



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Friday, October 24, 2014

10:00 a.m. – 11:30 a.m.

Toepfer Room, Adelbert Hall

The meeting was called to order at 10:03am by Barbara Juknialis.

REPRESENTATIVES PRESENT:

Nanthawan Avishai	Andrew Cruse	
Sharon Burke	Mary Delgado	Timothy Eppich
Kelly Campbell	Dominic Dorazio	Stacy Fening
Stephanie Corbett	Kathleen Dowdell	Brian Foss
Diana Fox	Heidi McKee	Morley Schwebel
Sarah Frischmann	Pam McGregor	Lyn Spellman
Theresa Grigger	Matthew McManus	Shannon Swiatkowski
Laura Huffman	Ana Merdita	Patricia Urbon
Michael Jones	Jim Nauer	Nancy Vitale
Barbara Juknialis	Kathy O'Linn	Bonnie West
Colleen J. Karlo	Christine Olson	Tracy Wilson-Holden
Darlene Khalid	Sarah Robinson	Yingli Wolinsky
Charles Knox	Johnny Sams	Michael Yeager

\*\*Due to some formatting issues, the names listed above are not in alphabetical order.

**I. Approval of Minutes from August 8, 2014 Meeting and Budget Report**

- Theresa Grigger & Jim Nauer motioned to approve minutes; Minutes approved
- SAC Budget Report:

Balance 7/1/2014	4,677.05	
STD Expenses	(292.93)	
PNC Donation	50.00	
Balance 7/31/14	4,434.12	
RGK Award	(531.52)	(Note: We should be credited back \$265.76)
Dry Erase Calendar & markers	(168.95)	
SAC magnets	(398.70)	
Balance 8/31/14	3,334.95	
Orientation Breakfast	(598.60)	
August Council Mtg coffee	(38.25)	
<b>Balance 9/30/14</b>	<b>2,698.10</b>	

**II. Announcements from HR – Carolyn Washick**

- HR is offering “HR Bootcamp” on 11/19/14



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

- Supervisory Training: Behavioral Interviewing (Nov) & Conflict Mgmt (Dec)
- Staff Climate Survey – Focus Groups are being formed to explore/ gather feedback.

#### III. Announcements from Chair and Vice-Chair

- Barbara Juknialis Appointment of Jim Nauer as Vice Chair – Unanimous vote of support affirmed the appointment.
- Committee Photos will be taken at December 2014 SAC meeting by Mike Payne.

#### IV. Presentations: Schedule presentation by Carolyn Gregory (Results of Staff Climate Survey and Next Steps) had to be rescheduled because of a last-minute emergency.

#### V. Reports of Standing Committees

##### A. Communications ..... Shannon Swiatkowski, Jim Nauer

The Communications committee met on 9/11 and 10/7. Due to Jim Nauer’s acceptance of the SAC Vice-Chair position for the 2014-2015 year, he has requested to step down as Co-Chair of the Communications Committee. Diana Fox has now accepted the position of Co-Chair of the Communications committee. The September edition of the SAC newsletter was well received, contained information about Fringe Benefits at CWRU, as well as a Tuition Benefits Survey administered by the Fringe Benefits Committee. The next newsletter will focus on Staff Policy and will be issued in early December. The committee is nearly finished with the constituency email distribution lists. Elected SAC representatives will receive their list along with a boilerplate email in which they can customize when sending to their lists for the first time. The SAC website is underway to going live in Terminal 4 upon approval by University Marketing & Communications. Our next meeting is Thursday, November 13, 2014 from 2-3pm, via Teleconference (216-754-3665). Submitted by: Shannon Swiatkowski, Diana Fox

PowerPoint presentation was given by Shannon Swiatkowski regarding how to use the Constituency email lists; was emailed to SAC members on 10/24/14; see attached information.

#### Staff Advisory Council Constituency E-Mail Lists: General Information and Ground Rules

##### GENERAL INFORMATION

- Lists.case.edu → Your subscriptions → sac-rep-(firstinitial)lastname
- Introductory boilerplate e-mail:

Greetings,

My name is **Bob Slovenec** and I am an elected representative of the **School of Medicine** on the Staff Advisory Council (SAC).



