

Welcome to **SACTIVITIES**, the quarterly newsletter for the CWRU Staff Advisory Council (SAC)! Here you can learn about ongoing projects and initiatives of the Council, and find out how you can get involved.

## Committee Spotlight: Staff Training and Development



The Staff Training and Development Committee works to identify needs and develop programs for personal and professional development of Case employees in an effort to improve performance, aid in career advancement, and increase job satisfaction. Many employees apply to the Staff Educational Enhancement Fund (SEEF) throughout the year to help support costs not covered under regular university benefits, such as textbooks, certifications, on-line courses, courses off-campus, etc. The Committee supports this benefit by hosting two bake sales per year and sponsoring the annual Steps 4 Staff Walk around campus. In addition, the Committee is accepting applications for the Eastwood-Inamori Staff Educational Scholarship to provide additional support to those staff members, who are self funded and are interested in the Weatherhead School of Management Executive Education programs to promote ethics and excellence in leadership; the application deadline is July 1, 2012. The Committee has begun to compile a list of on-campus employee training and development resources, which can be accessed at: <http://www.case.edu/sac/committees/staffdev/Topics/topicsandservices.html>. Meetings are held on the third Wednesday of each month in Adelbert, Room M3, from 1:00-2:00 PM. We welcome those who are interested in learning and/or contributing to our mission. The co-chairs for this committee are Kathleen Dowdell and Kathleen O'Linn.

## SAC Recap

SAC holds 6 meetings per year that include both elected and non-elected members. A typical meeting includes the call to order, minutes approval, special reports from campus officials, general announcements, committee reports, a review of unfinished business, a discussion of new business, recommendations, and adjournment. The past meeting, held on Friday, April 13th, included a guest speaker, Michael Kurutz. Michael provided updates regarding the travel & entertainment online reimbursement module and the WeCar Program. Speeches were also made by those nominated for as Vice-Chair and Secretary for the next term. Planning for the carnival-themed Party on the Quad (Friday, July 27th) is underway. The complete Council minutes can be found online at: <http://www.case.edu/sac/councilminutes.html>. The next general Council meeting will be held on Friday, June 8th, from 10:00-11:30 AM in the Toepfer Room in Adelbert Hall. All staff from Case are invited to attend. Elected members are expected to attend every meeting unless the Council Chair has been notified.

## SAC Election Results

The CWRU Staff Advisory Council Elections Committee is pleased to announce that Barbara Juknialis, Administrative Director, Department of Bioethics, is the newly-elected Vice-Chair of the Council. Michael Gilkey, Marketing and Operations Manager of the National Center for Regenerative Medicine, is the newly-elected Secretary. Their term of office will begin September 17, 2012. The Vice Chair is elected by the Council to serve a one-year term as Vice Chair, followed by a one-year term as Chair; the Secretary is elected to serve a two year term.

## Member Spotlight: Shannon Swiatkowski



Shannon was first a student at CWRU, and then joined the staff after graduating with her Master's degree in Pharmacology in 2006. She worked at the Center for Proteomics and Bioinformatics for five and a half years before moving to her current position as Administrative Manager of the Clinical and Translational Science Collaborative (CTSC) in 2011.

Shannon admits that she knew very little about SAC until she learned that she had been nominated to serve as a representative. She thought it would be a good opportunity to become involved in the greater University community. Her first term began in 2008. Shannon found the experience so rewarding that she ran for and was elected to a second term in 2010. In 2011, Shannon was elected to serve as Vice Chair for SAC. In June, she will begin her term as Council Chair. Shannon says, "Being in SAC has helped me to be less isolated within the University. It has allowed me to develop a network of friends and connections to so many people with skills and talent. And for everyone at CWRU, SAC is a means to speak up for change and make it happen, rather than simply complain about how things should be different."

## How To Get Involved

Any non-faculty employee of the University with at least six months of service is eligible to be a SAC representative. Representatives serve a two-year term and are asked to attend all General Council meetings, and to serve on at least one Council Committee. The Council meets every other month in Adelbert Hall, Toepfer Room, from 10:00 - 11:30 am. The committees have varying schedules, but typically meet once a month for one hour. General council meetings are open to the campus community. SAC is accepting nominations through June 25 for: CAS, CSE, LAW, MED & MGT.

Employees who can't commit to serving as an elected representative may still participate in SAC. SAC encourages employees to voice their opinions, ideas and concerns, either directly at a Council meeting, or by contacting one of their representatives. Our website also has a link where employees can submit suggestions. Employees are welcome to work with any standing or ad-hoc SAC committee that interests them. SAC is a great opportunity to share your voice at CWRU!

