



think beyond the possible<sup>SM</sup>

**Staff Advisory Council**  
General Council Meeting Minutes  
Friday, April 11, 2014  
10:00am – 11:30am  
Toepfer Room, Adelbert Hall

Meeting called to order by Chair at 10:03 am

**ATTENDEES (36)**

Nanthawan Avishai  
Dwayne Bible  
Sharon Burke  
Stephanie Corbett  
Andrew Cruse  
Anne DeChant  
Dominic Dorazio  
Kathleen Dowdell  
Timothy Eppich  
Stacy Fening  
Diana Fox  
Kerry Grimberg  
Laura Huffman

Beth Jones  
Barbara Juknialis  
Cheryl King  
Richard Kramer  
Michael Kurutz  
Kelly Marcus  
Eugene Matthews  
Pam McGregor  
Heidi McKee  
Jim Nauer  
Karyn M. Newton  
Kath O'Linn

Brinn Omabegho  
Rebecca Orenstein  
Martha Payne  
Jim Prince  
Sarah Robinson  
JC Scharf-Deering  
YoLonda Stiggers  
Shannon Swiatkowski  
Bonnie Thiel  
Tingli Wolinsky  
Michael Yeager

- I. APPROVAL OF MINUTES FROM FEBRUARY 14, 2014 MEETING AND BUDGET REPORT
  - a. Minutes approved
  - b. Budget report
    - i. Balance as of 1/31/14: \$3,452.44
    - ii. Returned tickets credit: (\$37.60)
    - iii. **Balance as of 3/31/14: \$3,490.04**
- II. ANNOUNCEMENTS FROM HR
  - a. None
- III. ANNOUNCEMENTS FROM CHAIR AND VICE-CHAIR
  - a. Nominations for the Robin Kramer SAC Volunteer of the Year Award begin April 18 through April 30 for the \$500 prize to be voted on the first week of May. Prize is funded half by SAC and half by HR
- IV. PRESENTATIONS
  - a. **Budget:** William (Bud) Baeslack, Provost; John Sideras, Senior VP of Finance and CFO

- i. The presenters described the structure of the university's decentralized \$1 billion budget, that individual schools have responsibility for revenue from undergraduate, graduate tuition, professor salaries, direct and indirect costs, philanthropy and endowment interest. UGEN "taxes" schools based on an algorithm assessing usage and enrollment numbers. School surpluses can be carried over to next FY.

**The budget book is available online:**

<http://www.case.edu/provost/budget/opbudget.html>

- ii. The presenters described attempts to contain costs, as several schools have financial challenges, while maintaining staff quality, quality of education pay raises, tuition increases, etc.
  - 1. Tuition increases are distributed to many items such as operating costs for the new student center, etc.
  - 2. Equity adjustments can exist outside of the UGEN pool
- iii. Question: Are surplus from colleges posted online as well? Only a few schools are in surplus.
- iv. Question: Can you support mentoring circles to reduce challenges with contacts and communications? Would like to invest more
- v. Question: Long-term health and \$150 million debt? Budget does include debt reduction allocation. This is one of the challenges we face, we want to pay down as quickly as possible without compromising existing functions
- vi. Question: How does capital campaign work with debt payment? Much of the money is delayed, as they are bequests, etc. Annual Fund is discretionary cash (not much). Capital Campaign is for the University Center, Temple Performing Arts Facility, infrastructure, etc. Many donations are also scholarships or specific endowments
- vii. Question: Transparency on Strategic Planning in terms of staff mentoring and development, etc? Implementation is pending specific school's strategic plans. "Our People" (staff) section will begin in the Fall with an "action plan" for the year. Reports of the committees will be available.
- viii. Question: Merit-based pay ideas (ie pay tied to objectives)? That *is* the plan, though difficult with cap on pay raises. Staff can get bonuses (not in all areas).
- ix. Question: Where do Strategic Plan implementation funds come from? Schools implement their own strategic plans and will have to allocate whatever percentages to new initiatives and goals. Central will help co-fund/cost share strategic initiatives; prefer to fund interdisciplinary research centers, broad initiatives, etc. to stimulate inter-school collaborations and steer schools to align priorities around UGEN plan
- x. Question: How do you address employee morale when pay doesn't increase at the rate of cost of living? This is a serious issue. Try to

improve quality of live outside of salary ie development, etc.  
Understand some are disproportionately affected by it.

