



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Friday, June 16, 2017 10:00-11:30am

Toepfer Room, Adelbert Hall

IN ATTENDANCE:

Pamela Collins	Damian Junk	Susan Reichert
Diana Fox	Paul Keeley	Johnny Sams
Theresa Grigger	John Killings	JC Scharf-Deering
Dedra Hanna-Adams	Charles Knox	Brian Sherman
Jennifer Hawkins	Richard Kramer	Bob Slovenec
Kathryn Howard	Chris Littman	Matt Smith
Laura Huffman	James Nauer	Shannon Swiatkowski
AmariYah Israel	Christine Olson	Laura Weber Smith
Beth Jones	Jim Prince	

EXCUSED: Anita Banks, Renee Holland-Golphin, Gillian Irwin, Barbara Juknialis, Timerra Jung, Christy Kehoe, Karyn Newton, Martha Payne, Radhika Ramamurthi, Nancy Vitale, Bonnie West

GUESTS: Stephanie Hathaway, Lisa Nielson

Note: the following SAC members have retired/left CWRU: Pat Greene, Sasha Shand, Garth Wadleigh

- I. **Meeting was called to order at 10:00am by Chair JC Scharf-Deering**
There was no quorum of voting members, so no votes could take place. Muffins & coffee were provided.
- II. **Approval of Minutes from April 2017 Meeting and Budget Report**
- III. **Announcements from Chair & Vice-Chair**
 - a. Elections results---Secretary (Damian Junk) and Vice Chair (Matt Smith): after some discussion, both new officers were welcomed to their new roles; as elections took place, no quorum was necessary to vote to make the elections results official.
 - b. Budget Report: remaining balance of our operating account, approximately \$800.00 after expenses, will be transferred to the SEEF fund at the end of the fiscal year.
 - c. SAC Annual Report – was presented to the Counsel for review (see attachment to minutes)

IV. Announcements from HR: Stephanie Hathaway:

- a. Staff awards brunch on Wednesday, 6/21/17
- b. Party On The Quad: Thursday, July 27, 2017 from 2-5pm
- c. Comp study results will be communicated – not on July 1 as anticipated
- d. “Stay survey” @ 6 mo (rather than exit interviews) – being done by Prof Development group as part of onboarding process; SAC Recommendation: soliciting info from people who have been on campus longer (random sample) – send suggestions to Bob Hall
- e. Curious to see what questions are on stay interview- maybe make questions parallel to Staff Climate Survey?
- f. July 1, 2017 is the target for Tobacco-Free campus, Staff Handbook – are both in approval process
- g. Next year: looking at doing staff service awards for more years (35)

V. Presentations: Lisa Nielson, PhD, Interim Director, Flora Stone Mather Center for Women, Anisfield-Wolf SAGES Fellow, Lecturer, Department of Music

“A day in the life of a faculty member” – Lisa gave a talk about the “disconnect” between faculty and staff, that is often perpetuated by lack of understanding about what the other does.

- a. Planning, programming, getting people to show up: summer: faculty are off contract (no \$)
- b. Faculty advising work/ committee work (not compensated) – she works 80 hrs/ week
- c. Faculty often write own grants/ pay for own travel
- d. Lots of discrepancies between faculty based on rank: strict hierarchy w/in institution (Adjunct; Lecturers (teach/ service) - varies by dept, can’t go to faculty meetings or senate; Instructors- a lot of women; emotional labor; no way to be promoted; in spite of winning multiple awards on campus
- e. Faculty oft don’t get involved unless it counts towards promotion/ tenure/ research/ writing
- f. Faculty jobs are VERY COMPETITIVE: 200-300 applicants for 1 job
- g. Jim Nauer: brought up the point that faculty who do research & run labs: may not be trained as managers; idea of hiring managers to cover labs;

VI. Reports of Standing Committees

- a. **COMMUNICATIONS:** Shannon Swiatkowski & Bob Slovenec
The Communications committee met on May 11th and June 8, 2017.

