed Vendor diversity and training for staff job searches
 - iii. Faculty Senate just voted to have all Faculty Senators trained for Diversity 360

V. **Reports of Standing Committees**

- a. **COMMUNICATIONS:** Shannon Swiatkowski & Diana Fox
The Communications committee met on 5/12/16.
 - i. All constituent email lists have been migrated to Google Groups. Please check your list in Google Groups and let the Committee know (email shannon@case.edu) if you think there are any errors in membership, settings, etc.
 - ii. The SAC 2015 annual report is ready to give to President Snyder, Provost Baeslack, Libby Keefer, and Carolyn Gregory.
 - iii. The first quarter 2016 newsletter is available on the SAC website.

- iv. The Communications Committee is planning a SAC member mixer tentatively scheduled for Thursday, July 14, 2016 at Crop Kitchen in Uptown at 5pm. The purpose of this mixer is to thank our members for serving on the Council, as well as brainstorm some initiatives for the coming year. Each attendee will receive one drink ticket and hors d'oeuvres will be available. Check your email next week to RSVP for this event.
- v. We would like to remind all elected members to visit the Committee Selection Form that is available on the Standing Committees page of the website. Elected reps can designate the subcommittee on which they plan to serve and make changes whenever necessary. Also, if you would like to add content to the website, please visit the Communications Committee page to submit a request.
- vi. The committee is still welcoming new members: website updating, article writing, and/or photographers.
- vii. Starting in January 2016, our committee will have quarterly face-to-face meetings on the second Tuesday from 12-1pm at a local restaurant (check the website for exact locations). During the other months, we meet on the second Thursday of the month from 2-3pm via teleconference.

Our next meeting is face-to-face at Tinkham Veale University Center on July 12, 2016 at 12:00pm.

b. **COMMUNITY SERVICE:** Theresa Grigger & Laura Huffman

Committee met on May 16, 2016; Attendance: Theresa Grigger, Morley Schwebel, Patty Urbon, Barb Juknalis

Key points of Discussion:

- i. For our April Meeting we went to the THINK BOX to gain knowledge on the resources and how we can utilize it for printed materials.
- ii. Need to spend out extra funds from the basket raffle before end of fiscal year.
- iii. Donation of Premie handmade goods by the Crafter's @case, will / was delivered to the Cleveland Clinic NICU unit. See attached letter of thanks
- iv. Spent 593.68 dollars on Back to School Supplies

Goals: Will get a total from the Steering committee and use the extra spend to purchase back to school supplies.

Old Business: In progress - communications website. Laura follow-up with Dianna and Shannon (e-mail)

c. **ELECTIONS:** Karyn Newton & Jim Prince

- i. The Elections Committee has approved the 2016 schedule of events for the General Election, which will run from July 15th through July 31st, in order to comply with the SAC Constitution election guidelines which require the election to be completed by August 1st. To that end, the SAC Elections Committee officially calls for nominations from the following management centers, which will be electing representatives this year:
 - o College of Arts and Sciences

- Case School of Engineering
 - School of Law
 - Weatherhead School of Management
 - School of Medicine
- ii. Please send all nominations to sac-nominations@case.edu. Nominations will be accepted now through July 6th, 2016. As a reminder, there are no longer term limits for elected SAC representatives, so even if you are currently serving a second term, you may run again in this election.
- iii. An e-mail call for nominations will go out shortly, as well as a call for nominations in The Daily, with reminders to go out on June 24th and July 1st.
- d. **FRINGE BENEFITS:** Cheryl King & Karen Romoser
Committee met on May 17, 2016
 In attendance: Cheryl King, Nancy Vitale, Patricia Green
- i. **OLD BUSINESS**
 2008-09 did CWRU offer IVF help as a benefit back then? We are looking for more data on IVF and would like a proposal or a statement regarding what the “Family Equity Committee” wants to propose to the University’s Fringe Benefits Committee. Medical Mutual is being considered for the 4 months of coverage needed for our staff who carried Healthspan as their healthcare plan. Will this plan change be available to Post Doc’s or for the School of Medicine? We have discussed a few times as to how to have the University pick up “Fitbits” for the staff to help with “Health wellness” on campus. We believe that Fitbit’s would be an enhancement to our health wellness program.
 - i. **New Business**
 The Fringe Benefits committee would like to conduct a poll of the committee to determine if another day and time would be better for the members to attend the monthly meetings? Attendance has been down for months with 3 to 5 staff members at the most attending the meetings. Or, maybe the interest in the committee is down because committee members feel not empowered to effect any changes within the University. The committee would also like to see how we can have another representative from our committee sit on the University’s Board FB committee to take our concerns to them and to come to our meetings with information from their meeting. It seems to FB committee that not much information flows back and forth between these two committees. Maybe we can have another representative or make a change with our current representative.
- e. **STAFF POLICY:** Karen Romoser & Johnny Sams
 June 16, 2016: In attendance: Karen Romoser, Johnny Sams, Michael Yeager, Jim Nauer, Charles Knox, Nanthawan Avishai, AmariYah Israel, Stephanie Hathaway, Elizabeth Click