- xi. The Provost offered to attend a future meeting, and answer more questions.

- b. **Case CERT (Community Emergency Response Team):** Alan Pollack, Mark Savinell, Jason Goodrick, Thomas Rehman
  - i. The presenters described the CERT program on campus. Another training will take place in Fall 2014. **Contact Jason**  
**[http://www.case.edu/emergencymanagement/communityresponse/contact.html?nw\\_view=1401746072&](http://www.case.edu/emergencymanagement/communityresponse/contact.html?nw_view=1401746072&)**
- c. **Nominee Speeches**
  - i. Diana Fox for Secretary—approved by council.
  - ii. Anne DeChant for Vice Chair—approved by council.

## V. REPORTS OF STANDING COMMITTEES

### a. **COMMUNICATIONS COMMITTEE**

- i. The Communications committee met on March 13th and April 8th. The Committee published the SAC quarterly newsletter in March. It is available on the SAC website. We have received University staff lists from the Elections Committee and HR Orientation in order to create constituency email distribution lists. The process of assigning constituencies and creating email aliases is ongoing. Each elected member will begin receiving a distribution list in May for their management center and will be responsible for disseminating SAC related information as requested by the Chair. The University's new web/content management system, Terminal 4, is being implemented throughout the University over the next year. We now have access to the new prototype web page/site. Our website will be updated to the new platform and each Committee will have access to update their information on our website. The Committee has put together a Google Doc of recurring SAC-related events, so the Committee can prepare for any communications needs in advance. As a reminder, there is a Request Submission Form on the Communications Page of our website if you have any requests of the Communications Committee. Our next meeting is May 8, 2014 from 2-3pm via Conference Call (216-754-3665).

### b. **COMMUNITY SERVICE**

- i. Committee met Monday, March 24, 2014
- ii. Michelle talked to Sgt. Owens for the fingerprint kits, the cost is 12.00 per kit. 2nd option, just to do the fingerprints, would need multiple officers there, scheduling, may take too much time and organization. 3rd option, can hand out cards to go home with the

students? \$5.00 per card. Maybe not so good, cost is too high. We have decided not to pursue this due to the cost and manpower

iii. Janice- Safety Community Fair, could participate taking photos (if someone could lend camera/printer) to use.

1. Michelle will contact Security

iv. Back to school items drive will start at the Party on the Quad, which is usually the end of July. CS committee can have a table; we can take turns manning the table. Theresa will keep items collected at the party.

v. Barb J. will contact with the HR people and the Recognition Comm.

c. ELECTIONS

i. No report submitted

d. FRINGE BENEFITS

i. No report submitted

e. STAFF POLICY

i. No report submitted

ii. Liz Roccoforte to present at next meeting on LGBT policies

iii. Resurrection of Ombudsman proposal

1. What is rationale for having one? Pressure off HR and title IX

2. Tuition reimbursement—trying to increase to 6 hours rather than dollar limit. Proposal will be ready for next meeting

f. STAFF RECOGNITION

i. No report submitted

ii. President's Award

iii. Robin's Award

iv. Party on the Quad planning

g. STAFF TRAINING AND DEVELOPMENT

i. The Valentine Bake Sale raised a total of \$602.75. All proceeds were deposited in the SEEF account.

ii. A total of \$639.12 was awarded to eligible staff from the SEEF account.

iii. The Administrative Professionals Network is hosting an event for Administrative Professionals Day on April 23. Registration is limited. All SAC members are encouraged to attend.

VI. REPORTS OF AD HOC COMMITTEES AND LIAISONS TO UNIVERSITY COMMITTEES

a. SUSTAINABILITY

i. New Practically Green tool to launch. Join SAC team:  
<http://cwru.practicallygreen.com/>

b. FRINGE BENEFITS

i. The Committee met on February 12, 2014, but not in March.

ii. Wellness Program Update: Over 2,000 employees have completed all three parts of the wellness incentive plan. 132 participants completed only two activities, and 153 participants completed only

one activity. Statistics will be available on the breakdown of participants—i.e., faculty, non-exempt staff, and exempt staff; there will also be a breakdown by management center. Employees are least compliant with flu shots, colon cancer screening, and tetanus shots. A large percent indicated that they are planning to increase their physical activity. More females than males participated in the program. Only 39 participants indicated that they are smokers. Approximately 58% of medical plan participants are receiving the wellness incentive, and new hires are given one month to qualify.

