



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Friday, August 14, 2015
10:00 AM – 11:30 AM
Toepfer Room, Adelbert Hall

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

IN ATTENDANCE:

Pamela Collins	J. Colleen Karlo	Johnny Sams
Andrew Cruse	Charles Knox	JC Scharf-Deering
Kathleen Dowdell	Linda LaPinta	Morley Schwebel
Timothy Eppich	Kelly Marcus	Siu Yan Scott (guest)
Brian Foss	Heidi McKee	Patricia Sirmons
Diana Fox	Ana Merdita	Bob Slovenec
Theresa Grigger	James Nauer	YoLonda Stiggers
Jennifer Hawkins	Karyn Newton	Shannon Swiatkowski
Suzanne Healy	Kathleen O'Linn	Bonnie West
Beth Jones	Christine Olson	Michael Yeager
Michael Jones	Martha Payne	
Barbara Juknialis	Bonnie Richley (HR)	

EXCUSED: Nanthawan Avishai, Sharon Burke, Stephanie Corbett, Kerry Grimberg, Laura Huffman, Rick Kramer, Patty Urbon, Nancy Vitale

I. Approval of Minutes from June 12, 2015 Meeting and Budget Report

- a. Minor edits were made to the attendance record from the June 12, 2015 report: Mary Delgado was added as present; additional "excused" representatives: Matt Fletcher, Diana Fox, Nancy Vitale
- b. Minutes approved: Motion made by Suzanne Healy and seconded by Bob Slovenec
- c. Budget report
 - i. **Balance as of 8/14/15: - \$100.03; There was an accounting error in which \$734.31 was withdrawn from the SAC budget to cover the Robin G. Kramer Volunteer Award; it should have been \$250.00. Should we be reimbursed by HR, our balance would be \$384.28. Barb Juknialis noted that it is not critical to our operation that the funds be returned to our accounts.**

- ii. Budgeted expenses (approximate amounts)
 - 1. \$734.31 for the Robin G. Kramer Volunteer award (should have been a total of \$250)
 - 2. \$575.00 for new SAC Padfolios
 - 3. \$67.21 for SAC Packs for Orientation
 - 4. \$48.25 for beverages for 6/12/15 General Council meeting
 - 5. \$1250 was donated to the SEEF account
 - 6. \$550 budgeted to new SAC Padfolios

II. Announcements from HR: Bonnie Richley

- a. HR is doing a study on compensation; Barb Juknialis is on the committee
- b. Staff are encouraged to fill out the Early Release Survey
- c. Wellness: it's time to schedule appointments for blood work, etc.
- d. They are close to hiring the Director for Professional Development Center; SAC is involved in the hiring.

III. Announcements from Chair and Vice Chair: None

IV. Presentations

- a. **Siu Yan Scott** – guest speaker about the **Certificate Program for Supervisors called L.E.A.D.** (which stands for Learn, Empower, Achieve, Develop)
 - i. Program details: <http://www.case.edu/finadmin/humres/training/lead.html>
 - ii. Be on the lookout for information in the Daily about how to apply for the LEAD program
 - iii. Program benefits: Year-long program, Cohort model (meet other supervisors across campus), Personal Coaching and 360 Assessment, Team Coaching, Links to 100+ program alumni from across campus
 - iv. This is NOT a remedial program, but is an opportunity for growth/ professional development
- b. **Diana Fox** - guest speaker about the **International Friendship Program @ CWRU**
 - i. Staff, Faculty and Alumni of CWRU are invited to participate in this program started five years ago by Liz Woyczynski (who works at the Law School.)
 - ii. Volunteers “host” an international grad student by inviting them to activities that expose them to life in the US like a home-cooked meal, sightseeing around Cleveland, local sporting events. This is NOT a home-stay program.
 - iii. Participants get together every 4-6 weeks.
 - iv. Program details: <https://students.case.edu/programs/friendship/>
 - v. Program recruitment postcards are available – please contact Liz Woyczynski or Diana Fox
 - vi. Questions: email international-friendship-program@case.edu

