



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

August 9, 2013
10:00 a.m. to 11:30 a.m.
Toepfer Room, Adelbert Hall

Meeting called to order at 10:03 a.m. by Shannon Swiatkowski.

Members in Attendance

Melinda Boykin
Anne DeChant
Charles Daane
JC Scharf-Deering
Kathleen Dowdell
Karen Dunn
Jean Farah
Stacy Fening
Matthew Fletcher

Theresa Grigger
Barbara Juknialis
Cheryl King
Lisa Kouns
Robin Kramer
Tony Kramer
Kelly Marcus
Jim Nauer
Kathy O'Linn

Christine Olson
Brinn Omabegho
Jim Prince
YoLonda Stiggers
Shannon Swiatkowski
Bonnie Thiel

Approval of Minutes and Budget Report

The June minutes need some corrections. They will be approved at the October meeting.

Announcements from HR

There were no HR announcements.

Announcements from Chair

Budget Report:

Remaining budget as of June 14, 2013: \$2806.58

Expenses:

\$402.37 donated to Party on the Quad for prizes and decorations

\$308 for Adobe Connect Speakers (Qty 2)

\$1584.00 for Duke Printing; SAC polo tshirts

\$41.08 for 6/14 General Council meeting food

\$33.25 for Sages Coffee

\$400 transfer to SEEF

\$37.88 was remaining in the SAC OPR account at the end of FY13

\$4067.30 to start FY14

Presentation

Sergeant Jeffrey Daberko

Sergeant Daberko gave a very informative presentation about safety on campus. His slides are attached to the minutes.



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Reports of Standing Committees

Communications

The previous Communications Committee chair (Michael Gilkey) resigned in June 2013. The committee is in the process of re-grouping. Shannon Swiatkowski and James Nauer have stepped in to serve as co-chairs.

Next steps for the Communications Committee:

1. Reinstate the current standing meeting time: 1st Thursday of every month, 2-3pm. Poll the members of the committee for a better meeting time, if necessary.
2. Produce a Google Form for all SAC related marketing/communications requests which will open up a "ticket" for the Committee. The link to the Form will be sent monthly to all SAC standing committee chairs. Chairs are encouraged to submit all requests through this mechanism for easy tracking, assigning, etc. Requests may include: flyer/signage preparation, Daily submissions, website updates, photography, news worthy items, Quikpay setup, etc.

Community Service

Committee met July 10th, only two attendees.

Key points of Discussion:

- Discussed attendance/participation at meetings, need to determine an action plan
- Deliver letter to Jolly Scholar asking for their support and contribution. Need a plan for event proceeds. Will need to pick a date, time, determine communications, flyer, Case Daily
- Brinn contacted Murtis Taylor, waiting to hear back from the manager to find out what kind of help is needed and determine possible dates to volunteer time for their Thrift Shop
- Send out the form to ask for nominees for this year's Basket Raffle
- Determine if we are doing the Back to School Supply Drive

Action Items

- Theresa will take letter to Jolly Scholar, will plan once we have confirmed

Elections

No report submitted.

Fringe Benefits

Barb Juknialis

The Fringe Benefits Committee did not meet in June or July because we were waiting for data on the use of the tuition reimbursement benefit.

Expanded Sick Leave Resolution:

We are waiting to hear from HR about the status of this resolution.



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Tuition Reimbursement:

We are working with the Staff Policy Committee on a resolution requesting a change to the current tuition reimbursement policy. The resolution requests an increase of the maximum amount of reimbursement from \$2000 per year to \$2800, in addition to annual adjustments to coincide with annual increases in CWRU tuition. We just received some data on the use of this benefit. The Committee will meet this month to discuss next steps.

The next meeting will be on August 20, 12:00, Adelbert M-2.

Staff Policy

Status of proposed Social Media Policy

Per Carolyn W., policy is still under review with consideration being given to “best practices.” Committee has requested detail about applicable best practices and are waiting for response.

Sexual Assault and Harassment Policy

As of 7/11, draft policy had been reviewed by VP of Student Affairs and Office of General Council and was pending review by Offices of the President and Provost with reported goal of completion by 7/31. Requested information about the review process and are waiting for reply on anticipated review by Policy Committee.

Status of recommended update to Tuition Reimbursement Policy

Aggregate data on benefit use was received and sent to committee members for review. Requested breakdown by quartile in addition to average to get an idea of how many individuals are using what percentage of the available benefit. Need to revise justification clause in the pending recommendation; discussion of how best to make it relevant and ensure that the benefit amount stays current with cost of living and tuition increases.

Scope and exclusions of policies

Committee reviewed spreadsheet PolicyList.xlsx which captures scope and exclusions for each HR policy. Members will benchmark sister schools. Consensus is that scope and exclusions are confusing; discussed how to compose recommendation for more consistency and clarity.

Performance management

Discussed current review process, lack of consistency and fairness, level of delinquency and impact on staff. Discussed proposing “calibration” training to HR that would improve consistency and fairness across all staff versus complete process overhaul. Perhaps a creation of a formal appeals process for staff who feel a review lacks accuracy (current policy does not permit “grievance” of review or job description. Discussed addition of a self-evaluation component to the review method. Will benchmark sister schools.

Staff Recognition

No report submitted.



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Staff Training and Development-UPDATE

- The Administrative Professional Network (APN) met in KSL on Tuesday July 16 to host a presentation on Google called, “The Good, the Bad and the Google.” At least 35 staff attended.
The next APN session: Orientation 210 will be geared to all staff that have been on campus for a while and may not be aware of all that is available to staff including membership in SAC.
- The committee is working on making the 4th annual Steps4Staff event to be held on Friday 9/20/12 from 3 to 5 pm. The best yet! John Wheeler has agreed to match our fundraising dollars at this year’s event. Committee members are currently working on incentives to attract walkers to sign up for the event.
- The drawing for the 50/25/25 raffle was held on Friday afternoon at the Party on the Quad. A total of \$424.00 was collected, allowing \$212.00 to be added to the SEEF fund. The remaining \$212 was split between 2 lucky winners whose names were picked by Carolyn Gregory. Susan Frey, School of Nursing and Tim Jamieson, of General Maintenance will each receive \$106.00

Sustainability Initiatives

No report submitted.

Fringe Benefits

Barb Juknialis

The Committee did not meet in June or July, 2013.

The next scheduled meeting is on August 13, 2013.

Faculty Senate

There are no summer meetings of Faculty Senate.

Inclusion, Diversity and Equal Opportunity

No meeting.

Parking

Karen Dunn

No meeting since last update.

Old Business

None reported.



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New Business

None.

Adjournment

The meeting was adjourned at 11:20 a.m.