



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

February 10, 2012
10:00 a.m. to 11:30 a.m.
Toepfer Room, Adelbert Hall

Meeting called to order at 10:05 a.m. by Christian Swol.

Members in Attendance

Daniel Anker
Michael Brown
Curtis Bunner
Dominic Dorazio
Karen Dunn
Stacy Fening
Ilene Gertman
Theresa Grigger
Victoria Hirsch
Kathryn Howard

Michelle Jacobs
Barbara Juknialis
Meagan Kittrick
Lisa Kouns
Robin Kramer
Tony Kramer
Susan Lukianowicz
Karen McColl
Allmarie Munroe
Kathy O'Linn

Julieta Peterson
David Polak
Jim Prince
Karen Romoser
Angela Sloan
Shannon Swiatkowski
Christian Swol

Approval of Minutes and Budget Report

Updates to last general council meeting minutes: add in Robin Kramer and update the award to the Hospice of Western Reserve.

Current budget of \$3,399.38; upcoming purchases include marketing materials for presentations around campus and building recognition of SAC, potential planning for a SAC celebration, survey software options, co-sponsoring Connie Dieken's lecture, Women's Organization to speak about leadership on campus, notebooks, supplies and catering for the SAC Orientation.

Announcements from HR

Marcia Beasley represented at the meeting. No updates to report from HR.

Announcements from Chair / Presentation from Students

Introduction of Russell Jackson, graduate student senate, to be a representative on SAC. Elena Stachew, Chair of the Student Sustainability Council (SSR) presented on Recyclemania, to run through March 31, 2012.

Reports of Standing Committees

Communications

Christian Swol provided an update from the committee on behalf of Mike Gilkey and Anita Gupta as they were not present at the general council meeting.

The SACactivities Newsletter will be sent out in the next few weeks. Communications Committee is also working towards posting recordings of the general council meetings. All new



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executive members and committee member photographs have been updated to the SAC website.

Recommendation from the council: link to the President's Award Recipients on the SAC website and update the photograph to last year's.

Community Service

Christian Swol provided an updated as Bonnie Copes and Caroline Cheetham were not present at the general council meeting.

The committee is organizing an outline or cheat sheet for community events that are scheduled during the year. 7 SAC members volunteered to sort supplies at the December 17, 2011, MedWish event. The committee would like to make a connection for MedWish to participate in Case for Community Day.

Hands On Northeast Ohio will present to the committee (and maybe the general council) about offerings to volunteer.

Elections

Robin Kramer

The committee met on January 9, 2012 to review the election process and welcomed a new committee member, Curtis Bunner, Secretary for the committee.

General announcement: Maya Gilbert, MSASS, is no longer with the University and their school needs to appoint a replacement representative.

2012 Officer Elections include: Vice Chair and Secretary. In the general council meeting nominations were voiced: Barabra Juknialis (accepted nomination) and Meagan Kittrick (accepted nomination) for Vice Chair; Michael Gilkey (pending nomination), Jim Prince (pending nomination), and Angela Sloan (accepted nomination) for Secretary. Nominations following the general council meeting can be sent directly to: sac-nonminations@case.edu by March 9, 2012. Anita Gupta will be updating bio sketches of nominated candidates will be due by April 6, 2012. The online survey will be only and only elected members will be able to vote; an announcement of the survey will be made via e-mail. The announcement of elected positions will be made at the Steering Committee Meeting on May 15, 2012.

2012 General Election will include: CAS, CSE, LAW, MED & MGMT. Elections will begin late April, early May, and run through the end of August with elected representatives to attend the SAC Orientation on September 11, 2012.

Next committee meeting will be on February 13, 2012 in Sears, 670.



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Fringe Benefits

Barb Juknialis

The committee met in January 2012.

Bicycle Survey: We discussed the results of the bicycle survey. We had 341 responses to the survey. 162 say they have ridden their bikes to work, 71 at least three times a week. 176 would be interested in the credit program, 148 willing to sign an attestation statement. However, 105 would still want a parking space. Access Services has informed us that it is possible to put a parking permit "on hold" and then reactivate it when it is needed. We are waiting for information from Carolyn Gregory and John Wheeler about moving forward with this initiative.