V. Reports of Standing Committees

- a. **COMMUNICATIONS:** Shannon Swiatkowski & Diana Fox
The Communications committee met on 7/14 and 8/13.
We are working on articles for the September newsletter. If any committees would like to add information to the newsletter, please visit our online request link. As a reminder, any SAC committee can submit a request of the Communications

Committee at the link on the Communications web page. The SAC website is scheduled for live production when the new members are welcomed in September. The committee has developed a list of constituency email use guidelines that will be circulated to the membership. We are working with the Elections Committee to Google Form for elected reps to designate the subcommittee on which they plan to serve. Our next meeting is a teleconference on September 10, 2015 at 2:00pm.

b. **COMMUNITY SERVICE:** Theresa Grigger & Laura Huffman

i. **Bake Sale** - Tuesday, July 21st: Locations - BRB and Crawford. Collected \$741.00 (See letter) to benefit Earthquake relief for Nepal

ii. **Back to School Drive** has kicked off. Will deliver during Case for Community Day on Sept. 18th. Collections sites.

Bible	Dwayne	CASC ,170F
Burke	Sharon	Tomlinson Lobby
Eatman.Williams	Janice	Yost Hall Rm.35
Grigger	Theresa	Crawford Hall Rm 532
Healy	Suzanne	PBL, LL #21
Huffman	Laura	School of Dental Medicine
McKee	Heidi	School of Dental Medicine
Omabegho	Brinn	Wood Bldg, Rm W200; LC 4960
Roudebush	Margaret	FPB Nursing School
Swiatkowski	Shannon	BRB 109, School of Medicine
Urbon	Patty	School of Medicine Rm. W171
Worthy	Bonnie	Nord Hall room 312

Added a new school this year Daniel E. Morgan

iii. **Crafter@case** While our main goals for this year are to make items to sell to raise funds for the Cleveland Food Bank and also to provide hats and scarves for the homeless (men, women and children) at Laura’s Home and St. Malachi, it is so wonderful that many in our group are also happy to fulfill Theresa’s request to make items for the preemie babies at UH/CCF. (must be really soft, not fuzzy). Since we will need more baby yarn for the preemie items, we will probably collect and turn in preemie items sometime next year.

Since the effort to establish a presence at Tomlinson on Mondays was weak, we have decided to switch gears and will instead meet on Mondays at the Wolstein cafeteria area. Also, on Tuesdays we’ll meet at the Nursing School since the W200 Library is not always available. Please let me know how these new changes work for you, and also let me know if you’d like to include either Thursdays or Fridays at the UH atrium!

New meeting schedule (anytime between noon to 1:30p):

- Mondays—Wolstein cafeteria
- Tuesdays—Nursing School 2nd floor across from the elevators
- Wednesdays—BRB cafeteria
- Proposed—Thursdays/Fridays at UH Atrium

Next meeting: Monday, Aug. 17th at 1:30pm in Crawford Hall Rm. 528

c. **ELECTIONS:** Karyn Newton & Jim Prince

The Elections Committee met on Monday, July 20, 2015, to finalize preparations for the general SAC election, to be completed by August 1st. Electronic ballots were sent to staff members in each of the five management centers electing representatives this year on Monday, July 27th, and the survey engine automatically closed to further responses at 5:00 pm EDT on Friday, July 31st, in compliance with the SAC Constitution, which states that elections must be completed annually by August 1st.

