

Meeting Minutes

Staff Advisory Council General Council Meeting
Friday, June 22, 2018 10:00-11:30am, Toepfer Room, Adelbert Hall

IN ATTENDANCE:

Gabrielle Meester	Matthew Smith	Carlier Myers	Jean Seneff
Shannon Swiatkowski	JC Scharf-Deering	Anita Banks	James Nauer
Dawn Ellis	Barbara Juknialis	Chris Olson	Ali Martin Scoufield
Laura Weber Smith	Brinn Omabegho	Jim Prince	Karyn Newton
Martha Payne	Theresa Grigger	Garth Wadleigh	Justin Lonis
Laura Huffman	Michelle Stephens	Susan Reichart	Mary Ann Dobbins
Stacy Fening	Jennifer Hawkins	Charles Knox	Melissa Van
Carolyn Gregory			

I. Meeting was called to order at 10:07am by Chair JC Scharf-Deering

II. Approval of Minutes

- A. April 19, 2018 General Council Meeting, motioned, seconded by Karyn Newton, approved

III. Announcements

- A. Party on the Quad, there is construction. Event is July 26 from 2:00pm – 5:00pm. The party will happen but likely not on the Quad. More details coming soon. SAC will be looking for volunteers for the SAC table.

IV. Announcements from HR

- A. Elizabeth Click: Employee Assistance Program vendor selection update
July 1, we will move from Ease@Work to Impact Solutions for our EAP vendor after an extensive selection process. They are a local option. Six main reasons we are going with Impact Solutions:
 1. More providers
 2. More hours and services – specifically available 24 hr / 365 days
 3. More sessions allowed, up to 5
 4. Extended family is broader definition to receive coverage
 5. They have a strong understanding of Higher Education needs
 6. This is their business, EAP is their specializationJC was on the review panel for vendors and indicates there was a rigorous review process. Impact Solutions will be at the Direct Scripts Town Halls (dates below).
- B. Jamie Ryan: Prescription Drug Coverage Update
August 1, 2018, the pharmaceutical benefit will be mail order, including maintenance medication. This will be through Direct Scripts. Overall, the design plan is the same, there are 67 retail pharmacies. Some small pharmacies are not part of the network and this affected around 12 people total. There will be new ID cards. CVS Caremark is working with process to help transition. There will be several Town Halls:
 1. June 26 @ 1pm in Ford
 2. June 28 @ 10am in Toepfer
 3. July 5 @ 2pm in Wolstein
 4. July 10 @ 10am in FordWelcome letters will be mailed to employees' home by July 11, 2018. ID cards will be available by July 16.

V. Announcements from Chair and Vice-Chair

- A. Budget Report
SAC Operating budget from HR \$4000.00 annual, not able to carry over; estimated \$580.00 not spent, looking to transfer to separate account to use for Educational Enhancement Fund. Also giving donation to door prizes for Party on the Quad.
Motion: Karyn Newton, passed

Additionally, SAC putting together annual report to highlight activities staff have taken to improve life of staff. Report will be ready at the opening of the next fiscal year. Hoping to present report to President and ask for budget increase for education.

Vice-Chair: For the incoming year, would like more exposure with President and Leaders. Also looking to have more direct conversations to everyone's comfort level so as to position ourselves to have important conversations around changes within the University.

V. Reports of Standing Committees

- A. **Communications:** Shannon Swiatkowski, Bob Slovenec
See attached report
- B. **Community Service:** Theresa Grigger, Laura Huffman
No report included
- C. **Elections:** Karyn Newton, Jim Prince
See attached report
- D. **Fringe Benefits:** Damian Junk
See attached report
- E. **Staff Policy:** Jim Nauer
No report included
- F. **Staff Recognition:** Pam Capasso, Paul Keeley
No report included
- G. **Staff Training and Development:** Justin Lonis
See attached report

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

- A. **Faculty Senate Meeting:** JC Scharf-Deering
- B. **Sustainability Initiatives:** Matthew Smith
- C. **Fringe Benefits:** Barbara Juknialis
See attached report
- D. **Diversity Leadership Council:**
No Report
- E. **Parking Advisory:**
No Report

VII. Old Business - none

VIII. New Business – SAC Annual Report (Due July), Staff Climate Survey

IX. Adjournment – 11:26am

Upcoming Meeting Schedule:

Steering Committee, Adelbert M2
Thursday, August 9, 2018; 2-3:30pm
Thursday October 11 2018, 1-2:30pm
Thursday November 29 2018, 1-2:30pm
Thursday February 14 2019, 1-2:30pm
Thursday April 11 2019, 1-2:30pm
Thursday June 13 2019, 1-2:30pm
Thursday August 15 2019, 1-2:30pm
Thursday October 10 2019, 1-2:30pm