Elizabeth Click presented material regarding a Tobacco-Free Campus, including information on subcommittees, specific initiatives, and general details.

- General discussion of compensation review and FLSA.
- Compensation review still in process and is about halfway through. Consultant reviewed positions in the university and provided recommendations on which ones should be updated. Individual schools were then given an opportunity to request that positions of their choice be added to the recommended list for updating.

- During the SAC General Council Meeting, Johnny Sams read a proposal for SAC to support Bob Hall’s initiatives within the Professional Development Center in HR – “Recommendation to Implement Supervisory Training for Managers” (see attached)
 - Karyn Newton made a motion to support the proposal
 - John Killings seconded the motion
 - Council voted – unanimously in favor.

f. **STAFF RECOGNITION:** Rick Kramer & Pam Capasso

i. **No report:** on hiatus

g. **STAFF TRAINING AND DEVELOPMENT:** Suzanne Healy & Sharon Burke

i. **No report.**

VI. Reports of Ad Hoc Committees and Liaisons to University Committees

a. **SUSTAINABILITY INITIATIVES:** Kathleen Dowdell

- No report

b. **UNIVERSITY FRINGE BENEFITS:** Barbara Juknialis

The Committee met on May 11, 2016 and June 8, 2016. The meeting was largely devoted to a presentation about adding IVF and Adoption Assistance Benefits.

The recommendations are:

1. **Insurance Plans:** A PPO option & HMO coverage for family building, which includes treatments for infertility (IUI, IVF, RX benefit)
2. **IVF (a OR b and c)**
 - a. Limit to 3 attempts per person per lifetime covered through CWRU benefits
 - b. Propose a dollar lifetime benefit of up to \$50,000.00
 - c. Provide on-line resource for employees seeking information about infertility
3. **Adoption**
 - a. Provide adoption assistance up to \$7,500 per employee (limit 2 per family)
 - b. Provide on-line resource for employees seeking information about adoption

4. **Foster Care**

- a. SICKFM in Time Reporting become standard policy for employees to use and supervisors to approve for foster care doctors appointments and meetings not VAC time.
- b. We request additional sick time be given to employees who have an approved foster placement in their homes (3 additional sick days per year).
- c. SICKFM leniency be provided to foster parents in the first few weeks of placement, many doctors' appointments, appointments with teachers, and daycare workers take place in the first few weeks.
- d. Provide on-line resource for employees seeking information about foster care

5. **Family building benefits for the LGBTQ community**

- a. Making infertility benefits available for women who are in same sex relationships and lack access to sperm.
- b. Benefit should allow for utilization by same-sex couples, without the mandate of 6-12 months of "unprotected sexual intercourse" that does not result in pregnancy.
- c. Including adoption reimbursement where applicable, foster care sick time mandates for CWRU

6. HealthSpan Update: The University has asked for a price quote for Medical Mutual coverage through the end of the 2016 calendar year. It seems likely that employees will be able to migrate to Medical Mutual with no change in premium rates. The University will be issuing an RFP to seek HMO coverage for the 2017 calendar year.

