



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

February 4, 2011
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
Sally Berri
Paul Breitzmann
Susan Brill
Sharon Callahan
Maria Campbell
Caroline Cheetham
Dominic Dorazio
Kathleen Dowdell
Karen Dunn

Stacy Fening
Jeffrey Gumpf
Benjamin Hrouda
Michelle R. Jacobs
Barbara Juknialis
Meagan Kittrick
Lisa Kouns
Robin Kramer
Richard Kramer
Karen McColl
Karyn M. Newton

Kathy O'Linn
Michael Payne
Julieta Peterson
James Prince
Jennifer (JC) Scharf-
Deering
Shannon Swiatkowski
Christian Swol
Marie L Vibbert
Theresa Grigger

Approval of Minutes from December Meeting and Budget Report

Include attendance roster on December Minutes

Announcements from HR

None

Announcements from Chair

Rebecca Kahl has accepted a position with University Hospitals, and is no longer eligible to be chair. Kathleen O'Linn gave a speech about transitions discussing Christian, current Vice Chair, to assume the responsibilities of the chair.

Announcements from Vice Chair

None

Reports of Standing Committees

Communications

Paul Breitzmann

Paul briefly discussed Broadcasting and Recording of future meeting proceedings. There is to be no remote voting allowed if on-line broadcasting happens.

We started building out a Google site, concerns expressed about archival and the use of external URLs. Will talk with HR



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Community Service

Bonnie Copes, Caroline Cheetam

Maria discussed Case for Community Day and Back to School Drive that committee plans to participate in again for this year. In addition, she discussed doing a Basket raffle.

Elections

Robin Kramer, Jim Prince

The Elections Committee assisted the Executive Committee with discussing the chair and vice chair, and handled the addition of a replacement representative: Margaret Roudebush

Fringe Benefits

Barbara Juknialis, Tracy Wilson-Holden

- Tracy Wilson-Holden is the new co-chair
- Christian emailed resolution for retirees to keep case email addresses
- Looking to make plan C retirement mandatory with an opt out. Jamie Ryan attended the meeting. He will give information on how much the plan will cost the university.
- Would like to make a distinction in HCM regarding vacation time that needs to be used by years end
- Christian is working on a survey for tax credits to ride bikes.
- There was a motion regarding the retention of email addresses by retirees made by Robin Kramer, seconded by Kathleen Dowdell

Staff Policy

JC Scharf-Jeering, Charley Knox

JC (jcs12@case.edu) is looking for suggestions on policy

There will be a few policies under review upcoming, due to changes in federal law.

Staff Recognition

Robin Kramer, Richard Kramer

- President's award for distinguished service is coming up. Nominations due by March 18th. There are usually about 25 respondents. The award is \$1000 post tax and requires 5 years of service.
- Party on the Quad is coming up on July 29th, and the committee is currently evaluating themes. Lisa will be secretary in meetings.

Staff Training and Development

Kathleen Dowdell, Kathleen O'Linn



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- The committee reviewed 15 applications for SEEF, and awarded approximately \$100 each.
- The next fundraiser is on Valentine's Day - still looking for bakers!
- Collected 173 items for the homeless.
- One goal is to work with HR on professional development.
- Currently looking for volunteers to present at new employee orientations in order to give a 5 minute speech about SAC

Reports of Ad Hoc Committees and Liaisons to University Committees

Climate and Work Environment

Kathleen Dowdell

The committee reviewed logos to promote recycling, and would like to purchase magnets to pass out at orientation. Would like to launch a sustainability website, and will contact University Marketing and Communication about collaboration. Looking to create a survey of what's really happening on campus regarding sustainability.

Fringe Benefits

Kathryn Howard, Barbara Juknialis

As part of the Vanguard investment review, CWRU must reduce the number of investment opportunities per Vanguard. More information will be provided on what funds will be changed or reduced. In regards to Health Care, the working spouse premium has resulted in the reduction of 100 dependants and there were 31 enrollees who are participating in the High Deductible Plan.

Faculty Senate

Christian Swol

The Faculty Senate has not met up to this time. Christian is planning to attend the next scheduled meeting.

Inclusion, Diversity and Equal Opportunity

Kathleen O'Linn, Richard Kramer

Kathy and Rick have not had a meeting yet and have received a list of meeting dates for upcoming meetings to attend.

CWRU - Staff Advisory Council



CASE WESTERN RESERVE
UNIVERSITY EST. 1826

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Climate Action Plan

Kathleen Dowdell

The committee is currently reviewing and editing consultant's document to realize carbon neutrality over the next 4 decades – to be submitted may 15th, 2011. University communications is working with consultants to update website. There is a search for director of sustainability

Old Business

- A) Identification of each Committee's long and short term goals
There was a brief discussion of the need to identify goals for each committee.
- B) Identify the names of each Committee member

New Business

- A) Call for Nomination of Vice Chair for 2011-2012
There was discussion about the process for nomination of the Vice Chair. It was determined that Christian would stay on as Chair in 2011-2012, and that the Vice Chair position would be filled in September.
- B) Paul to present Google Docs as a way to keep reports of committee accurate; already covered in earlier discussion

Adjournment

Thanks to Ray from MediaVision for providing a trial run of recording services.