

Meeting Minutes

Staff Advisory Council General Council Meeting
Thursday, August 16, 2018 1:00-2:30 pm, Toepfer Room, Adelbert Hall

In Attendance:

Jo Ann Colwell	Paul Keeley	Martha Payne
Dominic Dorazio	Ali Martin Scoufield	Susan Reichart
Theresa Grigger	Gabrielle Meester	JC Scharf-Deering
Jennifer Hawkins	Mark Murray	Jean Seneff
Dedra Hanna-Adams	Carlier Myers	Brian Sherman
Gillian Irwin	James Nauer	Bob Slovenec
Beth Jones	Karyn Newton	Matthew Smith
Barbara Juknialis	Chris Olson	Shannon Swiatkowski
Damian Junk	Brinn Omabegho	

I. Meeting was called to order at 10:07am

II. Approval of Minutes

June 22, 2018 General Council Meeting

III. Announcements from HR

A. Mark Murray

- i. Provided HR Update. Party on the Quad was successful in new location (TVUC)
- ii. Pharmacy Management – Med Impact, individuals will receive new ID cards
- iii. Mail order pharmacy needs some attention, not smooth process and website difficulty with PBM. If you are experiencing problems, contact AskHR@csae.edu
- iv. Positive Feedback on Impact Solutions

IV. Presentations

A. Elizabeth Click: Wellness Program Updates

- i. Faculty & Staff Wellbeing report on outcomes, similar to report given at Student Success Summit
- ii. They like to feature success stories anonymously; let them know if you have one to share
- iii. Looking for new data warehouse
- iv. New: Omada Health Coaching pilot for 100 people
- v. New: Healthy Department Toolkit
- vi. New: Healthy Catering Project, want to feature healthy choices

V. Announcements from Chair and Vice-Chair

A. Budget Report

- i. \$8,811.51 current budget; operational balance \$3,641.05
- ii. Donation made to Party on the Quad door prizes as well as 5 padfolios
- iii. Donations also to Back to School Drive and Fall Farm Harvest Festival

B. Formation of an *ad hoc* Committee for Member Onboarding

V. Reports of Standing Committees: Please see attached reports

- A. Communications Shannon Swiatkowski, Bob Slovenec
- B. Community Service Theresa Grigger, Laura Huffman
- C. Elections Karyn Newton, Jim Prince
- D. Fringe Benefits Damian Junk, Gillian Irwin
- E. Staff Policy Jim Nauer, Matt Smith
- F. Staff Recognition Paul Keeley
- G. Staff Training and Development..... Justin Lonis

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

- A. Sustainability InitiativesMatthew Smith
- B. Fringe BenefitsBarbara Juknialis
- C. Diversity Leadership Council Bonnie West

D. Parking Advisory Damian Junk, Paul Keeley

VII. Old Business - none

VIII. New Business

Please try to attend October meeting, trying to accomplish some new things this year including dialogue and your voice is valued there.

I. Adjournment

- A. This is JC's last meeting as Chair and formal Gavel Pass to new Chair Matthew Smith. Thank you also to Jim for his continued contributions
- B. Adjourned at 1:55pm

Upcoming Meeting Schedule:

Steering Committee, Adelbert M2

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

Friday October 26 2018, 1-2:30pm (note time)

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 August 16, 2018 General Council Meeting

Committee Name: Communications Committee

Meeting Dates and Locations:

July 10, 2018 (face to face at Tinkham Veale University Center)

July 25, 2018 (ad hoc meeting via Zoom)

August 9, 2018 (via Zoom)

Present:

July 10, 2018: Jennifer Hawkins, Chris Littman, Jim Nauer, Susan Reichert, Bob Slovenec, Shannon Swiatkowski

July 25, 2018: Jennifer Hawkins, James Nauer, Christine Olson, Susan Reichert, Bob Slovenec, Shannon Swiatkowski

August 9, 2018: Jennifer Hawkins, Christine Olson, Susan Reichert, Shannon Swiatkowski

Chair/Co-Chair: Shannon Swiatkowski/Bob Slovenec

Agenda/Discussion:

- We are working with University Archives to archive SAC related documents, memorabilia, etc. and have scheduled a tour of Archives on Thursday, September 13, 2018 at 2pm.
- We will be scheduling a photographer for the December 6, 2018 General Council Meeting. A group photo will be taken at the beginning of the meeting. New members will have priority to take individual headshot photographs and current members can take headshots if time allows.
- We are discussing ways we can share staff-related news with the university by submitting stories to The Daily. We are considering requesting a writing student from the CWRU Student Affairs office, Career Center, or English Department.
- We created a general email for the Council to use for university feedback and requests: StaffAdvisoryCouncil@case.edu.
- We are working closely with the ad hoc SAC Onboarding committee to address the communications needs of onboarding new Council members.
- We are coordinating the design of an updated brochure for new employee orientation with the Staff Training and Development Committee.
- We are currently scheduling meeting dates to assign constituent lists to the 2018-2019 elected members.

Next Meeting Date: September 13, 2018

Next Meeting Time: 2:00 pm

Next Meeting Location: Tour of University Archives in BioEnterprise Building

Report Prepared by: Shannon Swiatkowski and Bob Slovenec