



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

December 3, 2010
10:00 a.m. to 11:30 a.m.
Toepfer Room, Adelbert Hall

Meeting called to order at 10:10

Members in Attendance

Daniel Anker
Kathleen Ballou
Elaine McMichael
Sally Berri
Paul Breitzmann
Sharon Callahan
Maria Campbell
Dominic Dorazio
Kathleen Dowdell
Karen Dunn
Heidi Fanta
Stacy Fening
Andrew S. Fu

Michael Gilkey
Jeffrey Gumpf
Anita Gupta
Kathleen Hanning
Benjamin Hrouda
Barbara Juknialis
Rebecca Kahl
Meagan Kittrick
Charles Knox
Lisa Kouns
Robin Kramer
Richard Kramer
Karen McColl

Allmarie Munroe
Karyn M. Newton
Kathy O'Linn
Brinn Omabegho
Julieta Peterson
James Prince
Margaret Roudebush
Christian Swol
Diane Weitzen
Nicola Ziady
Theresa Grigger

Approval of Minutes From August Meeting and Budget Report

Minutes approved

Announcements from HR

None

Announcements from Chair

Kurt has left for Boston, and we wish him well.

Christian Swol is to be the new vice chair.

A vote was held: 34 in favor, None against

Announcements from Vice Chair

None

Reports of Standing Committees

Communications

Paul Breitzmann

Two main projects include getting the proceedings of General Council recorded, and redoing the website. A question was raised about whether SAC members would be able to vote remotely, and Paul will investigate.



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Community Service

Bonnie Copes, Caroline Cheetam

Community Service Website

- Theresa will contact Marie Vibbert for password to website
 - Christian offered help to update website
 - Lots of photos/names/depts from Basket Raffle to be uploaded
 - Update links before posting Basket Raffle and MedWish info in Case Daily
- Basket Raffle Summary Notes for Next Year
 - CASE Cash was used and proved to be an excellent benefit to ticket sales
 - Having the ticket-selling table inside was good – no complaints
 - The information sheets made the process move smoother
 - Notes for Next Year
 - Suggest pre-sale tickets with SAC reps at respective schools
 - Flyer needs to be in sync with actual time doors are closed for the drawings
 - “No labels permitted on tickets” – Be sure it’s on flyer next year
 - Leave bag with number on it till photo taken w/winner
 - Next year – Maybe “11” theme for Basket Raffle’s 11th year
 - Perhaps design a template for basket contents
 - include ‘total \$\$ value’
 - Committee tweaked the paragraph for Case Daily
 - SEEF info will be included
 - After the SAC General Session (12/3), another blurb w/photo should go into Case Daily
 - We will ask the President of SAC to contact the President’s Office regarding check presentation
 - SAC Community Service Members should be present at the December 3rd SAC General Meeting to present check
 - Big check will be printed after we know full amount
 - Lai Lonne Fong has requested a contribution from the President’s Office
 - Bonnie to check if someone saved the two signs directing to Basket Raffle location
 - “Thank You” to all Basket Raffle donors/departments
 - Caroline and Marie Campbell will split the list in half
 - Theresa will send photos w/depts. And names and will make alias e-mail and send it to Caroline
 - Caroline to send Theresa the Excel sheet
 - Alias e-mail will be named “sacbasket”
 - Co-chairs are ‘owners’
- MedWish Volunteer Event
 - “International Holiday Sort” –
 - December 4, 2010 in either morning or afternoon



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- Bonnie will send out e-mail for sign-up

Next Meeting: Tuesday, January 11th, 1:00 p.m., Thwing Center

Elections

Robin Kramer, Jim Prince

The elections committee assisted the executive committee with replacing chair and vice chair, and handled the addition of a replacement representative: margaret roudebush

Fringe Benefits

Barbara Juknialis

Possibility of survey on campus for bike tax credit. Moving forward

Email addresses for retirees - affiliate request - every year each retiree must renew

Karen and the lactation centers - 5 new centers ready - looking to have locations put on website

Working with HR to get a change so that employees can tell how many hours will carry over.

Staff Policy

Charley Knox

The committee needs a new co-chair.

