

General Council Meeting Minutes
August 6, 2010
Toepfer Room

Contents

- 1 Call to Order
- 2 In Attendance
- 3 Approval of Minutes
- 4 Announcements
- 5 Reports of Standing Committees
 - 5.1 Communication
 - 5.2 Community Service
 - 5.3 Elections
 - 5.4 Fringe Benefits
 - 5.5 Staff Policy
 - 5.6 Staff Recognition
 - 5.7 Staff Training and Development
- 6 Reports of Liaisons to University Committees
 - A. Faculty Senate
 - B. University Fringe Benefits
 - C. University Diversity
 - D. Climate Action Plan
- 7 Ad Hoc Committees
 - A. Constitution Committee
 - B. 20th SAC Anniversary
- 8 Old Business
- 9 New Business
- 10 Adjournment

1 Call to Order

The council meeting was called to order by Kathy O’Linn at 10:03 am.

2 In Attendance

- | | |
|------------------------|--------------------------|
| 1. Beasley, Marcia | 14. Juknialis, Barb |
| 2. Blass, Robin | 15. Kahl, Rebecca |
| 3. Blazar, Kathleen | 16. Kouns, Lisa |
| 4. Charvat, Jacqueline | 17. Kramer, Robin |
| 5. Cheetham, Caroline | 18. Masley, Rosanna |
| 6. Copes, Bonnie | 19. McMichael, Elaine |
| 7. Dowdell, Kathleen | 20. O’Linn, Kathy |
| 8. Fening, Stacy | 21. Peterson, Julieta |
| 9. Fretthold, Kurt | 22. Swiatkowski, Shannon |
| 10. Gumph, Jeffrey | 23. Swol, Christian |
| 11. Hetzel, Bob | 24. Weitzen, Diane |
| 12. Hrouda, Ben | 25. Vibbert, Marie |
| 13. Huffman, Marcia | 26. Weitzen, Diane |

3 Approval of Minutes

Approval of June Minutes as Submitted

Final FY2010 Budget at \$-7.70

New FY2011 Budget \$4525.28

4 Announcements

Human Resources would like to thank everyone who volunteered for and attended Party on the Quad. It was a beautiful day. There is no count as yet from Bon Appetit regarding how many people attended. There continues to be a problem with some departments that won’t allow people to leave early, so those people just prefer to go home since the food will be gone.

From Chair – Thank you for coming to the meeting today and thank you for your help this past year. Over the past couple weeks there have been changes to elected membership. Please let the Elections committee know about these changes as they arise. The changes noted are Robin Blass—from Medicine to Central and Ted Austin – from Nursing to engineering.

5 Reports of Standing Committees

5.1 Communications — Bob Hetzel’s 4 years of elected membership is now up. He is currently looking for someone else to take over as Chair of the Communications Committee. He has spoken informally to other members of committee regarding this position. Also, many of the people who are running for election to SAC are from IT departments

5.2 Community Service – The Community Service Committee is currently working on setting up a School Supplies drive in conjunction with Case for Community Day. The decision was made to collect all new school supplies. Donation sites will be at Thwing and other locations across campus. The supplies will be given to the schools on September 17th. There will also be a small raffle. Everyone who donates school supplies will receive a raffle ticket.

5.3 Elections – ELECTION STATUS

From the eligible management centers we have to date: 169 nominees of which 4 were ineligible, 23 declined, 58 accepted and 84 never responded. See table below for statistics by management center.

Flyers were handed out at the ‘Party on the Quad’ reminding staff that voting begins August 11 and will be done electronically. The Breakfast for newly elected SAC representatives has been scheduled for September 7, 2010. Liz reserved the ‘1914 Lounge’ at Thwing. Names of preferred caterers were forwarded to Robin; there are two to choose from. At the breakfast this year, it was proposed to have the SAC Committee Chairs/Co-Chairs give a brief presentation of their committee to the new representatives instead of rotating among the tables. This was agreed to by general consent.

SUBCOMMITTEE - NOMINATION COMMITTEE

Robin provided lists of eligible names from the eligible management centers; names were chosen as contacts in their respective schools and she will be contacting them for potential nominees.

8/6 Biosketches due back from nominees.

8/11 VOTING BEGINS (*runs for 15 calendar days*)

8/17 Election Committee Meeting-Crawford Rm 209 12:30pm

8/25 VOTING CONCLUDES 5pm

| Count of Nominations | Status | | | | | | | | |
|----------------------|--------|------------|---------|-------------|-------------|---|-------------------|------------------------|-------------------|
| MGT Center | Accept | Ineligible | Decline | No Response | Grand Total | Exempt Staff Total | Number Reps Req'd | Non-Exempt Staff Total | Number Reps Req'd |
| CAS | 4 | 0 | 7 | 13 | 24 | 71 | 1 | 69 | 1 |
| CSE | 8 | 0 | 7 | 19 | 34 | 135 | 2 | 35 | 1 |
| LAW | 5 | 0 | 4 | 15 | 24 | 36 | 1 | 23 | 1 |
| MED | 26 | 0 | 2 | 27 | 55 | 910 | 18 | 321 | 6 |
| MGT | 15 | 1 | 3 | 10 | 29 | 49 | 1 | 23 | 1 |
| University Admin | 0 | 1 | 0 | 0 | 1 | Not running this year | | | |
| Other | | | | | 0 | Not running this year | | | |
| STUDENT | 0 | 2 | 0 | 0 | 2 | Not a Staff member-Student's not eligible | | | |
| Grand Total | 58 | 4 | 23 | 84 | 169 | 1201 | 23 | 471 | 10 |

Last Updated 8/6/10 4:20pm / rgk

5.4 Fringe Benefits – The Fringe Benefits Committee is exploring options for the 2011 Fiscal Year.

Bicycle Issue

It was recommended that Case participate in the tax deductible program to encourage employees to bicycle to work. The program allows employees that bicycle to work to claim a tax deduction. The amount is \$24.00 per month. The program fits in well with the stated goals of Case Western Reserve University of encouraging energy efficiency, improving the health of employees and would make Case a leader in the community in promoting these values.