University Technology and University Marketing and Communications have started the process of migrating websites to the new CMS, Drupal. The SAC website will be in the second group of sites to be migrated which will probably be later this year.

The SAC Annual Report was discussed at the June 8, 2017 Steering Committee meeting. The SAC Chair will work to finalize the report and send it to President Snyder, Libby Keefer, and Carolyn Gregory by the end of the 2017 fiscal year. The report will also be shared with the Council.

SAC committees will soon begin using a template to complete their committee reports for General Council. We are researching the best way to house internal documents, such as the report template, a calendar of events, etc. The Committee had been looking into creating a professional SAC group on LinkedIn and found it is more of a vehicle for communicating with outside constituents, but perhaps not as valuable to SAC for internal communications. As a reminder, there is a request form on the SAC Communications webpage if you have any website requests for us.

The Communications Committee hired Mike Sands Photography to take professional head-shot photos of our membership to use on their email profiles, department websites, and the SAC website. Photos from the first two sessions have been given to our members. A third session was offered on June 6th for anyone who missed the first two sessions or wanted a re-take. At today's General Council meeting we will also provide instructions on how to add the photographs to our Google profiles.

Our next meeting will be at Panera Bread on Tuesday, July 11, 2017 at 12:00pm.

Submitted by: Bob Slovenec and Shannon Swiatkowski, Co-Chairs

b. **COMMUNITY SERVICE:** Theresa Grigger & Laura Huffman
SEE ATTACHED REPORT

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

The 2017 SAC Officer election has been completed. The Elections Committee received two nominations for the position of Vice Chair, with both nominees, Barb Juknialis and Matt Smith, accepting the nominations. An electronic ballot for the position of SAC Vice Chair was sent to the elected members of the Staff Advisory Council on Thursday, April 20th, with voting ending at close of business on Friday, April 28th. We congratulate Matt Smith on his election as SAC Vice Chair for the 2017 – 18 term.

The committee also received one nomination for the position of SAC Secretary, which was accepted by Damian Junk. Section 5 of the SAC Constitution states, “[i]n the event that there is only one nominee running for any of the officer positions at the time nominations are closed, that person shall be declared elected by acclamation at the next scheduled General Council meeting.” Therefore, the Elections Committee puts forward the motion that Damian Junk be declared elected as Secretary by acclamation at this time.

Looking ahead to the 2017 SAC General Election, the election will run from July 17th – 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:

- Academic Administration
- Frances Payne Bolton School of Nursing
- Mandel School of Applied Social Sciences

- School of Dental Medicine
- University Administration

Please send all nominations to sac-nominations@case.edu. Nominations will be accepted now through July 10th, 2017. 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.

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 26h and July 5th.

d. **FRINGE BENEFITS:** Karen Romoser

Meeting Date: May 16, 2017 at Adelbert Hall, Room M1, 12:05 pm

Present: Holly Gibson, Damien Junk, Nancy Vitale, JC Scharf-Deering, Barb Juknialis

Chair/Co-Chair: Karen Romoser (Interim Co-Chair; absent)

Discussion/Agenda:

- Introductions of Attendees
- Plan to reinvigorate SAC Fringe Benefits Committee and identify additional Co-Chair
- Follow-up on employee discount program
- Development of pilot survey re: discount program to SAC membership

There was discussion regarding the following items:

- Vetting of providers to employee discount program
- Status of Take Two Program (<http://thedaily.case.edu/early-release-program-gets-a-new-name-begins-again-this-friday/>)
- 2016 Staff Climate Survey Results (<http://case.edu/finadmin/humres/>)
- Sharing of benchmarking reports re: Benelect Program
- Funding for IVF, adoption, and foster care benefits
- Source of funding for parking discount program?