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

The Staff Advisory Council is dedicated to ensuring an open dialogue between university staff and higher administration. To that end, each elected SAC representative is assigned a group of constituents within his/her area of the university.

I will respect your busy in-boxes and only send timely and informative emails relevant to all staff via this distribution list. If you have any questions, concerns, suggestions, or ideas for the Council, please feel free to contact me either in person, by phone, or by replying to this email list. My office is in the **Wood Building room W208** and my phone number is **368-0092**. You also maintain the option to unsubscribe from this distribution list at [lists.case.edu](http://lists.case.edu).

I am looking forward to serving your needs and addressing your concerns with regard to SAC.

Regards,

**Bob Slovenec**

#### **GROUND RULES for use of Constituency Email Lists**

- Information for distribution will come from the SAC Chair; no personal requests/solicitations should be sent
- Information shall be sent in a timely manner
- Respect constituent's wishes to be removed from the list
- Uphold confidentiality; all matters should be reported to the SAC Chair

#### **B. Community Service.....Theresa Grigger, Laura Huffman**

- Back to School Supply Drive was a success, we delivered 30 boxes total to Michael White and Mary Bethune Schools at Case for Community Day September 19, 2014.
- 14<sup>th</sup> Annual Basket Raffle will be held during the Benefits Fair on Wednesday, 11/5/14, and Thursday, 11/6/14; with the help of the CWRU Community, we have donated over \$60,000 to area charities since 2001. (Information taken from SAC website)
  - Where: New location this year! Tinkham Veale University Center Ballroom
  - **How Can You Participate? Please see the SAC webpage**  
<http://www.case.edu/president/sac/> to get detailed information on the Basket Raffle
- Each SAC representative is asked to sell 28 tickets pre-sale for basket raffle, envelopes were distributed at the meeting. Pre-Sale prices are 7 for \$5.00 and \$1.00 each.
- Basket Raffle announcement appeared in the Case Daily asking for nominations for charities as well as commitments for baskets from departments. Message has been sent to all past departments who have donated:  
<http://www.cwru.edu/sac/committees/commsvc/main.html>
- Basket Drop-Off: Tues, November 4, 2014 at 2pm at the TINK



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

- Kick off sale will start at the Vendor Fair on Tuesday, October 28, 2014 from 10-2. Will need volunteers for both that day as well as the hours of the benefits fair. Will be sending out an excel spreadsheet for sign up.
- SAC - Community Service Committee Proposal regarding Crafters@Case was read by Brinn Omabegho and the proposal was affirmed by the General Council; copy of full proposal is under "New Business" at the end of this report. Note: Donations of yarn and money are gratefully accepted. Even store coupons from craft stores like Pat Catan's, JoAnn Fabrics, or Michaels make great donations. New members are always welcome, whether you are an expert crafter, a complete novice, or would just like to help secure donations and make deliveries. **The group currently meets from 12:30-1:30p on Mondays, Tuesdays and Wednesdays in Room W200 of the Wood Building in the Department of Molecular Biology and Microbiology at the School of Medicine.** Efforts to establish a second group in the campus Quad area are just getting underway. For more information, please contact Brinn Omabegho at [brinn@case.edu](mailto:brinn@case.edu).
- Next Meeting, November 17, 2014, 1:30-2:30 Crawford Hall Rm. 528 or on the phone (contact Theresa Grigger).

C. Elections.....**Karyn Newton, Jim Prince**

No report.

D. Fringe Benefits.....**Stacy Fening, Tracy Wilson-Holden**

Survey re: Tuition Reimbursement Benefit was in the last SAC Newsletter ([http://www.case.edu/sac/newsletters/vol2-3\\_sept\\_2014/index.html](http://www.case.edu/sac/newsletters/vol2-3_sept_2014/index.html)) : over 100 people participated in the survey; committee is evaluating data and creating recommendations.

The next scheduled meeting is on November 12, 2014 at 12:00pm in Crawford 720. (Always 3rd Tuesday of the month, at noon, Crawford 720.)