The June 8th meeting was devoted to the annual review of drug utilization by faculty and staff enrolled in the University's health insurance program. There was a discussion about the benefits of 90-day prescriptions for maintenance drugs. The current policy is that a 30-day prescription can only be filled at Walgreen's two times. After the first purchase, the employee is informed about the need to get a 90-day prescription; a letter is also mailed to that effect. At the second purchase, the employee is informed that any future prescriptions for that drug need to be for a 90-day period; a second letter is also mailed. If the employee tries to renew the prescription a third time, it will be rejected. CVS/Caremark is happy to interface with physicians to request the 90-day prescriptions.

c. **FACULTY SENATE:** Jim Nauer

The last Faculty Senate meeting was April 28, 2016.

- 1. [board] 5-year calendar approved through 2021
- 2. CWRU faculty "compensated well below median..." for other institutions. Presentation in the fall, goal to improve compensation.
- 3. Approved 4 new academic programs
- 4. Diversity 360 stats. There were complaints that 2 hours is too much time.
- 5. Gavel passed to Peter Harte, FY17 chair.

6. Toepfer room will be equipped with "clickers" "next year" (Fall 2016?). Will they be usable for meetings other than Fac. Senate?
7. The Board of Trustees Academic Affairs & Student Life committee meet on June 3.
8. Accreditation update - passed, fully accredited for 10 years. Same for state of Ohio certification.
9. General Education Curriculum Review happening this year. Will consume most of 1 FTE.
10. Greek Life report & forum. Most interesting factoid: Greek students have higher retention & graduation rates.
11. International Affairs report
 - a. Students from 86 countries, but vast majority from China, which creates a worrisome level of exposure to economic or political issues. Not unique to CWRU.
 - b. Retention issues: interruptions by military service requirements (e.g. South Korea); sensitivity to ranking leads to transfers to higher-ranked schools when possible.

d. **DIVERSITY LEADERSHIP COUNCIL:** Laura Huffman
Meeting was held June 14, 2016: see attached PDF report

- e. **PARKING ADVISORY:** Edith Gaffney & Kelly Marcus
Committee met on April 19, 2016; In Attendance: Access Service Members; Michelle Adams, Dick Jamieson, Allison Heuring, Mike Goliat, Gary Previts (Faculty Seat), Kelly Marcus, Edith Gaffney (SAC Members), Isaac Oduro (Graduate Seat) and Salina Zhang (Undergraduate Seat).
- i. Discussed summer parking (see enclosed).
 - ii. RTA – rates may be increasing for staff only but whatever the increase is the staff will still receive a 50% discount. Student’s rate will remain the same.
 - iii. Parking rates will increase for 2016/17 (see rates enclosed).
 - iv. Lot 45 will be closing in Little Italy.
 - v. Concerns addressed:
 1. The meters outside of Yost should be used for individuals taking care of business on the Quad that will not take more than an hour. If you are go to a meeting there are other options such as the VIC Lot off of Euclid Avenue.
 2. There are plans to repave and paint the lines in lots this spring, campus wide. The plan is to start in May and have it completed later in the summer.
 3. Parking discounts for those earning over \$50K: Dick Jamieson is going to contact HR again regarding the issue of discounts. This is a HR policy not parking. As of this meeting, Dick had not received any answer.
 4. Traffic light on Murray and Cedar: They have asked the City about this but the City feels that a light would affect the westbound traffic. Dick will address it again.
 - vi. Old Business: None
 - vii. New Business: None

- viii. Adjournment: The Chair adjourned the meeting at 11:14am. SAC Members were encouraged to talk to Committee Chairs regarding membership and were asked to fill out the Committee Selection Form on the SAC webpage.