Action Items for Next Meeting:

- Appoint new/additional co-Chair (Committee)
- Follow-up re: discussion items (Holly Gibson; completed May 22, 2017)
- Develop survey for SAC membership re: discount program
- Benchmarking regarding Staff/Faculty Parenting Leave (Matt Smith and Flora Stone Mather Center)

Next Meeting Date: July 18, 2017 at 12pm (June 20, 2017 meeting cancelled) in Adelbert Hall, Room M1

Report Prepared by: JC Scharf-Deering and Damian Junk

e. **STAFF POLICY:** Karen Romoser & Johnny Sams

SEE ATTACHED REPORT

f. **STAFF RECOGNITION:** Pam Capasso

- April 20, 2017: Voted for the President's Awards and Robin Kramer Award.
- May 18, 2017: Discussed Staff Awards Brunch - Wednesday June 21, 2017.
- June 15, 2017: Finalizing the Staff Awards Brunch & POTQ

g. **STAFF TRAINING AND DEVELOPMENT:** Laura Weber-Smith

Committee met on May 17, 2017; In attendance: Laura Weber Smith, Shannon Swiatkowski, Kim Justice, Bob Hall, Theresa Grigger, Kathy O'Linn and Kumudu Kulasekere

Strategic Planning Discussion

Most of the meeting was devoted to a discussion about strategic changes we could make as a committee to better facilitate the professional development of CWRU staff. Three main points emerged from the conversation:

1. We would like to try to spend funds more strategically, focusing on projects that will have greater impact for larger groups of people, thereby increasing our ROI.
2. We would like emphasize development opportunities that are already available for staff here on campus, such as the PDC, the APN, WSLDI, etc.
3. We would like to grow the APN even more and use it as a vehicle to offer expanded development opportunities and events to CWRU staff.

Some action items to support these initiatives include:

- The elimination of small, individual SEEF awards, so that those funds can be applied elsewhere for greater impact.
- Possibly using the \$3000 donation from the Flora Stone Mather Center to help send members of the APN Planning Board to the national APN conference in Las Vegas in September. We thought this would be a good investment of the funds because the networking and exposure to new ideas provided by the conference would help our APN board to create more development opportunities here at CWRU when they return.
- We would like to "rebrand" the public face of our committee and what we do for staff – getting rid of the acronym "SEEF" (very few people seem to recognize it anyway) and coming up with a name that more people will recognize. We may ask for the university community to help with the rebranding by having a contest to come up with a new name. Once we have a more cohesive plan in place, we will make a stronger effort to publicize our committee and what we offer to staff.
- The ST&D portion of the SAC website needs updating. Some updates can be done immediately, and some will have to wait until our vision for the future has coalesced a little more.

PDC Update

Bob told us about a link that tracks staff learning engagements at CWRU. If you registered for a course with the PDC, UTech or KSL you will have a history that you can view and print. In addition, you can add items to your “learning history” such as webinars, conferences, other trainings, committee work that you’ve done etc. The PDC will be submitting a story to The Daily about this feature soon.

www.case.edu/ohr/pdcmylearning

Our next meeting will be June 21st at 1:30 in Adelbert M3. Laura Weber Smith cannot attend because she will be on vacation. A volunteer has been requested to lead the meeting.

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

- a. **SUSTAINABILITY INITIATIVES:** Matt Smith
No report.

- b. **UNIVERSITY FRINGE BENEFITS:** Barbara Juknialis
There were no meetings in May or June.
The next scheduled meeting is July 12, 2017.

- c. **FACULTY SENATE:** JC Scharf-Deering
SAC has the privilege of attending the CWRU Faculty Senate (the Senate) meetings. JC Scharf-Deering attended the meeting on April 27, 2017. The meeting was held from approximately 3:30 pm to 5:30 pm in Adelbert Hall, Toepfer Room.

