



CASE WESTERN RESERVE UNIVERSITY

EST. 1826

think beyond the possibleSM

Staff Advisory Council
General Council Meeting Minutes
Friday, June 13, 2014
10:00am – 11:30am
Toepfer Room, Adelbert Hall

Meeting called to order by Chair at 10:01 am

ATTENDEES (23)

Nanthawan Avishai
Kelly Campbell
Pamela Collins
Andrew Cruse
Anne DeChant
Diana Fox
Theresa Grigger
Beth Jones
Barbara Juknialis

Jim Nauer
Matthew McManus
Karyn M. Newton
Christine Olson
Kathy O'Linn
Rebecca Orenstein
Martha Payne
Michael Payne
Karen Romoser

Sarah Robinson
JC Scharf-Deering
Shannon Swiatkowski
Bonnie Thiel
Tracy Wilson-Holden

- I. APPROVAL OF MINUTES FROM FEBRUARY 14, 2014 MEETING AND BUDGET REPORT
 - a. Minutes approved
 - b. Budget report
 - i. Balance as of 3/31/14: \$3,490.04
 - ii. April Council Mtg Food: \$28.75
 - iii. **Balance as of 4/30/14: \$3,4621**
 - iv. Will be purchasing magnets for new employees and prizes for Party on the Quad
- II. ANNOUNCEMENTS FROM HR
 - a. None
- III. ANNOUNCEMENTS FROM CHAIR AND VICE-CHAIR
 - a. Staff awards luncheon postponed
- IV. PRESENTATIONS
 - a. **Dr. Marilyn Mobley—Sexual Misconduct Policy**
 - i. Presented on the process of revising the SMP, working with all areas of campus through meetings and surveys through campus media, as well as from outside consultations with NCHERM (National Center for Higher Education Risk Management) and ATIXA (Association of Title IX Administrators)

- ii. Timeline:
 1. 2011: Open letter from US Department of Education to schools
 2. August 2013: Interim Policy
 3. Review Process
 4. July 1, 2014: In effect
 - iii. Summary of key areas of concern include reporting, party rights, retaliation, witness and bystander support, to reflect best practices
 - iv. Changes did not include legal representation during the internal CWRU hearing, as this is an equity issue. They also did not remove off-campus conduct
 - v. Next steps include a campuswide inventory of feedback, revising the website and resources, creating a checklist for all parties, ongoing training (including athletics), training video for all incoming staff, faculty, students
 - vi. Q: When will the formal announcement be made? Likely July 1
 - vii. Access the policy:
<http://www.case.edu/diversity/sexualconduct/policies/SexualMisconductPolicyMay-31-2014.pdf>
- b. **Greater Circle Living Program:** Christin Farmer
- i. Christin describe the Home Purchase Program, \$10,000 down payment assistance loan, plus and additional match of \$20,000 from CWRU to eligible employees within the targeted area. Two other options include rental assistance and homeowner exterior home repair program
 - ii. Program goals are to improve access to affordable housing options of choice, assist in wealth-building, and to encourage living near work for efficiency and cost-reduction
 - iii. She overviewed the usage of the program, which includes CWRU and surrounding institutions and nonprofits.
 - iv. Learn more:
<http://fairfaxrenaissance.org/gcl/gclOptions/index.html>
- c. **Healthcare Equity Proposal—Liz Roccoforte, Director, CWRU Lesbian, Gay, Bisexual, Transgender Center**
- i. CWRU has been noted recently for LGBT-friendliness, but problems remain. Two key initiatives are currently underway:
 1. **CWRU healthcare excludes benefits to transgender employees**
 - a. The same benefits are covered for students
 - b. This is a matter of dignity, the care is medically necessary by medical and mental health professionals
 - c. Definitions:
 - i. Transgender: Broad term for people whose gender identity and expression differs from the sex they were assigned at birth

(Transsexual is within this, though many people prefer transgender)

- d. Recommendation to HR: Remove exclusions, add coverage
- e. Q: How many people would it affect? 1-2 per year. Thus not a huge increase in cost, but again, this is a dignity issue.
- f. Q: Cost to not having it? Many people won't move to Ohio; we want to be a competitive place for faculty, students and staff. Not having care can decrease people's happiness and productivity

2. Grossing Up

- a. Legally married (opposite-sex/heterosexual) spouses are not taxed on the contribution CWRU makes to the employee's partner's healthcare coverage
- b. Same-gender couples are taxed that amount
- c. Recommendation to HR: HR should gross up on a case-by-case basis to achieve equity, since marriage is not legal in Ohio.
- d. Q: How many people would it affect? Maybe 15, as there are 36 domestic partner benefits

ii. Email lgbt@case.edu with questions

V. REPORTS OF STANDING COMMITTEES

a. **COMMUNICATIONS COMMITTEE**

- i. The Communications committee met on May 8th and June 12th. The Committee published the June edition of the SAC newsletter. It is available on the SAC website and was disseminated in The Daily and to the SAC membership. We are nearing the completion of creating constituency email distribution lists. Each elected member will begin receiving a distribution list 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 nearly in sync with our current website. Our committee will work on giving all Committees access to their site pages and will also be making changes to the layout. We are also discussing new ways to market the successes of the Council. Our next meeting is July 1, 2014 from 12-1pm, location to be determined (Uptown or new Tinkham Veale Center if open).