General Council Meetings: In Adelbert Hall – Toepfer Room

June 17, 2016, 10:00-11:30

August 19, 2016, 10:00-11:30

Friday, October 21, 2016; 10-11:30am

Thursday, December 8, 2016; 1-2:30pm

Friday, February 17, 2017; 10-11:30am

Thursday, April 20, 2017; 1-2:30pm

Friday, June 16, 2017; 10-11:30am

Thursday, August 17, 2017; 1-2:30pm

Steering Committee Meetings: In Adelbert Hall – M2

June 9, 2016, 2:00-3:30

August 11, 2016, 2:00-3:30

Thursday, October 13, 2016; 2-3:30pm

Thursday, December 1, 2016; 2-3:30pm

Thursday, February 9, 2017; 2-3:30pm

Thursday, April 13, 2017; 2-3:30pm

Thursday, June 8, 2017; 2-3:30pm

Thursday, August 10, 2017; 2-3:30pm

ATTACHMENTS:

- SAC Attendance
- SAC Annual Report 2016
- Diversity Leadership Council Meeting Report 06-14-16
- “Recommendation to Implement Supervisory Training for Managers” – from Staff Policy Committee

Minutes respectfully submitted by Diana Fox, SAC Secretary



Staff Advisory Council

June 16, 2016

Dear Case Western Reserve University Leadership,

The Staff Advisory Council (SAC) wishes to share with you the many activities and accomplishments it has achieved over the past two years. SAC is comprised of an amazing staff who truly support the mission of Case Western Reserve University.

1. We were instrumental in initiating and developing the 2014 Staff Climate Survey
 - a. Result: 20% reduction in parking and 50% reduction in RTA passes for staff with salaries under \$50,000.00
 - b. Requested the follow-up survey in 2016, and requested repeating at 3-year intervals to match the Faculty Climate survey.
2. SAC has seats on the following University Committees;
 - a. Campus Master Plan
 - b. Tobacco-Free Campus sub-committees
 - c. Onboarding Committee
 - d. Professional Development & Learning Center
 - e. Compensation Review
 - f. CFW & ITCIO search
 - g. OIDEO External Review Board
 - h. Sustained Dialogue
3. Increased communications among staff:
 - a. Created constituency e-mail distribution lists for all elected SAC members
 - b. Re-instated newsletters in 2014, providing staff important staff-related information (<http://case.edu/sac/newsletters/index.html>)
 - c. Worked with University Marketing & Communications and ITS to upgrade our website to the new T4 platform
4. Continued involvement with the campus and surrounding community:
 - a. September Back to School Supply Drive, in conjunction with Case for Community Day, delivered 30 boxes to two schools – Michael R. White School and Mary M. Bethune School.
 - b. The 2015 Basket Raffle raised \$5,000.00. This year all proceeds were donated to US Together. Our total contribution over the past 15 years is \$71,300.00.
 - c. Nepal student group earthquake relief
 - d. Crafters@Case founded by CWRU staff and supported by the SAC Community Services Committee. Their 2015 sale in early December, 2015 resulted in \$1,043.00 in sales, of which, \$900.00 was donated to the Cleveland Foodbank and matched by the WKYC Double Your Dollar Day Telethon. The remainder was donated to the SEEF.
5. Recommended several policy changes to Administration;
 - a. Increased the number of sick days that can be used for family leave from 8 to 12 per year in conjunction with FMLA leave)
 - b. Tuition benefit increase



Staff Advisory Council

6. Continued supporting the Training and Development of staff members
 - a. In 2015 (our 6th year), over \$1,000 was raised for the Staff Educational Enhancement Fund (SEEF) at the Steps for Staff walk. We have raised over \$4,500 in the 6 years.
 - b. Raised \$889.00 for the SEEF at the Spring 2015 Valentine's Day Bake Sale
 - c. Awarded \$4,070.67 in SEEF awards (Fall 2014 and Spring 2015)
 - d. Administrative Professionals Network, launched in early 2014, has offered training courses. Since then, three APN conferences have been held and have grown nearly 200 members and provided professional photographs to members

7. Ongoing initiatives
 - a. Adelbert/Circle Drive traffic light was finally installed by the City of Cleveland
 - b. Advocated to reduce overdue performance reviews (university action dropped late-review rate from 10% to 3%)

Jim Nauer, SAC Chair 2015-16

Suzanne Healy, Vice Chair

Barb Juknialis, Past Chair

Diana S. Fox, Secretary



Diversity Leadership Council Meeting

June 14, 2016

9:00 a.m. to 10:30 a.m.