Bereavement issue discussed - Caroline would like to have the committee review policy

Staff Recognition

Robin Kramer, Richard Kramer

On hiatus until next year

Staff Training and Development

Kathleen Dowdell, Kathleen O'Linn

The Committee met on October 20th and November 17th.

It was determined that the Eastwood –Inamori Scholarship be awarded to Vida Tripodo in the amount of \$1500.00

This past fall, the committee supported fundraisers to raise money for the Staff Educational Enhancement Fund. Thanks to the assistance of many generous SAC members both elected and non-elected, who baked or sold tickets, our efforts were successful! A total of \$950.27 was deposited into the SEEF account.



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The following is a breakdown of the monies raised and the winners of the raffles.

- October 14 Bake Sale \$552.27
50/25/25 Raffle: Total tickets sold \$192.00. \$96.00 was deposited to the SEEF fund. Kevin Dwenger and Kathy O'Linn were the two lucky winners chosen. They each received \$48.
- November 8th and 9th Benefits Fair
Sustainability Basket raised \$90.00 It was won by Nick DeGeorge.
50/25/25 Raffle: Total tickets sold amounted to \$232.00 depositing \$116.00 in the SEEF fund.
Dwayne Bible and Margaret Cullis were the two lucky winners, receiving \$58.00 each.

The committee supported the 2nd annual homeless clothing drive at the Benefits Fair. Socks, hats, scarves and gloves were donated.

The committee continues to explore funding for grant awards to support the SEEF Program.

Kathleen Dowdell has volunteered to serve as the web page liaison for the committee. The SAC newsletter, which originated in the Staff Training and Development Committee, will now be the responsibility of the new Communication Committee.

The next meeting of the Staff Training and Development Committee is set for Wednesday, December 15 at 1 p.m. in Adelbert, M 3. All are welcome to join us!

Reports of Ad Hoc Committees and Liaisons to University Committees

Climate and Work Environment

Kathleen Dowdell

The Climate and Work Environment Committee met on November 3, 2010. The purpose of the meeting was to strategize our next steps as a committee in implementing our grass roots effort across campus. An important step we all agreed on was to create an action plan to educate the community about recycling, waste minimization or elimination, and sustainability. Communication is key in all of these areas.

During the Benefits Fair members passed out "It's Easy to be Green" flyers which contained easy to do actions in departments and at home. This flyer will be linked to Case's Sustainability Website within the Climate Action Plan as soon as the website goes live.

Committee members are researching how recycling bins are managed as a first step to promote easy recycling practices in each department, center, and lab.

The next meeting will be held on December 1, 2010 in Mather Memorial R201.

CWRU - Staff Advisory Council



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Fringe Benefits

Kathryn Howard, Barbara Juknialis

Faculty Senate

Rebecca Kahl

Inclusion, Diversity and Equal Opportunity

Rebecca Kahl

Climate Action Plan

Kathleen Dowdell

The Climate Action Plan Steering Committee met on November 11, 2010 from 10:00 am to 2:00 pm. with the chairs of the Working Groups, the At-Large Committee, and the consultants. The purpose of this meeting was to develop a portfolio of mitigation actions that will be described in the Climate Action Plan. The Working Groups have been developing descriptions of prime initiatives and will bring this information to the next meeting with the consultants on December 6, 2010.

Old Business

Constitution revisions

A vote was held on the amendment to increase the number of elected representatives.

Article III: Membership, Section 4: Appointment

“Additional representatives shall be allocated to each category with more than **50, or any portion thereof**, employees using the updated apportionment calculation.”

3 for
25 against
5 abstentions

There was a vote held on the following motion to change term limits:

Article III: Membership, Section 8: Vacancies

“Replacement representatives that have served one year or less of an appointed term are eligible to run for two consecutive terms. Replacement representatives that have served more than one year of their appointed term are eligible to stand for election for one additional term.”



CASE WESTERN RESERVE
UNIVERSITY EST. 1826

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32 for
one against
zero abstentions

New Business

New Interpretation of Ethics Policy-Colleen Trembl and Melinda Boykin

Adjournment