April 27, 2017 Meeting Notes

There were several items of interest related to the administrative business of the Senate. This was the last meeting with Peter Harte as Chair of the Senate. When Senate meetings resume in the fall, Juscelino Colares will serve as Chair and Cynthia Beall as Vice Chair. The Senate also entertained a motion for proposed revision to the Faculty Handbook regarding appointing a postdoctoral scholar as a voting member of the Faculty Senate. Additional agenda items and discussion included a report from the Secretary of the Corporation, Arlishea Fulton regarding new endowments, named professorships, and faculty appointments, including tenure. There was a request to consider and vote on new minors in the Departments of Bioethics and Public Health. The Faculty Senate Committee on Undergraduate Education (FSCUE) presented several items: a proposal regarding Sages, a new proposed feedback system for rating advising services, guidelines and recommendations regarding online undergraduate courses, and a proposal for the PRIME program (formal post-baccalaureate pre-medical education). There was a heated and lively discussion about the advisor feedback program and the Bias Reporting System (currently only open to students). The Senate also reviewed and discussed two issues related to the CWRU Library System: a recommendation for a comprehensive external review of library resources and a library content and resource review process for evaluating library resources vis-à-vis new programs and/or degrees. The Senate also received a report from the Finance Committee about the state of CWRU finances. This report indicated that CWRU has requested an increase in the CWRU line of credit.

- d. **DIVERSITY LEADERSHIP COUNCIL:** Bonnie West and Anita Banks
No report.
- e. **PARKING ADVISORY (meetings in April & November):** Nancy Vitale and Damian Junk
No report.
- f. **BOARD OF TRUSTEES ACADEMIC AFFAIRS & STUDENT LIFE – JUNE 2, 2017**
- SAC has the privilege of participating in the Board of Trustees Meeting for Academic Life and Student Services. JC Scharf-Deering attended the meeting on June 2, 2017, which was held from approximately 10 am to 12 pm in Adelbert Hall, Toepfer Room. The meeting included members of the Board of Trustees and campus leadership.
 - The first agenda item was a review and discussion of transfer student admission and advising. The same presenters also spoke about several key Partnership Programs that Case Western Reserve University (CWRU) has created to facilitate and encourage transfer students from other colleges and programs. Two of the programs, the Cleveland Humanities Collaborative and the Stem Pipeline Program are in partnership with Cuyahoga Community College (Tri-C). Tri-C students are given the opportunity to gain confidence to complete both associate's degrees (2 years) as well as bachelor's degrees (4 years) in the respective programs by completing courses at CWRU. Up to 8 courses at CWRU can be taken tuition-free by eligible students. Combined with the other transfer student support and Partnership Programs, these platforms, though enrollment is small, help increase the diversity of the CWRU undergraduate student population.
 - An update on the Commission on Undergraduate Experience (CUE) was provided to the Trustees. Detailed information about the project and the findings can be found at: <http://casfaculty.case.edu/kimberly-emmons/cue/>. There was also an update on international students. This presentation covered an overview of CWRU students who study abroad (graduate and undergraduate combined), as well as some key international partnerships in Brazil, Japan, and Taiwan. Highlights included that over 40% of CWRU students participate in some form of study abroad; 46% of the programs are in European countries; more students in the College of Arts and Sciences take advantage of study abroad programs than do students in the School of Engineering. The Trustees raised questions about the current political climate and the impact on international student enrollment. At this time, application and deposit figures for 2017 are in line with those of 2015 and 2016. International students are offered comprehensive assistance through various offices on campus, including through the Office of International Student Services.
 - As part of the program, a panel of graduate students, with a representative from each of the graduate studies programs, was invited to answer a series of questions on their student experiences. Questions included topics related to integration on the larger campus, conflict resolution, and whether or not the student would choose to attend CWRU again, based on his or her experience. Overall, students felt isolated within their schools or programs and very much separate from the remainder of campus. Events that are organized to create interaction are not generally well-attended or successful at

building bridges between schools. Student in leadership positions tended to create more intra-school alliances. A student also expressed frustration that she is both a student and an employee, but is not eligible for some employee benefits, including discounted parking rates. Students felt that the process for conflict resolution was clear, but in situations where their supervisor was also a mentor and a conflict arose, there was concern that they would not be able to speak freely to another faculty member without repercussions. Most students also expressed that some of the frustrations are likely with graduate school experience in general and not necessarily specific to CWRU. Many stated that they would choose CWRU again for graduate education.