- iii. An online attestation form will be available in HCM in April. Participants will need to affirm that they have completed 12 weeks of participation in one of the wellness options—i.e., smoking cessation; weight loss; physical activity; stress management.
- iv. Benelect Update: Approximately 40 employees switched to the high deductible plan. Approximately 50 employees dropped Anthem PPO and switched to another plan, with most moving to the high deductible option. In 2015, co-payments for prescriptions will be counted toward the annual out-of-pocket limit on expenditures in PPO plans.

c. FACULTY SENTATE

i. FEBRUARY 27 Meeting

- 1. Undergraduate applications up from last year
- 2. New endowed professorship - \$2.6M in Data Science in School of Engineering
- 3. Capital campaign: \$952.3M as of January 31, 2014. \$143M in student scholarships. Over 40 new professorships. \$338.8M in total endowments – have tripled new endowments (thinkbox, Tinkham Veale, Med Ed Bldg, CIA site (purchased with CMA), Flexible Science Bldg – Arts & Sciences, Engineering, Maltz Performing Arts Center). 90% of undergrads get financial aid (Financial aid budget - \$89M/yr. \$8M of it is endowed scholarships. Plus \$6M in Pell grants.)
- 4. **Executive Committee:** State of University address @ Faculty Senate – meeting poorly attended. Allow President more flexibility into how and when that address is delivered. School Executive Committees – 5 year review of Faculty Handbook
- 5. **Board of Trustees:** honorary degrees approved, elected 2 new members, approved housing issues
- 6. **Chemical Engineering – motion to approve name change** Professor Landau – change name to Chemical and Biomolecular Engineering. Possible overlap with Arts & Sciences: Chris Cullis, Chair of Biology; Cyrus Taylor, Dean of A&S; Pam Davis, Dean of SOM – all participated

in discussion and approved name change. Vote:  
unanimously approved

7. **Chair of FSCUE – Mark DeGuire:** Reverse course evaluation forms for undergraduate courses. Want to be consistent and increase participation. Concerns over how many questions are on the evaluation form. Concerns over who controls the questions on the evaluation forms. Concerns over forcing students to fill out forms in order to see their grades
  8. **Faculty Budget Committee:** Budget models: Fully centralized, fully de-centralized, hybrid model (different from current model)? Establish reserve fund - \$3.5M (0.6% from each unit). Buffer for unexpected changes
  9. **Strategic Plan:** Needs resources. \$2.5M fund generated over 3 years (0.4%). Where do you get that money from – slow process. How do you maintain? Oversight of these funds? Start “banking” committee?
  10. **Undergraduate Enrollment:** Change early decision – to stabilize undergrad class size. Developing models for cost of education
  11. **Graduate Tuition:** Process of distribution of tuition. Remove this as a barrier to cooperation
  12. **Capital Planning:** Estimates on long term running costs needed. Identification of revenue. Include operations costs into the capital project
  13. **Finance Committee:** Represent faculty to the CFO and the Financial Committee on the Board of Trustees
- i. MARCH 31 Meeting
1. The minutes of the February 27<sup>th</sup> were approved
  2. Report from Secretary of the Corporation: There was no Board meeting and no report.
  3. President's and Provost's Announcements: Implementation of the strategic plan is in progress. Bud Baeslack has met with the deans of the various schools about the individual plans for each school. Enrollment is promising for the Class of 2018. Dr. Mobley is still looking for feedback on the Interim Sexual Misconduct Policy that was put into place on August 17, 2013.
  4. Chair's Announcements: The schedule for Barbara Snyder and Bud Baeslack’s spring talks will be forthcoming.
  5. Report from the Executive Committee: The topic of benefits for transgender faculty and staff will be discussed at the April meeting.
  6. The PhD Program in Clinical Translational Science was approved.