E. Staff Policy..... **Karen Romoser, Jim Nauer**

Two main Policy objectives in process:

1) Staff-initiated Salary Equity Reviews (at present reviews are instituted by supervisors only); looking at salary imbalances across the university. Discussion at General Council - concerns raised: A) Issues will ultimately be directed back to supervisors, B) Inadequate funds in department budgets, C) Can HR handle all Equity Review requests if it is opened to all staff? D) How would a staff person know what others are earning? E) Strategic Plan addresses compensation, F) Current pathways to address compensation concerns: HR Employee Relations Dept., HR Compensations Dept., Integrity Hotline, G) Different job intensity/ expectations with same job title exist, H) Has research been done re: what other institutions do about Equity Reviews? (See NEW BUSINESS at end of report for copy of draft policy resolution.)

2) Staff Policy Committee is working with the Fringe Benefit Committee to create propose an increase in the Staff Tuition Reimbursement Benefit. Proposed base increase to



**Staff Advisory Council**

MINUTES FOR GENERAL COUNCIL MEETING

\$3500/year and optional \$7500/annual benefit for those who agree to remain with the university for 2 years post-degree. Rationale: to encourage staff to get degrees not offered at CWRU (Like Higher Education Administration). Much discussion occurred around this topic, and it was decided to table a vote on the Proposal until after it could be distributed to SAC members for review. (See NEW BUSINESS at end of report for copy of draft policy resolution.)

Next Policy Committee Meeting is November 20, 2014 from 4-5pm at Sears Library Room 563.

**F. Staff Recognition..... Rick Kramer, Pam McGregor**

SAC Recognition Committee is on a hiatus so there is no report.

**G. Staff Training and Development.....Kathleen Dowdell, Kathleen O’Linn**

The Staff Training and Development Committee met on Sept. 17 and October 15, 2014.

Applications were reviewed for the fall Staff Educational Enhancement Fund. With approval by the committee, recipients will receive up to \$150.00 this semester to help defray the cost of their educational books or registration.

Steps4Staff was held on Friday, October 3, 2014. Walkers gathered in Adelbert Gym and despite the unpredictable skies, successfully walked around campus! The total amount of contributions made to the SEEF fund amounted to \$550.00.

The Administrative Professionals Network (APN) rescheduled their next meeting “Lean, Green and Clean,” with Sustainability Director, Erin Kollar for Tuesday, October 14th.

Our next meeting is scheduled for Wednesday, November 19, 2014 at 1:30 pm in Adelbert M3. Respectfully submitted, Kathleen O’Linn

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

**A. Sustainability Initiatives.....Kathleen Dowdell**

On October 14, 2014 the Administrative Professionals Network (APN) presented “Lean, Green, and Clean” facilitated by Recycling Manager Erin Kollar. The presentation contained information about recycling on campus by using mapping skills learned at the July 21, 2014 meeting with Ellen Burts-Cooper. A future event for a campus-wide office cleanup day is being planned.

**B. Fringe Benefits ..... Barbara Juknialis**

The Committee met on September 10 and October 8, 2014.

Elizabeth Click gave a wellness update. The schedule for biometrics screening has been posted and online enrollment is ongoing. There are walk-in slots available for each campus location. The Health Risk Assessment questionnaire is also available online. The biometric screening data will populate into the HRA within a couple of weeks. The tobacco attestation will be available in HCM starting in November. All three parts of the wellness screening must be completed by November



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

30, 2014 in order to get the \$25/month insurance credit. As of October 8, there are many slots for biometrics screening that are not being utilized. Please encourage your constituents to get screened!

2015 Open Enrollment: Open enrollment will run from 11/3-11/30/14. The Benefits Fair will be on Wednesday, November 5, and Thursday, November 6, in the Tinkham Veale University Center Ballroom. Updates: There will be a change in out-of-pocket limits for drug coverage; this is a mandate of the Affordable Care Act. Disease Management Plans will be added to the Anthem program. There will be a 50% Weight Watchers subsidy for health insurance plan participants. Caremark will be adding a Condition Alert program to address care gaps that are identified in test results and prescription coverage. Caremark will communicate with physicians, who will pass the information on to their patients.

Life/Disability RFP: The University is requesting proposals for its life/disability programs. The new carrier will need to be in place for the start of the new benefit year on January 1, 2015.

Open Forum: Dental implants are now covered by the University's DenteMax plan. If anyone had a request for implant coverage denied in the past few years, adjustments should have been made. It is possible to have the provider resubmit claims in order for the employee to recoup out-of-pocket expenditures.