- The meeting concluded with an Executive Session, which non-Trustees do not attend

VIII. Old Business: none

IX. New Business: none

X. Adjournment

General Council Meetings: In Adelbert Hall – Toepfer Room

- **Thursday, August 17, 2017; 1-2:30pm**
- **Friday, October 20, 2017; 10-11:30am**
- **Thursday, December 7, 2017; 1-2:30pm**
- **Friday, February 16, 2018; 10-11:30am**
- **Thursday, April 19, 2018; 1-2:30pm**
- **Friday, June 22, 2018; 10-11:30am**
- **Thursday, August 16, 2018; 1-2:30pm**

Steering Committee Meetings: In Adelbert Hall – M2

- **Thursday, August 10, 2017; 2-3:30pm**
- **Tuesday, October 17, 2017; 2-3:30pm**
- **Tuesday, December 5, 2017; 2-3:30pm**
- **Thursday, February 8, 2018; 2-3:30pm**
- **Thursday, April 12, 2018; 2-3:30pm**
- **Thursday, June 14, 2018; 2-3:30pm**
- **Thursday, August 9, 2018; 2-3:30pm**

ATTACHMENTS:

- **SAC Attendance**
- **SAC Annual Report 2016-17**
- **Party on the Quad (POTQ) Flier**
- **Community Service Committee Report**
- **Staff Policy Committee Report**

Minutes respectfully submitted by Diana Fox

2016-2017	SAC GENERAL COUNCIL ATTENDANCE (ALPHABETICAL)						
MGMT CTR	ACTIVE MEMBERS	10/21/2016	12/8/2016	2/24/2017	4/20/2017	6/16/2017	8/17/2017
	Laura Adams	X					
CSE	Anita Banks	X	X		X		
NON-ELECTED	Pamela Capasso						
NURS	Pamela Collins	X		X		X	
SOM	Dominic Dorazio				X		
UNIV ADMIN	Timothy Eppich		X	EXCUSED			
SOM	Matt Fletcher						
NON-ELECTED	Diana Fox	X	X	X	X	X	
SOM	Nic Goodall						
UNIV ADMIN	Pat Greene	Excused	X			RETIRED	
UNIV ADMIN	Theresa Grigger	X	X	EXCUSED		X	
NURS	Dedra Hanna-Adams	X		X	X	X	
SOM	Jennifer Hawkins	X		X	X	X	
WSOM	Suzanne Healy (Chair)	X	X				
CAS	Renee Holland-Golphin		X	X	X		
CAS	Kathryn J. Howard	X	X	X		X	
NON-ELECTED	Laura Huffman		X	X	X	X	
SOM	Gillian Irwin	X	X	X			
UNIV ADMIN	AmariYah Israel	X	X	X	X	X	
UNIV ADMIN	Beth Jones	X		X	X	X	
SOM	Barbara Juknialis	X	X	X	X	EXCUSED	
LAW	Timerra Jung			X			
SOM	Damian Junk	X	X	X	X	X	
UNIV ADMIN	Paul Keeley	X	X	EXCUSED	EXCUSED	X	
SOM	Christy Kehoe	X		X			
ACAD ADMIN	John Killings	X	X	X	X	X	
CSE	Cheryl King						
NON-ELECTED	Charles Knox	X	X	X	X	X	
UNIV ADMIN	Richard Kramer	X	X	X		X	
	Ryanne Lachman	X	LEFT CWRU				
UNIV ADMIN	Jing Li						
CSE	Chris Littman	X	X	X	X	X	
DENT	Melody Long						
ACAD ADMIN	Jeremy Naab						
UNIV ADMIN	James Nauer (Past Chair)	X	X	X	X	X	
UNIV ADMIN	Karyn Newton	Excused	X	X			
NON-ELECTED	Kathy O'Linn	X	X	X			
SOM	Christine Olson	X	X	X	X	X	
NON-ELECTED	Brinn Omabegho			X			
UNIV ADMIN	Martha Payne	Excused					
UNIV ADMIN	Jim Prince	X	X	X	X	X	
WSOM	Radhika Ramamurthi		X	EXCUSED			
SOM	Susan Reichert	X		X	X	X	
NON-ELECTED	Karen Romoser						
NON-ELECTED	Johnny Sams	X	X	EXCUSED	X	X	
ACAD ADMIN	JC Scharf-Deering (Vice Chair)	X	X	X	X	X	
SOM	Sasha Shand					LEFT CWRU	
MSASS	Maria Sharron		EXCUSED				
DENT	Brian Sherman		X	EXCUSED		X	
SOM	Michelle Shun	X					
UNIV ADMIN	Ayla Siemon						