Detailed results are attached, but the Elections Committee congratulates the following staff members for their election (or re-election) to the Staff Advisory Council:

University Administration

Exempt (9):	Timothy Eppich Richard Kramer Jing Li James Nauer Karyn Newton Jim Prince Natalie Staats Reiss, PhD Ayla Siemon Michael Yeager
Non-Exempt (8):	Sharon Burke Ryenne Gallagher Pat Greene Theresa Grigger AmariYah Israel Beth Jones Paul Keeley Martha Payne

Academic Administration

Exempt (3):	John Killings Jeremy Naab JC Scharf-Deering
Non-Exempt (1):	Matt Smith

School of Dental Medicine

Exempt (1):	Brian Sherman
Non-Exempt (1):	Melody Long

FPB School of Nursing

Exempt (1): Dedra Hanna-Adams

Non-Exempt (1): Pamela Collins

Mandel School of Applied Social Sciences

Exempt (1): Churyl Croone

Non-Exempt (1): Maria Sharron

The Elections Committee will meet the week of August 17th to prepare for the SAC **Orientation Breakfast, to take place Tuesday, September 8th, from 8:45 – 11:30 am in Ballroom A of the Tinkham Veale University Center.**

d. **FRINGE BENEFITS:** Cheryl King & Karen Romoser

- i. No report

e. **STAFF POLICY:** Karen Romoser & Johnny Sams

- i. Staff Policy Committee met on July 16, 2015
- ii. In attendance: Karen Romoser, Johnny Sams, Kathryn Willson, Jim Nauer, Charles Knox
- iii. **AGENDA ITEMS:**
 1. Kathy updated group on the following items:
 - Was not able to look into the glossary item for the compensation site
 - Followed up on Karen's inquiry about discrepancies in pay between similar positions; Compensation indicated that they go by what is written the job description
 - Followed up on group inquiry about what to do when managers resist equity reviews; HR suggested that the HR administrator for a given management center be contacted to handle these situations; In cases where this does not result in resolution, it was recommended that contact with Employee Relations be the next step.
 2. Kathy confirmed that a consultant for our compensation analysis has been selected. Johnny inquired with group about possible next steps, as issues that we would normally address are to be covered by the consultant. However, submissions of proposals regarding these issues with language such as "for consideration for integration into" any developing plans may be useful in having items taken into consideration as the consultant examines the issues and suggests strategies. Jim suggested that it may be useful for the consultant to talk with at least committees (Policy and Fringe Benefits) of SAC; Kathy will follow up with HR to communicate the suggestion.

3. Jim also proposed that we revisit the Policy Manual, as it is supposed to be reviewed periodically. Kathy indicated that she would inquire with HR on where they are in reviewing the manual.
4. Johnny asked Jim about his new role as Chair and he indicated that he may rotate attendance at committee meetings.
5. Group discussed various anecdotal items pertaining to staff concerns recently communicated in various settings. These concerns echo and reinforce the relevance of recent discussions and proposals brought forward by the Policy Committee.

f. **STAFF RECOGNITION:** Rick Kramer & Pam Capasso

- i. Committee met on July 16, 2015
- ii. Rick updated donor list and volunteer list Party on the Quad (POTQ)
- iii. Flyers distributed POTQ
- iv. Case Daily had a blog for POTQ
- v. Accepting donations for POTQ ex. Gift cards, gift bags, no cash
- vi. Tomlinson Rainsite
- vii. New Business: committee discussed new ways to recognize staff; some ideas: employee of the month (parking as incentive).
- viii. **Note: the Staff Recognition Committee is now on hiatus until January 2016; there will be no meetings.**

g. **STAFF TRAINING AND DEVELOPMENT:** Kathleen Dowdell & Kathleen O'Linn

The Staff Training and Development Committee met on June 17 and July 15, 2015. The date for the next Steps 4 Staff event is set for Sept. 25 and the location will be Adelbert. In honor of Robin, Rick Kramer will donate \$250. And will match up to \$250 raised for this event.

Discussion was held about the upcoming Benefits Fair in November. The Committee would like to continue its practice of collecting NEW socks, hats and gloves for Care Alliance. This center also welcomes oral hygiene products and the committee has agreed to include these toiletries in their collection.

The next meeting is scheduled for August 19 at 1:30 pm in Adelbert M 3.