C. Faculty Senate Reports.....Jim Nauer

Faculty Senate meeting report - Sept. 29, 2014; SAC representative notes (J. Nauer)

President & Provost announcements: The administration is meeting with each of the Colleges and professional schools, asking questions of each group (in addition to traditional answering of questions). This is a deliberate move by the administration to solicit input and make communication more of a two-way street.

New Faculty Conciliation Officer report: this is a position specific to the Faculty Grievance process, and is intended to be a mediation step before a formal grievance hearing.

Approval of 2 new minors

Endorsement of the "Tobacco-free Campus" policy was discussed at length: SAC and USG approval is also being sought. Question were raised regarding "Smoke-free" vs."tobacco-free"; it was clarified that the proposed policy is for a "tobacco-free" policy, motivated by health concerns. Concerns were raised regarding the potential burden on specific groups, namely students and faculty from European or Asian cultures where smoking is a widely accepted norm.The motion to endorse the policy was APPROVED, with one dissenting vote.

There was lengthy discussion of a proposed statement from the Faculty Senate, representing the University and objecting to Ohio House Bill 597. This proposed bill seeks to amend the Ohio Revised Code to remove Common Core requirements for students and replace with language specifically discounting "process" (e.g. the Scientific Method) and encouraging "knowledge" (rote/fact-based) learning in the science curriculum. President Snyder objected to certain



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

language in the statement which named individuals (the state governor and sponsoring representatives). The faculty voted to approve conditionally, with the stipulation that the statement be amended by the Faculty Senate Executive Committee to address that objection.

**Faculty Senate meeting report - Oct. 15, 2014; SAC representative notes (J. Nauer)**

President & Provost announcements: there was some discussion of a recent event in which a speaker who had been to a location where the recent U.S. Ebola patients were treated was requested not to come to campus. A Washington Post Op-Ed publicly questioned that decision. The university's historically low tolerance of risk was discussed in this context.

Carolyn Gregory spoke regarding the implementation of health care coverage for Gender Affirmation (e.g. hormone treatments, behavioral therapy, and surgery--but not cosmetic procedures--to address transgender health issues). Actuarial analysis predicted a 1/4% increase in health insurance premiums to implement this program, regardless of whether the benefit was capped at \$50,000 or not; actual benefit limits are still being determined.

The implementation of the new Sexual Misconduct Policy was discussed. Feedback regarding published content for the students was generally positive.

The Medical School proposed a Masters Degree in Physician Assistant Studies. The Nursing school objected on the grounds of potential negative impact to enrollment in Nurse Practitioner programs. After lengthy discussion, the proposed degree program was approved by a 2:1 margin.

Three revisions to the Faculty Handbook were discussed (2 approved, 1 tabled).

The proposed MA degree in Patent Practice was approved.

A lengthy report on the Campus Master Plan working group was presented. First note was that this is the physical campus/space plan, not the "Strategic Plan" which was developed over the last 2 years and is now being implemented. Items of note include that a traffic study was done, results are expected in November. An inventory of meeting and classroom space indicated that (contrary to expectation), we do have sufficient space-but it is often under-utilized due to lack of central scheduling.

**D. Inclusion, Diversity and Equal Opportunity.....Sarah Robinson**

The Diversity Leadership Council met on September 9, 2014 and October 14, 2014. Abridged notes include:

**EVENTS**

The Sept. 4 Power of Diversity Lecture Series featuring documentary filmmaker and diversity trainer Lee Mun Wah was very successful. During his two-day visit to campus, there were two showings of his latest film, a lecture, a workshop for faculty and staff and a workshop for students. The events were sponsored by the Office for Inclusion, Diversity and Equal Opportunity (OIDEO), First-Year Experience and Family Programs and the Office of Multicultural Affairs.





Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

OIDEO, along with the Association for Underrepresented Minority Fellows (AUMF), is sponsoring a biomedical science symposium during Homecoming Weekend. ODIEO and African American Alumni Association also hosted a dinner dance, which featured national recording artist Oleta Adams.

The university celebrated Hispanic Heritage Month from mid-September to mid-October with a variety of speakers and events.

