

# MINUTES

Staff Advisory Council General Council Meeting

Thursday, August 18, 2022 1 – 2:30 pm

[Via Zoom Meeting](#)

ID: 95664574496

Passcode: 277583

- Welcome
- Meeting Called to Order at 1:02 pm
- Approval of Minutes from Friday, April 8, 2022
  - Motion to approve Raymond Krajci
  - 2<sup>nd</sup> by Jessica Decaro
- Guest Speaker: Dr. Janice Gerda, Associate VP for Student Affairs
  - Hazing Prevention on Campus
    - Beginning Fall 2022 semester, all student must complete anti-hazing module to join student organizations.
    - Anti-Hazing Policy -  
<https://case.edu/studentlife/university-policies/anti-hazing-policy>
    - Faculty/Staff Hazing Prevention Module:  
<https://casewestern-oh.safecolleges.com/admin/main>
    - Solicited help in getting the word out.
    - Specific questions or reports of hazing may be directed to Janice.

## Committee Reports

- Communications (Karoline Kramer, Shannon Swiatowski)
  - Next meeting September 8<sup>th</sup> @ 2:00 pm
  - All SAC swag giveaways distributed at Party on the Quad.
- Community Service (Theresa Grigger)
  - Back to School Drive
    - <https://case.edu/sac/standing-committees/community-service/back-school-drive>
  - 15 drop off sites on campus
  - Drive originally scheduled to end August 22<sup>nd</sup>
    - Extended to August 29<sup>th</sup>
  - May need help preparing boxes for delivery
  - Tutors need for Cleveland Metropolitan School District (CMSD) and Provost Scholars Program
- Elections (Karyn Newton, Jim Prince)
  - Not enough nominees for elections
    - Case School of Engineering – 2 exempt and 1 nonexempt
    - College of Arts and Sciences – 1 exempt
    - School of Law – 1 exempt
    - School of Medicine – 4 non-exempt

- Weatherhead School of Management – 1 exempt
- Send nominations and suggestions for representatives to Karyn
- Need Ideas and suggestions on recruitment strategies for SAC
  
- Fringe Benefits (Kaitylynn Craig)
  - Possible switch of dental plans to replace DenteMax
  
- Staff Policy (Jim Nauer)
  - Last met 7/21/22 – short meeting
    - Discussion of POTQ
    - Question of SAC representation on the Reproductive Rights Task Force
      - Dawn Ellis (SAC Pres.) is on the task force and working group
      - Meeting scheduled for next month
      - SAC is representing staff at large
  
- Staff Recognition (Paul Keeley)
  - Brief meeting on 8/18
  - Working on re-organizing achieve information
    - Goal to be more transparent with the selection process for awards
  - Rewriting proposal for Traveling/Floating Award
    - Goal to have it ready for review by the Steering Committee's next meeting
  
- Staff Development and Training– No Report
  - Meeting to be scheduled with Angela Clark Taylor
    - Informational meeting, no transfer of co-chair position
  - No meeting scheduled

### **Reports of Ad-Hoc Committees and Liaisons to the University Committees**

- Parking Advisory\_(Paul Keeley, Jeffrey Daberko)
  - Change in parking administration
    - Michelle Adams no longer with the University
    - Staffing issues affecting committee's ability to meet
    - Meeting on hold for right now
  
- Sustainability Initiatives\_- No report.
  
- Diversity Leadership Council (Dedra Hanna Adams) – No Report
  
- Faculty Senate Meeting (Dawn Ellis)
  - Roe v Wade Task Force
    - Discussion of roles, resources
    - Information to be distributed to faculty and staff
  
- New Business
  - Update on Executive Committee
    - Samantha Ciraco, Vice-Chair left the University – position will remain vacant
    - Crystal Sabol, vice chair elect will assume duties in September

- Jeane Seneff and Dawn Ellis will remain in their roles for another year
  - SAC Outreach- How to increase membership
    - SAC present at new employee orientation when on-boarding staff
      - Resume presentations; usually don't by a member of Staff Development and Training Committee member
      - Need to inquire with HR about current onboarding/orientation process
        - New staff are not getting information about SAC
      - Currently, orientation reduced to 2-hr slide presentation
        - Create a slide on SAC
      - New Staff email to send from Communications Committee
        - There are challenges to getting list of names/emails to send communications
    - SAC Representatives
      - What is their role in recruiting new SAC member?
        - Possibly engage with departments/school leadership, VP and AVP
      - Involve supervisors or leadership
      - Use Robin Kramer award as incentive
        - HR could support incentive
      - COVID burnout may be the cause
      - Demystifying SAC
        - Town Hall
        - Provide CWRU community with list of our accomplishments
      - SAC give away to new staff
      - SAC Office on campus
        - Central location
        - Maintain history
      - SAC was aligned with the Office of the Provost in the past
        - Explore realignment for better exposure
      - Maybe a closer partnership with Professional Development Center to highlight the learning through leadership benefits of SAC participation. A recognition or certification may incentivize participation. A SAC base of operations would also create continuity.
    - What is the next step?
      - Support for idea to realign with the Office of the Provost
        - Push for someone from the Provost Office to attend SAC meetings if possible
        - Evaluate how the Office of the Provost views SAC
      - Possible Ad-hoc committee to address issues
        - A public relations committee?
- Old Business
  - Roe v Wade update reported under Faculty Senate report
  - Meeting ran long - time ended before any discussion of compensation and engagement
- Adjournment at 2:30 pm