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

a. **SUSTAINABILITY INITIATIVES:** Kathleen Dowdell

- i. No report

b. **UNIVERSITY FRINGE BENEFITS:** Barbara Juknialis

- i. The Committee met in June, but not in July.
- ii. CVS Caremark (soon to be renamed CVSHealth, although the prescription plan will still be called CVS Caremark) presented its annual review of drug costs. The total increase across CVS Caremark's book of business was 15.1%; CWRU's trend over the last year was 5.8%. The Maintenance Choice program is currently incentivized by a lower out-of-pocket cost to members. Plan costs could be further reduced by making the

Maintenance Choice program mandatory. The Committee also discussed requiring prior authorization for compound drugs that cost over \$300.

- iii. Committee members requested a report from CVS Caremark on drug rebates and price matching. It was also suggested that a staff health insurance advocate/ombudsman be added to assist employees in navigating their insurance needs.
- iv. TIAA-CREF and Vanguard have requested that the default delivery method for statements and other plan communications be changed to electronic to lower Plan administration costs. Members will still have the option to request paper delivery.
- v. The Committee met on August 12, 2015, but that report will be presented at the October Council Meeting.
- c. **FACULTY SENATE:** Barbara Juknialis & Jim Nauer
 - i. No report (on break)
- d. **DIVERSITY LEADERSHIP COUNCIL:** Laura Huffman
 - A. The DLC met on August 11, 2015. Diversity 360 Program Officially Launched
 - Staff will have training during their 90 day probation.
 - New Faculty training will be held during faculty orientation.
 - Students will have training during their orientation.
 - Working on getting exposure to entire campus, sessions will be offered every month and by request for larger groups.
 - Multi-Cultural Welcome Event for students, faculty and staff will be: Sept. 10th from 4:30 – 6pm at TVUC Ballroom C
- e. **PARKING ADVISORY:** Edith Gaffney & Kelly Marcus
 - i. No report; next meeting is in October. Any issues of concern/ safety should be directed to Access Services immediately. (ie: some reps mentioned potholes, snow removal, and broken phones in garages.)

VII. Old Business: None

VIII. New Business: None

IX. Adjournment: The Chair adjourned the meeting at 10:43 am

ATTACHMENTS: SAC Attendance, Back to School Supply Drive Flier & Thank You note for donation from the Nepali American Organization of Ohio

Minutes respectfully submitted by Diana Fox, SAC Secretary

SAC Membership 2014-2015		Attendance - General Council Meetings					
		10/24/2014	12/5/2014	2/27/2015	4/17/2015	6/12/2015	8/14/2015
Council Officers							
Barbara Juknialis (Chair)		X	X	X	X	X	X
James Nauer (Vice Chair)		X	X	X	X	X	X
Shannon Swiatkowski (Past Chair)		X	X	Excused	X	X	X
Diana Fox (Secretary)		X	X	X	X	Excused	X
College of Arts and Sciences							
Charles Knox		X	X	X	X		X
Sarah Robinson		X	X	X	Left CWRU		
School of Engineering							
Nanthawan Avishai		X	X	X	Excused	X	Excused
Cheryl King			X	X	X	X	
Lyn Spellman		X			Excused	X	
School of Law							
Michael McCarthy							
Ana Merdita		X	X	X			X
Weatherhead School of Management							
Suzanne Healy			X			X	X
Michael Jones		X					X
School of Medicine							
Mark Beno			X				
Mary Delgado		X				X	
Matthew Fletcher						Excused	
Brian Foss		X		X	Excused	X	X
Sarah Frischmann		X				X	
Sarah Grabinski							
Kerry Grimberg					Excused		Excused
Jennifer Hawkins					X	X	X
J. Colleen Karlo		X		X		X	X
Kelly Marcus				X	X		X
Pamela Capasso		X		X	X		
Christine Olson		X	X		X	X	X
Johnny Sams		X	X	X	X		X
Morley Schwebel		X	X	X	X	X	X
Robert Slovenec			X		X	X	X
Shannon Swiatkowski		X	X		X	X	X
Patricia Urbon		X	X	X	X	X	Excused
Nancy Vitale		X	X	X	X	Excused	Excused
Wei Wang							
Bonnie West		X			Excused	X	X
Yingli Wolinsky		X					
Corrie Zimerla							