NON-ELECTED	Robert Slovenec			X	X	X	
ACAD ADMIN	Matt Smith	X			X	X	
UNIV ADMIN	Natalie Staats Reiss			X			
SOM	Shannon Swiatkowski	X	EXCUSED	X		X	
SOM	Laura Tripepi Adams						
LAW	Deborah R. Turner						
SOM	Nancy Vitale	X	X	X			
SOM	Garth R. Wadleigh	X	X	X	X	LEFT CWRU	
SOM	Laura Weber Smith	X	X	X	X	X	
SOM	Bonnie West	X	X	X			
UNIV ADMIN	Michael Yeager						
SOM	Corrie Zimerla			X			
	Guests						
	Marilyn Mobley (OIDEO)	X					
	Jamie Ryan (HR)	X					
	Lou Stark	X					
	Stephanie Hathaway (HR)				X	X	
	Dionne Broadus (guest)				X		
	Michelle Lampton (HR)				X		
	Lisa Nielson					X	

June 9, 2017

Dear Case Western Reserve University Leadership,

The Staff Advisory Council (SAC) wishes to share with you the many activities and accomplishments that have been achieved over the past two years. SAC is comprised of amazing staff who truly support the University's mission.

1. We worked with Human Resources to have results published from the 2014 Staff Climate Survey.
2. SAC has seats on the following University Committees:
 - a. Tobacco-Free Campus sub-committees
 - b. Onboarding Committee
 - c. Professional Development & Learning Center
 - d. Compensation Review
 - e. Sustained Dialogue
 - f. Board of Trustees AASL
 - g. Sustainability
 - h. Parking Advisory Committee
 - i. Wellness Champion
 - j. Health Advisory Committee
3. We have facilitated increased communications among staff:
 - a. Elected SAC representatives send key staff-specific announcements to mailing lists of constituents in their management centers.
 - b. The mailing lists are easy-to-use and are kept current.
4. Continued involvement with the campus and surrounding community:
 - a. September Back-to-School Supply Drive resulted in the delivery of 61 boxes of supplies to three area schools – Daniel E. Morgan, Mary M. Bethune, & Michael R. White.
 - b. The 2016 Basket Raffle raised \$4,600.00. This year all proceeds were donated to HandsON Northeast Ohio (\$3,600.00) and Shelli Snyder Medical Recovery Trust (\$1,000.00).
 - c. We have raised \$76,900.00 for charities over the past 16 years.
5. Recommended policy changes to Administration:
 - a. Recommended that staff be able to submit requests for salary equity reviews.
 - b. Recommended increases to the tuition reimbursement policy.
6. Continued supporting the Training and Development of staff members:
 - a. Raised \$224.00 from the St. Patrick's Day 50/25/25 raffle for the Staff Education Enhancement Fund (SEEF).
 - b. Awarded \$1309.74 and \$1011.64 in SEEF awards (Fall 2016 and Spring 2017, respectively).
7. Ongoing initiatives:
 - a. Crafters @ Case group (part of the Community Service Committee) has expanded its efforts to multiple sites across campus; it has also been accepted as an activity that counts toward the Wellness Program Incentive for Community Wellness.
 - b. SAC Policy Committee completed a full review of the Staff Policy Manual in collaboration with Human Resources staff.
 - c. Administrative Professionals Network (APN), which is part of the Staff Training and Development Committee, hosted its second half-day conference on April 11, 2017 for over 80 attendees. The theme of the conference was *Unlock the Leadership Potential in Yourself and Others* with keynote speaker, Diana Bilimoria. There are now almost 200 members. The APN also provided members with professional photographs.
 - d. Communications Committee is offering professional photographs to SAC membership for use on email, website, and electronic profiles.
 - e. New employee Orientation/Onboarding process is being updated with new hires as part of Professional Development and Learning. The process has been guided with input from SAC Executive Board members and Staff Training and Development Committee.