b. **COMMUNITY SERVICE**

- i. Kick-off will be at Party on the Quad on July 25th 3-6pm
 - 1. At Party on the Quad - everyone who donates gets one raffle ticket (Theresa has raffle tickets) for a prize which will be determined (Four \$25 gifts). You can get an extra ticket for playing Pictionary. Names will be selected the following Monday, July 28 - you can only win once - Dwayne will distribute prizes after the event.

2. Pictionary will be played for fun (no prizes) at the table to keep the kids engaged
- ii. Donations Sites
 1. Dwayne Bible - CASC
 2. Theresa Grigger – Crawford
 3. Laura Huffman /Heidi McKee - Dental School
 4. Brinn Omabegho .- School of Medicine
 5. Janice Eatman Williams – Thwing
 6. Bonnie Copes – Nord
 7. Suzanne Healy – Weatherhead
 8. Rick Kramer – Bellflower
- iii. We had volunteers for the 1st Annual Police Safety Fair that took place last weekend for Case Community. It was very successful and we hope to be a part of it next year
- iv. June meeting rescheduled
- c. ELECTIONS
 - i. Nominations being accepted via sac-nominations@case.edu
 - ii. No report submitted
- d. FRINGE BENEFITS
 - i. No report submitted
- e. STAFF POLICY
 - i. No report submitted
 - ii. LGBT policies, ombudsman proposal, and tuition reimbursement for next year discussed
- f. STAFF RECOGNITION
 - i. No report submitted
- g. STAFF TRAINING AND DEVELOPMENT
 - i. The committee continues to work on a strategic plan to increase awareness of what has been accomplished through the Staff Educational Enhancement Fund since inception. Staff has been helping other staff through donations, bake sales and walks. Without this support, the funds would have been depleted years ago. In order to make this sustainable, we need to enlist the help and support of the administration.
 - ii. Steps 4 Staff '14 is in the planning stages. The committee is requesting a table to be set up at the Party on the Quad to market this event.
 - iii. The APN luncheon hosted on April 23 from Noon to 2 pm in Thwing Ballroom to celebrate Administrative Professionals Day was a huge success. President Snyder welcomed over 150 staff who attended the event. The featured speaker was Joan Burge, Founder and CEO of Office Dynamics, International. Following the buffet lunch, a panel discussion was held. The theme of the discussion was “The view from the other side of the desk from an executive perspective moderated by Joan Burge. Panelists included: Christine Ash, Vice President for Planning and Budget;

- Amy Hammett, University Registrar & Director, Student Info Systems & Services; Louis Stark, Vice President for Student Affairs; John Wheeler, Senior Vice President of Administration
- iv. Plans are being made for the next APN meeting to include Erin Koller from the Sustainability office to share ideas.
 - v. The committee is discussing ideas to better showcase SAC at Staff Orientations. Small changes to the SAC website could encourage others to join. Recent updates include new SEEF and SES application dates for 2014-2015.
 - vi. Next meeting scheduled for Wednesday, June 18 at 1:30-2:30 pm in Adelbert M 3.

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

a. SUSTAINABILITY

- i. The Summer Undergraduate Research in Energy & Sustainability Thursday Lunch Seminars are held every Thursday until the end of July from 11:45-1:00 pm in Sears 480. Guest speakers present information about sustainability topics. Contact Sheila Pedigo or Bethany Pope for more information.

b. FRINGE BENEFITS

- i. The Committee met on May 14, 2014.
- ii. The meeting was devoted to the annual review of the Caremark Prescription plan. There has been a huge increase in the use of generic drugs, which has helped to keep the costs down. Double-digit pharmacy increases are expected in 2016 due to the explosion of new specialty drugs and the lack of new generic equivalents.
- iii. The next meeting will be on June 11, 2014.

c. FACULTY SENATE

- i. No report submitted

d. INCLUSION, DIVERSITY, EQUAL OPPORTUNITY

- i. The Diversity Leadership Council met on May 13, 2014
- ii. A new group is being formed called VOICES, which is planning to host bi-weekly meetings and monthly programs that address the needs of women of color on campus starting in the fall. Please contact Naomi Sigg (nxs399@case.edu) to be included on the email list for future announcements and further details.
- iii. New African American ERG will have its first meeting on Friday, June 20th at noon, location TBD. Please contact Melissa Burrows for details and to be included in the email list (mkb51@case.edu).
- iv. Everyone is invited to tune in to the “Regionally Speaking” radio program, station 91.1 FM at noon on Mondays. Hosted by Professor Gladys Haddad, the show features “conversational interviews [which] engage community experts and leaders, faculty and students to discuss important issues for the region and the central city of Cleveland.”