The final Power of Diversity Lecture Series event is November 11:
http://www.case.edu/diversity/programs/power.html

The LGBT center is sponsoring a talk by Laverne Cox, actress and transgender advocate, and star of the Netflix television show Orange is the New Black. Cox will speak on "Ain't I a Woman: My Journey to Womanhood," on November 6 at 7 p.m in Tinkham Veale University Center. Tickets are sold out.

NEWS AND UPDATES

The Diversity 360 training program is being developed by OIDEO in response to issues outlined by students that participated in the Sustained Dialogue program in the spring and by issues highlighted in the "I Too Am CWRU" video. The training program will have three tiers – a three-hour diversity session; a full day diversity session and a 2 to 3-day train the trainer session. OIDEO is working to develop the training with assistance from the Office of Multicultural Affairs, First-Year Experience and others.

Link to "I, Too, Am CWRU" video: http://www.youtube.com/watch?v=A1kxf7ba5Zg

The African American community resource group will meet the last Thursday of every month at noon. The Alizana Litina/Latino Alliance will meet the first Thursday of every month. Interested staff can contact melissa.burrows@case.edu for more information.

OTHER NOTES FROM COMMITTEE LIAISON

The DLC has been discussion campus race relation issues this fall, in coordination with the #webelonghere movement started by the African American Society student group.

This is a reminder we all have a role in creating and maintaining an inclusive environment for all! Do your part!

If anyone has any announcements for me to share with the DLC, please let me know.

Two radio programs on CWRU's radio station (WRUW-FM 91.1) discuss social justice related issues, and the radio can read PSAs. If you have a related event you would like announced on the radio, or a group or individual to be interviewed, please let Sarah Robinson (sarah.robinson@case.edu) know.

E. Parking Advisory..... Edith Gaffney, Kelly Marcus

No report.





Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

F. SAC Constitution Committee.....Barbara Juknialis

Slow but steady progress is being made to update SAC Constitution.

G. Equity Committee.....Kathleen Dowdell, Kathleen O'Linn

VII. Old Business

VIII. New Business

A. SAC - Community Service Committee Proposal re: Crafters@Case

Community Service Committee serves as a vehicle to promote and facilitate charitable events for the community. These efforts are intended to foster and strengthen a relationship between CWRU staff, faculty, students and the surrounding community. The SAC Community Services Committee strives to increase involvement and enhance relationships of Case Staff with the community.

The Community Services Committee proposes to add a new component to its mission by partnering with Crafters@Case.

In 2013, Crafters@Case was formed with a mission to "reach out to support the homeless in Cleveland and let them know that someone cares by creating knitted/crocheted items to help them keep warm during the harsh winter months." Last fall they created more than 110 hats and scarves which were donated to the SAC/Care Alliance Winter Clothing Drive. This year, in addition to donating items to the City Mission and SAC/Care Alliance, the Crafters have expanded their scope of service by selling items and donating the proceeds to the Cleveland Food Bank, where every dollar donated provides four meals. Experienced crafters are always happy to show the newcomers how to knit or crochet. In addition to the satisfaction of helping others, the members enjoy the camaraderie of a diverse group of staff in a relaxing, stress-reducing and nurturing environment.

B. DRAFT for review and comment: Recommendation to Revise Procedure No. IV-3a as it Relates to the Salary Equity Increase

It is hereby resolved by the Staff Advisory Council of Case Western Reserve University that the Council recommends that HR Procedure IV-3a be revised to permit employees to directly submit, with notice to their supervisor and/or their reporting hierarchy, as appropriate,, a request to the Compensation Office for equity review of their compensation.

Whereas

Case Western Reserve University provides a procedure by which supervisors may request compensation review and equity increase for subordinates; and



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

There exists at Case Western Reserve University inadvertent but significant inequity in compensation due to changes in the hiring rate for employees performing similar work with similar experience and qualifications; and

Equitable compensation is not determined by a supervisor's perception of whether or not inequity exists, nor is it dependent on what a given budget can "afford." Equity, by definition, is "the quality of being fair and impartial." Consequently, the words "if the departmental salary budget permits" effectively render any salary equity concern to be an issue of budget rather than of fairness, and may precipitate supervisors' disinclination to pursue compensation equity on their subordinates behalf; and

CWRU's new Strategic Plan restates the University's commitments to equity and social justice, and that the University will "create a university-wide culture and infrastructure that inspires trust, and fosters personal and professional development", and emphasizing opportunity for growth, advancement, and recognition of staff value,

#### **Be it Resolved**

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

- That HR Procedure IV-3a as relates salary Equity Increase be revised to empower and permit staff to request on their own behalf, with written notice to their supervisor and/or their reporting hierarchy, as appropriate, a review by the Compensation Office of their compensation; and
- That the HR Procedure IV-3a be amended to provide for transparency in administrative decision making throughout the review process, including a written

determination detailing outcome of and justification for the outcome of the equity review.