The committee discussed the tax deductible program for bicycle commuters. There were several issues associated with the program: 1) Identify where on campus the program would be housed--i.e., Access Services or Human Resources; 2) Is there enough interest at CWRU for the program? 3) Is there any cost to implement the program? 4) How difficult would it be to monitor the program? Christian Swol and Stacy Fening will work together to identify and contact external HR departments that have implemented the program.

New Business

E-mail addresses for retirees. The Committee discussed retirees keeping their Case e-mail addresses. Currently e-mail addresses are deleted 6 months after an employee leaves the University. Exceptions are Alums and Emeriti faculty; their e-mail addresses remain active. There was concern whether library email databases would be affected. Barb will contact Tom Siu regarding any security or IT issues. If there are no issues, a resolution will be proposed.

Updates to Health Insurance Benefit. Adult children up to age 26 will be covered even if they are married. Amy Sheldon will apprise the committee of future updates.

New Fiscal Year 2011

The following topics will be discussed during this fiscal year:

- Bicycle Issue

- Vacation Days listing in HCM: Currently there is no indication on the HCM Exception Time Sheet of how many days an employee must use before the start of a new fiscal year. One suggestion was to have an entry showing the number of days that will expire on July 1, if not used by June 30.

- Plan C retirement benefit: It was suggested that Plan C enrollment become automatic for new employees, with an Opt-out an option. Kathy Blazar will spearhead the Plan C topic.

5.5 Staff Policy – The Staff Policy Committee has been exploring the changes in the Conflict of Interest Policy and the re-interpretation these rules. They would like to have personnel from General Counsel office to visit SAC to discuss these changes.

5.6 Staff Recognition – The Staff recognition Committee will be taking a hiatus as they completed their work for party on the quad.

5.7 Staff Training and Development – Steps 4 Staff Update: First annual Steps 4 Staff was a success with 60 walk participants and \$1,000 raised for SEEF! The route was well planned, with lots of signage and fun facts along the way. Lunch was served to all walkers. President Snyder kicked off the walk and recognized that this was an event where “staff was helping staff”. We would like to feature this tagline in a testimonial in the Alumni Magazine and describe how the SEEF was beneficial to one of our staff. Kudos to Theresa Grigger for her vision and hard work, and to everyone who helped in planning the event. We look forward to an even bigger Steps 4 Staff in the years to come. **Grants and awards:** Shannon Swiatkowski has made several attempts to get in touch with the CWRU point person for the Cleveland Foundation grants. It was suggested that Shannon stop by her office to see if she can schedule a meeting to discuss. **SEEF Awards:** We discussed the current funding situation (balance of SEEF and expected awardees this coming year) to determine the level of award the current applicants should receive. We are trying to be more strategic in our award decisions and will review prior applicant and award information to determine how much we can give. Additionally, we will update the application instructions to request receipts as part of the application process and will include a statement that staff can only apply for awards in 2 out of 3 semesters in an academic year. **Fundraisers:** The group discussed having a bake sale in the Atrium/BRB (high traffic public places) to raise funds for the SEEF awards. We are looking into getting a Case Card machine as another option for payment and are researching how to allocate funds to a specific account when using the machine. We are also looking into whether or not a CWRU sponsored group can reserve a table in the atrium.

All chairs/co-chairs and committees: Please remember to turn in your 1 to 2 page information sheet on the committee for the SAC orientation breakfast. In attendance at the breakfast will be Carolyn Gregory, the President, and potentially John Wheeler.

6. Reports of Liaisons to University Committees

6.1 Faculty Senate – No meetings scheduled for summer.

6.2 University Fringe Benefits – Changes coming contributions/distributions for health care; discussions with HR this fall; major changes due to Cadillac health care attacks; announcement flexible spending accounts – March 15, 2011 as grace period. Due to change in IRS regulations since IRS allows to carry money over; new IRS—dependents to age 26 covered. Special enrollment for those who aren’t currently covered; special premium rates.

6.3 Diversity – Summer hiatus. ADA subcommittee – several volunteers came forward to participate

6.4 Climate Action Plan Steering Committee— Affiliated Engineers has been appointed as the consultant for the new Climate Action Plan. 9 working groups are being formed with faculty, staff, and students in order to work towards carbon neutrality. A website is being developed and communication will be going out across campus. A proposal was made to form ad hoc committee thru SAC and this proposal was accepted through a motion. Anyone interested in being part of this committee can contact Kathleen Dowdell (kjd4) for more information.

7 Ad Hoc Committees

20th Anniversary of SAC – No report

Constitution Committee – A ballot proposed during this meeting and each item was reviewed aloud individually. Several items were removed from the ballot because they warrant further discussion among the council. A ballot will be mailed via campus mail to all voting members.

8. OLD Business—Under announcements.

9. NEW BUSINESS

10. Adjournment--- Meeting adjourned at 11:15.