					10/24/2014	12/5/2014	2/27/2015	4/17/2015	6/12/2015	8/14/2015
School of Dental Medicine										
Laura Huffman					X			X	X	Excused
Heidi McKee					X	X		X		X
Mandel School of Applied Social Sciences										
Diana Fox					X	X	X	X	Excused	X
Rebecca Orenstein										
School of Nursing										
Matthew McManus					X		X			
Pamela Collins						X		Excused		X
Academic Administration										
Andrew Cruse					X	X			X	X
Linda LaPinta						X		X	X	X
Tracy Wilson-Holden					X					
University Administration										
Dwayne Bible							X			
Mischelle Brown										
Robin Brown										
Sharon Burke					X	X	X		X	Excused
Kelly Campbell					X		X		X	
Stephanie Corbett					X		X	X		
Richard Cowie										
Timothy Eppich					X	X	X			X
Karen Gregor										
Theresa Grigger					X	X	X	Excused		X
Beth Jones						X		X		X
Michael Kurutz										
Jing Li										
James Nauer					X	X	X	X	X	X
Martha Payne							X	Excused	X	X
Michael Yeager					X		X	X	X	X
OTHER										
Dominic Dorazio					X	X		X		
Kathleen Dowdell					X		X	X	X	X
Stacy Fening					X					
Darlene Khalid					X					
Richard Kramer								Excused		Excused
Karyn Newton						X	X	X	X	X
Kathy O'Linn					X	X	X	X	X	X
Karen Romoser						X	X		X	
JC Scharf-Deering								Excused		X
YoLonda Stiggers						X		X	X	X

Staff Advisory Council

2015 Back to School Supply Drive

Now - Case for Community Day

(September 18th)



The following K-8 schools will benefit from this Supply Drive:
Daniel E. Morgan, Mary M. Bethune, & Michael R. White.

- Art paint brushes
- No. 2 pencils
- Erasers (Large Pink)
- Laddie pencil (Primary Grades -Large)
- Pens (Blue, Black & Red)
- Colored pencils
- Crayons
- Markers
- Construction paper
- Spiral & composition notebooks
- Notebook dividers with pockets
- Notebook paper (both wide- and college-rule)
- Copy paper
- 3-ring binders (1 ½" - 2")
- Folders (with or without pockets)
- Compass
- Protractor
- Rulers
- Glue sticks
- Scissors
- Headphones
- Scientific calculators (grades 5-8)
- Socks (white, blue, black - boys & girls)
- USB/flash drive



Drop Off Location:

Theresa Grigger
Crawford Hall Rm. 532



Nepali American Organization of Ohio

Tax ID: 46-3507307

July 23, 2015

Staff Advisory Council, Community Service Committee
Case Western Reserve University
Cleveland, OH

To Staff Advisory Council, Community Service Committee,

On behalf of Nepali American Organization of Ohio (NAOO), I would like to thank you very much for your generous contribution of \$714.00 towards Nepal Earthquake Relief Fund. I would also like to assure you that every dollar NAOO collects for this purpose will be utilized in full for the relief effort in Nepal. In the second phase of Rebuilding Nepal, we are focusing on re-building government schools in the remote areas affected by the earthquake so that poor children can go to school as soon as possible. Yes, we are committed to provide 100% of the contributions without any mismanagements and overheads. You can find the updates on NAOO's efforts on our website at <http://www.naoo.org>.

NAOO is a 501(c)(3), volunteer-run charitable organization registered in Ohio, and has been serving the Nepali community and friends of Nepal in Ohio for the several years.

Once again, I would like to appreciate your support. Should you have any question, please contact us via email naooexe@googlegroups.com or phone 216-315-4136.

Sincerely,

Sanjaya Gajurel, Ph.D.
Chairman
Nepali American Organization of Ohio