



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

April 13., 2012
10:00 a.m. to 11:30 a.m.
Toepfer Room, Adelbert Hall

Meeting called to order at 10:05 a.m. by Shannon Swiatkowski.

Members in Attendance

Kathleen Ballou	Theresa Grigger	Karen McColl
Sally Berri	Michelle Jacobs	Jim Nauer
Curtis Bunner	Barbara Juknialis	Karyn Newton
Kathleen Dowdell	Jill Kent	Julieta Peterson
Karen Dunn	Meagan Kittrick	David Polak
Stacy Fening	Lisa Kouns	Angela Sloan
Carolyn Gerich	Robin Kramer	Shannon Swiatkowski
Michael Gilkey	Jennifer Loudiana	
Karen Gregor	Susan Lukianowicz	

Approval of Minutes and Budget Report

Minutes were approved.

Current budget is \$3,360.93 as of the end of February 2012. \$750 was spent towards Connie Dieken, speaker on-campus in conjunction with the Flora Stone Mather Center for Women. Anticipating and forecasting funds for marketing materials and the SAC Appreciation Event to be held on Tuesday, May 22, 2012.

Announcements from HR

No announcements were made from HR.

Announcements from Chair / Presentation from Students

Guest speaker: Michael Kurntz spoke to the general council regarding Travel & Entertainment, WeCar Program and online updates.

Reports of Standing Committees

Communications

Michael Gilkey

The first SACactivities newsletter was successfully sent out to members in two versions: one was for print and another for online viewing. Training and Development Committee will be the next to highlight and a committee member to spotlight in the next newsletter. "Fun to come!"

An addition to the website: a separate page for ad-hoc committees. Website clean-up and updates have been in progress. Google calendar is working well.



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Working on potential marketing materials for SAC events, example was zap stands. Part of the SAC budget will go to Communications to support marketing materials.

Community Service

Sally Berri

The committee met to discuss upcoming community service events with Christian; staff have not responded with interest in participating though. Relay for Life, Big Sisters Bow-a-thon, Vision Walk, Hands On: are organizations that may speak at an upcoming general council meeting.

The committee is seeking to grow members and interest. Sally reported that she is leaving the University at the end of April 2012.

Elections

Robin Kramer

At the end of today's general council meeting, speeches will be made for officer positions in regard to the executive board nominations. The electronic voting site will be sent to the 62 voting representatives to make elections by Friday, April 27, 2012.

The following schools will be filling positions for representatives this year:

- College of Arts and Sciences
- Case School of Engineering
- School of Law
- School of Medicine
- Weatherhead School of Management

Nominations will be open through Monday, June 25th and should be sent directly to: sac-nominations@case.edu.

Fringe Benefits

Barb Juknialis

The Fringe Benefits Committee met in February.

Bicycle Survey: Carolyn Gregory has forwarded the bike survey results to John Wheeler and John Sideras for their review and input.

Reciprocal Tuition Consortium: The Sub-Committee met on 2/8/12. They discussed what was done in the past when CWRU was a member, and potential road blocks for CWRU joining in the future. Some issues of concern include: the various costs to the university; distribution of

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fringe to individual departments (how funds are currently being allocated vs. how they would be allocated if CWRU becomes a member); determining an appropriate method of financing the waiver program that is in accordance with other universities that are members.

In addition, Sean McDonnell spoke with Bob Shorb, Executive Director of The Tuition Exchange, who is willing to come to Case and give a presentation. He referenced LaFayette College as an institution to contact about how joining The Tuition Exchange has improved the academic profile of its entering class. Bob indicated that CWRU could control the number of scholarships it grants in a given year, as well as the number of students it “exports” to other schools. As an incentive to join The Tuition Exchange, Bob said that prior to enrolling its first import CWRU could make commitments to export five students (5 x 8 semesters or 40 semesters or its equivalent).

The next meeting is on April 17, 2012 at noon in Adelbert M2.

Staff Policy

Shannon Swiatkowski reported on behalf of the committee.

The committee has created a spreadsheet which will also go on the website to address a few policy issues.

Staff Recognition

Robin Kramer

The selection of the Presidents Award has closed. 15 nominations were received, which is also the lowest nominations received in the past few years; however, the committee reported feeling optimistic about the candidates that were selected. 8 members of the selection committee is meeting next week to choose 1-3 candidates to provide to HR and then be honored in June, at the SAC Luncheon.

The theme for this year’s Party on the Quad will be “Carnival”, to be held on Friday, July 27, 2012. Staff members are encouraged to visit the Google Documents to assist in identifying and securing prize donations. Prizes are awarded every 30 minutes to staff, students, and faculty at the Party on the Quad. Donations will be accepted until July 20th.

Staff Training and Development

Kathy Dowdell

The 3rd Annual Steps for staff will be held on Friday, October 5, 2012. The committee is working on a timeline for steps to be complete, leading up to the event.



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The next committee meeting will be held on Wednesday, April 18, 2012 in Adelbert at 1:00p.

Reports of Ad Hoc Committees and Liaisons to University Committees

Climate and Work Environment

Kathy Dowdell

The committee met on Friday, March 2, 2012.

Today is the Green Your Food event which includes a panel of food experts; space is still available for staff to attend. Stephanie Corbett is spearheading a certification, "Green Your Office"; monthly events begin in April and run through February. School bin audits are taking place and some schools still need champion to assist with recycling bins.

Next meet will be held on Wednesday, May 2, 2012.

Fringe Benefits

Barb Juknialis

The Committee met in February 2012.

Barb Juknialis updated the Committee on the SAC Fringe Benefits work on the tuition exchange survey.

A comprehensive Health and Wellness initiative is underway. An RFP has been issued to select a vendor to administer health risk assessments and biometric screening; results of the assessments and screenings will be used to determine activities that can be most beneficial to the university's population.

Effective January 1, 2012, Consumers Life Insurance Company is the University's life and disability insurance carrier. Additional information about health savings accounts is now online at the HR website. Meritain Health will be issuing membership ID cards to employees who have flexible spending accounts.

Retiree health insurance options were brought up in the open forum. We also discussed the possibility of additional voluntary benefits, such as long-term care insurance and critical illness insurance, being made available to employees. Oswald Companies is developing a plan for launching new voluntary benefits to the University community. Other methods of communicating benefits information to employees were discussed.

The next scheduled meeting is on April 11, 2012.

Faculty Senate

Shannon Swiatkowski reported on behalf of Christian Swol.



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Christian did not attend the last meeting but plans to attend next meeting.

Inclusion, Diversity and Equal Opportunity

Robin Kramer on behalf of Rick Kramer

An award (as a method of awareness) has been created to celebrate individual departments to celebrate inclusion and diversity and will be honored with a luncheon.

Parking

A few updates were reported to include: a minor increase in parking fees across campus, the hang-tag distribution is now complete; LED conversion is underway and are being implemented on several lots. Parking issues with all lot attendees during the power outage have been raised.

Parking is thinking of creating an employee newsletter to provide updates and increase communication of available parking resources. Permit holders can expect a 4% parking increase next year.

The Ford Garage contract with CWRU is rumored to be terminated and current permit holders will be relocated to alternative parking lots on campus; however, an official decision has not been made. Ideas around the available spots in this garage include electronic meters for visitors for the Village.

Old Business

None reported.

Nomination Speeches

Secretary

- Angela Sloan
- Brynn Omabegho (was not present at the meeting)
- Michael Gilkey

Vice Chair

- Barbara Juknialis
- Meagan Kittrick

New Business

None reported.

Adjournment

11:17 a.m.

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