Adelbert Hall, M2

I. Welcome/Introductions/Opening Remarks from Marilyn Mobley, VP for Inclusion, Diversity and Equal Opportunity

Marilyn Mobley began by having a moment of silence for the Orlando victims.

II. Diversity 360

- Faculty Senate voted for the resolution to have all Senators complete Diversity 360 within the next year.
- Expanding Diversity 360 – customization of the 3 hr. session, more in depth facilitator training, more faculty want to be involved. Look for updates and information for the speaker series and lunch – n- learn hot topic sessions (showcase CWRU's ongoing diversity) that will be offered.

III. Mobley discussed the Board of Trustee meeting: revisit Black Greek Life, the history, how can we get it back, challenges, eliminate barriers and obstacles.

IV. Grad School – Name Exchange CWRU URM going through application process to Grad Schools, getting those students connected with individual schools and vice versa.

V. Presented reports from the DLC Subcommittees on Campus Climate, Recruitment and Retention, Resource Development.

Ongoing: works in progress

- DLC Education Committee—Dean Patterson is the chair, committee members: Yearby, Davis Reddix and Kristin Williams. Their objectives are to create the course that will be mandatory for all undergraduate students and the diversity certification program (which could be a certificate to come out of Diversity 360).
- Accepting recommendations for Power of Diversity Speakers for 2016-17.
- 52 Stories Project – short stories, making connection of University diversity and inclusion then and now.
- Trailblazer project – people of CWRU would like to launch at gallery space.

Submitted by: Laura Huffman

Recommendation to Implement Supervisory Training for Managers

It is hereby resolved by the Staff Advisory Council (Council) of Case Western Reserve University (CWRU; University) that the Council recommends supervisory training for management personnel at a minimum of eight hours per year.

Whereas

CWRU's Strategic Plan, 2013-2018 restates the University's commitment to equity and social justice, and that the University will "create a university-wide culture and infrastructure that inspires trust, and fosters personal and professional development", and emphasizing opportunity for growth, advancement, and recognition of staff value; and

Case Western Reserve University has management personnel designated to oversee non-management staff; and

Staff, including non-management staff, have the option to communicate with the University's Employee Relations Office regarding legitimate job, performance, and work environment-related concerns, including relationships with colleagues, management and supervisory personnel; and

HR supports training for all employees, including the importance of supervisory training. Therefore, management development training will be incorporated as part of the curricula from Professional Development and Learning within Human Resources; and

Management personnel are critical to the success of the University and its mission, given their oversight of both long-term and day-to-day operations; and

Published articles in the HR field suggest that while organizations that offer training for management may see the following benefits, organizations for which such training is not a priority may not:

- Improved employee retention at all levels: lowered costs related to recruiting, hiring and training with reduced employee turnover^{1,2}
- Reduced organizational stress: fewer missed work days and better employee health¹
- Better employee morale and engagement: greater job satisfaction and productivity^{1,2}

Be it Resolved

That we, the members of the Staff Advisory Council of Case Western Reserve University, hereby recommend the following:

A minimum of eight hours of supervisory training per year for management personnel which includes the following components:

- Emotional Intelligence
- Leadership
- Fairness
- Adaptability
- Respect for Others
- Anger Management
- Problem-Solving
- Effective Delegation
- Communication

- Fostering Staff Creativity
- Encouraging Autonomy (ability to effectively think and act independently)
- Review of University Policies and Procedures
- Effective Management of Performance and Reviews (goal-setting, expectations, and timeliness of reviews)

With a caveat that training curricula be reviewed periodically and developed with feedback from invested parties, including University administration, supervisory and management personnel, and representatives of the managed staff.

Citations:

1. Manning, D; Preston, A. Organizational Stress: Focusing on Ways to Minimize Distress. (CUPA-HR Journal, Summer 2003, Vol. 54 No. 2).
2. Lilly, C; Owens, S; Parsons, K. Better Together: University of Michigan's Labor-Management Partnership. (The Higher Education Workplace, Winter 2010-11).

Respectfully Submitted,

Johnny Sams and Karen Romoser
Co-Chairs, SAC Staff Policy Committee