It's time to

Party ...On the Quad!

Come enjoy the music, games, contests, and a chance to win prizes!



CWRU ID
Required!

In case of rain, the POTQ will
be relocated to Tomlinson Hall.

When:
Thursday, July 27th, 2017

Where:
The Quad!

Time:
2:00 – 5:00 PM

SAC Community Service 2017-2018

Monday, May 15th 1:30-2:30 - Crawford 528

Need to migrate listserv

New member Melanie Prestage

Party on the Quad - [Thursday, July 27th, 2017 from 2-5 pm](#), kick off back to school drive - also identify charity for basket raffle.

Back to School Drive

3 schools - update supply list (same list for all schools)

Notify Stephanie that we are getting started, invite her to next meeting and Party on Quad

Contact 3 schools and ask Stephanie if she has any schools they are collecting for.

Make flyers and list of supplies to promote, where to drop off. Who is collecting and where

Date to drop off supplies

Basket Raffle

We will select a different Charity each year

Fish bowl at Party on the Quad for people write down potential charities

How will others nominate? Send link to online form. Recreate the form, send through constituents list when we make announcement.

Charities should be in Greater Cleveland area (list of ideas) forms with who they are nominating and why. Laura will make forms.

Theresa will ask Janice if she can contact the schools, send our list of needed supplies to see if that works for them.

Cerebral Palsy potential for Basket Raffle recipient (Cleveland Chapter)

Beth will reach out to Bob Hall to give him a heads up, what we want to do at SAC table so they are aware, signage, table in the shade

Laura Signage - for Party on the Quad - SAC Community Service, Back to School Drive, Basket Raffle

Inform members at General Council Meeting

Attendance: Theresa Grigger, Laura Huffman, Barb Juknialis, Beth Jones, Damien Junk, Brinn Omabegho, Rosanna Masley

Next Meeting: Monday, June 19th, 1:30-2:30, Crawford 528



**Policy Committee
Meeting Minutes
June 15, 2017**

In attendance: Johnny Sams, Jim Nauer, Renee Holland-Golphin, Maria Sharron, AmariYah Israel, Paul Keeley, Charles Knox, Stephanie Hathaway

AGENDA ITEMS:

Discussed FLSA.

Question was raised about the status of suggested changes to staff evaluation forms, as terms such as “clerical” and/or “secretarial” are dated and do not adequately capture the nature of work done by certain staff. HR advised that suggested changes are in process and going through the requisite approvals.

Discussed the compensation review consultant. HR indicated that the consulting project is still in process. Positions are in the process of being matched with suggested pay grades, per the consultant’s recommendations. Pay ranges per salary grade will be broadened. Results of consultation will increase salaries for certain staff. No staff are slated to receive a reduction in pay as a result of the consultation.

Discussed the upcoming stay interview process. HR indicated the process is still in development.

Meeting was adjourned at 4:55 p.m.

Respectfully Submitted,

Johnny Sams