7. FSCUE: A policy for assigning classroom space was discussed and approved with minor changes. The bottom line is that there is not enough classroom space on campus.
  8. Draft language for the Faculty Handbook on School Executive Committees was approved.
  9. A revision to the Faculty Senate Committee on Information and Communication Technology charge was approved.
  10. A report from the Faculty Senate Committee on University Libraries was presented. The bottom line is that our libraries are critically underfunded. This topic needs to be addressed. (Slides are attached.)
  11. Susan Perry presented a talk on outcome assessments (slides attached).
  12. David Fleshler presented a report on the University's Internationalization Initiative (slides attached).
- d. INCLUSION, DIVERSITY, EQUAL OPPORTUNITY
- i. The Diversity Leadership Council met on April 8, 2014
  - ii. The Diversity Town Hall, which had been scheduled for April 24, 2014, is being postponed until the fall. Also, the event will most likely be renamed because of the university's new partnership with Town Hall of Cleveland. Speaking of the Town Hall of Cleveland, in case you haven't heard writer/lecturer/activist Gloria Steinem is going to be the first speaker in this new series, presenting on September 9<sup>th</sup>.
  - iii. Sexual Misconduct Policy: The goal is to have a final policy completed in August.
  - iv. AUMF Conference will be held October 17-19 during alumni weekend. They are working on securing a guest speaker and hope to make a formal announcement soon. We seek nominations for women scholars with a biomedical background to be keynote speakers, please let Brinn know ([brinn@case.edu](mailto:brinn@case.edu)) if you would like to nominate someone.
  - v. Power of Diversity Speaker Program: If you know of faculty who are doing diversity work and would like to nominate them as a speaker please let Brinn know.
  - vi. We received a number of nominations for diversity awards and the winners will be announced at the Diversity Awards Luncheon next Monday, 4/14 at 11:30a-1p at the Thwing Ballroom. Please contact Janetta Hammock for more information ([jmh53@case.edu](mailto:jmh53@case.edu), 368-3206).
  - vii. The Alianza Latina/Latino employee resource group welcomes your participation. They meet on the first Tuesday of each month in Nord 310, and a light lunch is provided. For more information please contact Suzanne Rivera ([smr140@case.edu](mailto:smr140@case.edu)) or Edwin Mayes ([ebm32@case.edu](mailto:ebm32@case.edu)).

- viii. There is also a resource group for Caregivers which will be meeting on May 2<sup>nd</sup>. While a time and place are still to be decided on, you are welcome to contact Melissa Burrows for details ([mkb51@case.edu](mailto:mkb51@case.edu)).
- ix. If you have an idea to help advance inclusion and diversity on our campus, or know of someone who is actively engaged in this type of activity, please let Brinn know so that she can share it with the Diversity Leadership Council.
- e. PARKING ADVISORY
  - i. Meeting April 23 if there are additional questions after last month's presentation for SAC
- f. SAC CONSTITUTION
  - i. The Committee met on February 5, 2014.
  - ii. We are in the process of updating the Constitution so that it documents actual practices. For example, the Constitution states that the Chair will appoint members to standing committees. To my knowledge, that has never been done. We have always asked members to select which committees they want to join. Similarly, the Constitution states that the Chair will appoint committee chairs; in actuality, each committee elects its own chairs and/or co-chairs.
  - iii. We spent a lot of time talking about ways to ensure that elected representatives actively participate in SAC. Attendance at Council meetings is required of all members, but we almost never have more than one-third of the group at any meeting. Each member is required to participate in at least one committee; there are some who never attend committee meetings or complete the committee selection form.
  - iv. We will be working on solutions to these problems and finalizing a new version of the Constitution. We will keep the Council informed of our progress and all members will have a chance to review and vote on the revised document before it is submitted to HR for approval and adoption.
- g. CIO SEARCH
  - i. Narrowing candidates
- VII. OLD BUSINESS
  - a. Keep Theresa and her daughter in our thoughts
  - b. Rick Kramer: Thanks SAC and HR for the award funding in Robin's name
- VIII. Meeting adjourned by the chair at 11:26am.