General Council, Toepfer Room
Thursday, August 16, 2018; 1-2:30pm
Friday October 26 2018, 1-2:30pm
Thursday December 6 2018, 1-2:30pm
February 2019 TBD
Thursday April 18 2019, 1-2:30pm
Friday June 21 2019, 10-11:30am
Thursday August 22, 1-2:30pm
October 2019 TBD

SAC Standing Committee Report for June 22, 2018 General Council Meeting

Committee Name: Communications Committee

Meeting Dates and Locations:

May 10, 2018 (via Zoom)

June 14, 2018 (via Zoom)

Present:

May 10, 2018: Jennifer Hawkins, Chris Littman, Anita Banks, Susan Reichert, Tim Eppich, Jim Nauer, Shannon Swiatkowski

June 14, 2018: Bob Slovenec, Chris Littman, Jim Nauer, Shannon Swiatkowski

Chair/Co-Chair: Shannon Swiatkowski/Bob Slovenec

Agenda/Discussion:

- We are working with University Archives to archive SAC related documents, memorabilia, etc. Discussions are still ongoing and we will report the outcome at a future date.
- The SAC website was migrated to Drupal on Friday, April 20, 2018. The Committee is busy updating pages and calendars as the need arises.
- We are discussing ways we can share staff-related news with the university by submitting stories to The Daily. We are currently working on articles about the Parking Advisory Committee meeting and the May 2018 Administrative Professionals Network conference.
- We are coordinating the design of an updated brochure for new employee orientation with the Staff Training and Development Committee.

Next Meeting Date: July 10, 2018

Next Meeting Time: 11:30am

Next Meeting Location: Face-to-face meeting at the Tinkham Veale University Center

Report Prepared by: Shannon Swiatkowski and Bob Slovenec

SAC Elections Committee Report – 4/19/18

In accordance with the SAC Constitution, the call for nominations for the positions of Vice Chair and Secretary for the 2018 – 2019 term was made at the February 16th, 2018 general council meeting, with an e-mail sent after the meeting for those not in attendance.

We received five nominations for Vice Chair, with three individuals, Kathryn Howard, Christopher Littman, and Carlier Myers accepting the nominations. Two individuals declined the nomination. Additionally, we had four nominations for Secretary, with two individuals, Taryn Gress and Ali Martin Scoufield, accepting their nominations. Biosketch requests have been sent to each candidate accepting their nomination.

Candidates for both positions will have the opportunity to address the SAC body at the general council meeting on April 19th, 2018, with the election to begin shortly after the meeting and to conclude at 11:59 pm, April 27th, 2018.

Karyn M. Newton
Co-Chair



SAC Standing Committee Report

Committee Name: Fringe Benefits

Meeting Date: May 15, 2018

Meeting Location: Adelbert Hall, Room M1

Meeting Start Time: 12:05 pm

Present: Damian Junk, Collen Friday, Dominic Dorazio, JC Scharf-Deering, Gabrielle Meester, Matt Smith, Jim Nauer, Amy Sheldon (HR), and Maria Smith (HR).

Discussion/Agenda:

There was a special presentation and discussion regarding the following item:

- The Tuition Benefit focusing on the Tuition Exchange Program was presented by Rick Bischoff. Rick explained the different aspects of the tuition benefits for employees, their spouses, and their children. Children that apply for enrollment to CWRU are considered in their own pool. The Faculty Admissions and Aid Committee is tasked with determining if each applicant would benefit from an education at CWRU if they are not originally admitted. If they are not offered enrollment they may be asked to attend another university first and to apply for transfer. Therefore, the increasing competitiveness of the CWRU applicant pool does not affect the children of employees.
- The tuition exchange program was a pilot program that is now part of the benefits package. It represents a \$35,000 scholarship for children of employees to attend participating universities. We must balance the number of those receiving the benefit to matriculate elsewhere with those that are asking for admittance at CWRU. With the demand for exports from our employees we have had to initiate a years of service qualifier for acceptance to the program (this is fairly standard among participating schools). It is clear that the tuition exchange program is only one tool for providing a tuition benefit to children of employees and is most beneficial to those that will not receive other student financial aid. At orientation, new employees are being told there is an opportunity, but that it is not guaranteed for everyone.
- Overall the discussion was enlightening and allayed some concerns about the benefit to employees and addressed the situations that have arisen due to the increased demand for the tuition exchange program.

Action Items for Next Meeting:

- Continue our benchmarking of CWRU HR with peer institutions.
- Identify opportunities for CWRU to better communicate Tuition benefits at orientation and to provide updates for long-term employees.
- Develop a workshop for employees with children about to attend college to help them navigate the financial aid process and take advantage of tuition benefits.
- Town-hall discussions of the policy and annual decision making for the Tuition Exchange Program.



CWRU Staff Advisory Council



Meeting End Time: 1:04 pm

Next Meeting Date: July 17, 2018

Next Meeting Time: 12 pm

Next Meeting Location: Adelbert Hall, Room M1

Report Prepared by: Damian Junk