Respectfully submitted,

Staff Advisory Council, Case Western Reserve University Barb

Juknialis, Chair & James Nauer, Vice-Chair

Policy Committee, Staff Advisory Council

James Nauer & Karen Romoser, Co-Chairs

#### **C. Recommendation to Revise Policy No. IV-7 as it Relates to the Tuition Reimbursement Benefit**

It is hereby resolved by the Staff Advisory Council of Case Western Reserve University that the Council recommends that the Tuition Reimbursement benefit detailed in HR Policy IV-7 be revised to increase



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

the annual dollar amount available to eligible faculty and staff in order to encourage and facilitate an increased participation in continuing higher education and professional development and to enable timely completion of employees' courses of study.

#### **Whereas**

Case Western Reserve University offers a Tuition Reimbursement benefit for eligible employees that is currently limited to a maximum \$2,500.00 of eligible tuition per fiscal year (adjusted January 2013 and effective July 1, 2014); and

The Tuition Reimbursement and Tuition Waiver benefits are limited to six credit hours per fall and spring semester, three credit hours per summer semester; and

The current Tuition Reimbursement benefit amount is only sufficient to fully cover the allotted number of credit hours for courses at some 2-year institutions which adversely impacts the timely completion of degrees for those employees pursuing Bachelor's, Master's or Doctoral degrees at institutions other than CWRU; and

Employees whose educational advancement and progress towards degree completion are limited may also 1) be limited in the scope of their service to the University, 2) be limited in their perceived value to the University as individuals, 3) suffer disparate impact on their ability to advance their career at the University, and 4) suffer disparate impact on their ability to leverage tuition benefits should their position not permit release during work hours for classes at CWRU; and

CWRU's new Strategic Plan restates the University's commitment to equity and 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", in part, by finding "ways to enhance their influence and development",

#### **Be it Resolved**

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

- A revision to HR Policy IV-7 which increases the amount of the available Tuition Reimbursement benefit to up to \$3,500.00 per year effective July 1, 2015, for employees pursuing their degree in any degree category (Associate's, Bachelor's, Master's, or Doctoral); and
- A revision to HR Policy IV-7 which provides an option to increase the available amount of the Tuition Reimbursement benefit to up to \$7,500.00 per year effective July 1, 2015, for employees pursuing their first degree in at any level (Associate's, Bachelor's, Master's, or Doctoral), with the additional condition that the individual remain an



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## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

employee of the University for no less than two (2) years following their application for the increased benefit and degree completion if the employee has elected to request the higher Tuition Reimbursement amount.

Respectfully submitted,

Staff Advisory Council, Case Western Reserve University Barb  
Juknialis, Chair & James Nauer, Vice-Chair

Fringe Benefits Committee, Staff Advisory Council  
Tracy Wilson-Holden & Stacy Fenning, Co-Chairs

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

#### **IX. Meeting adjourned by the Chair.**

##### **General Council Meetings:**

October 24, 2014, 10:00-11:30, Toepfer Room  
December 5, 2014, 10:00-11:30, Toepfer Room  
February 27, 2015, 10:00-11:30, Toepfer Room  
April 17, 2015, 10:00-11:30, Toepfer Room  
June 12, 2015, 10:00-11:30, Toepfer Room  
August 14, 2015, 10:00-11:30, Toepfer Room

##### **Steering Committee Meetings:**

October 16, 2014, 2:00-3:30, Adelbert M2  
December 4, 2014, 2:00-3:30, Adelbert M2  
February 12, 2015 , 2:00-3:30, Adelbert M2  
April 2, 2015, 2:00-3:30, Adelbert M2  
June 4, 2015, 2:00-3:30, Crawford 720  
August 6, 2015, 2:00-3:30, Adelbert M2