- v. Power of Diversity Speaker Program: If you know of faculty or staff who are doing diversity work and would like to nominate them as a speaker please let Brinn know.
 - vi. 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. No report submitted
 - f. SAC CONSTITUTION
 - i. The Committee met on May 7 and June 4, 2014.
 - ii. We spent a great deal of time discussing the missions of Faculty Senate and SAC. We are also talking about documenting procedures for submitting resolutions and getting feedback. We may be adding an “at large” constituency to the elected member groups.
 - iii. Our next meeting is on July 2nd. We plan to view the SAC video to get a better idea of the origins and history of SAC.
 - g. CIO SEARCH
 - i. Narrowing candidates
 - h. EQUITY
 - i. The committee has met three times during May. Members are gathering information and plan on reporting its findings at the next steering and council meetings in August.
- VII. OLD BUSINESS
- a. Voting on Including Trans Healthcare Coverage
 PROPOSAL LANGUAGE:
 DRAFT

Recommendation to Expand CWRU Health Insurance to Include Transgender-Related Coverage for Faculty and Staff and Recommendation in Support of Equity of Coverage Costs for Same-Sex Domestic Partners

It is hereby resolved by the Staff Advisory Council of Case Western Reserve University that SAC supports the proposals by the Lesbian, Gay, Bisexual, Transgender, and Allies (LGBTQA) Committee for health care equity.

Whereas

Case Western Reserve University has committed in its mission statement to “improve people’s lives through preeminent research, education and creative endeavor” and to realize this goal through “promotion of an inclusive culture of global citizenship” with tolerance and respect essential to our mission; and

The core values of Case Western Reserve University include “Inclusiveness and Diversity ... through appreciation for the perspectives and talents of each individual” and “Integrity and Transparency ... through ethical behavior”; and

Case Western Reserve University sets forth a policy of non-discrimination in which it states that the university “does not discriminate in recruitment, employment, or policy administration on the basis of race, religion, age, sex, color, disability, sexual orientation or gender identity or expression, national or ethnic origin, political affiliation, or status as a disabled veteran or other protected veteran under U.S. federal law”; and

Staff Advisory Council is committed to a respect for the dignity of all persons,

Be it Resolved

That we, the members of the Staff Advisory Council of Case Western Reserve University, hereby recommend the following in support of the LGBTA Committee proposals:

- Provide transgender-related health care coverage to CWRU faculty and staff; and
- Establish a means to equitably manage taxation of domestic partner benefits.

Respectfully submitted,

Policy Committee, Staff Advisory Council

James Nauer & Karen Romoser, Co-Chairs

- i. 19 approved, will submit resolution to HR
- b. Reading of the Ombudsman proposal (originally proposed in 2007)
 - i. Separate from the integrity hotline
 - ii. Q: What does it mean? Will bring parties together for discussion
 - iii. Advisory position and mitigation

Will vote in August on this language:

DRAFT

Recommendation to Establish an Office of the University Ombudsman for Faculty, Students, and Staff

It is hereby resolved by the Staff Advisory Council of Case Western Reserve University that there be established an Office of the University Ombudsman, created in accordance with the Standards of Practice and Code of Ethics of the International Ombudsman Association (IOA).

Whereas

Case Western Reserve University is committed to establishing and perpetuating an equitable work environment that fosters trust and transparency; and

The systematic establishment of a safe, privileged resource for faculty, students, and staff where they might seek advice in their development of cross-cultural understanding and appreciation of the worth of each individual will promote an institutional culture based on a foundation of ethics and equity; and

The university's Sexual Misconduct Policy limits employees who may become party to an investigation to advice from a "support person" who must be "a current member of the university community" but is not privileged or confidential support resource; and

CWRU's new Strategic Plan Think Beyond the Possible states that the University will "create a university-wide culture and infrastructure that inspires trust, and fosters personal and professional development" and will "invest in the professional development ... of staff",

Be it Resolved

That we, the members of the Staff Advisory Council of Case Western Reserve University, hereby recommend the following:

- Establishment of an Office of the University Ombudsman, reporting to the President, and
- Installment of one or more ombudsmen as a privileged resource for individual faculty, students, or staff members to receive questions and complaints, and, where appropriate, to investigate and address concerns of maladministration or violation of policy.

Respectfully submitted,
Staff Advisory Council, Case Western Reserve University
Barb Juknialis, Chair & Anne DeChant, Vice-Chair

Policy Committee, Staff Advisory Council
James Nauer & Karen Romoser, Co-Chairs

Committee for Sustained Dialog
Naomi Sigg, Chair ?

- iv. Card signing for Officer Mark Chavis
- VIII. Meeting adjourned by the chair at 11:26am.