Reciprocal Tuition Consortium: We discussed the need for a survey about possible membership in the Tuition Exchange Consortium. We need to have an idea of how many employees would utilize the benefit if dependents could attend universities other than ours. A sub-committee was established and we should have further information at the next Council meeting.

Next committee meeting is on February 21, 2012 at noon in Adelbert M2.

Staff Policy

Karen Romoser

Reported the committee is working to review the current committee objectives and plan for the future. Updates to their committee webpage will include a current list of active members. Meetings have historically been held in Sears but the committee is evaluating alternative meeting locations to increase attendance. Next goal is to define the initiatives and directions of the committee to include meeting with past members, SAC members, and committee members.

Staff Recognition

Robin Kramer

The committee met last on January 19, 2012 in a new location: Sears 670. A yearly agenda included: awards and events.

The call for nominations for the President's Awards will extend through March 19, 2012 and be publicized through The Daily and HR will be sending an e-mail to all staff. At the June 13, 2012 Staff Awards Lunch the winter will be announced; lunch will take place in Thwing. Gene Matthews is gathering information to present to the committee to consider and evaluate a sustainability award.



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New Community Emergency Response Team (CERT) program, headed up by Jason Goodrick, soliciting membership (25 people signed up). Team trained during work hours.

Last year, the committee helped to “man” the Party on the Quad event and collect prizes and donations. Again, prizes and donations are being collected with letters available to solicit donations; cash will not be accepted as a prize.

Next committee meeting is Thursday, February 16, 2012.

Staff Training and Development

Kathy O’Linn

The committee met and approved 8 employees to receive the Staff Educational Enhancement Fund (SEEF) for Fall 2011 semester.

Reminder Announcement: The 2nd Annual Valentine’s Day Bake Sale will be February 14, 2012 in Nord, BRB and PBL beginning at 9:30 a.m. and closing when good are sold. Proceeds go to the SEEF fund.

Next meeting on February 15, 2012 to plan for Steps for Staff (to be held on Friday, October 5)

Reports of Ad Hoc Committees and Liaisons to University Committees

Climate and Work Environment

Christian Swol provided a report on behalf of Kathleen Dowdell.

The committee met on February 1, 2012 and welcomed Erin Kollar, new Recycle Manager who joined the Department of Sustainability with Director, Stephanie Corbett. Erin updated the committee about RecycleMania which runs through March 31, 2012; within the 8 categories of RecycleMania a new pilot program of e-waste has been added.

An educational campaign has been initiated by the Department of Sustainability which includes marketing materials about recycling and using less. In addition, the bin audit is still taking place across campus and staff are needed to “adopt a building” to complete the audit. If anyone is interested in helping with the audit, within your building, contact Erin Kollar at: erin.kollar@case.edu.

The committee is planning a Case Green Your Food event, tentatively scheduled for April 13, 2012 from 12:00 p.m. – 1:30 p.m. The event will feature a panel of experts who will discuss various initiatives and programs that are happening at Case and around the city of Cleveland. More information to follow.



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Next committee meeting is March 7, 2012 at noon in Mather Memorial R201.

Fringe Benefits

Barb Juknialis

The Committee met in December 2011, but not in January 2012.

Open Enrollment was extremely successful. The greatest movement was from the Anthem PPO to the high deductible plan and Kaiser HMO. There was some movement in dental and vision, but overall enrollment levels remained stable.

Sean McDonnell presented information on the Tuition Exchange consortia. Discussion ensued, and the committee felt that more data was needed. A survey to measure potential usage was also discussed. This task has been assigned to the SAC Fringe Benefits Committee. Further information will be forthcoming.

The source of tuition reimbursement funds was discussed in the open forum, with clarification that tuition reimbursements are paid directly by the fringe benefits accounts and not by an employee's department.

The next scheduled meeting is on February 8, 2012.

Faculty Senate

Christian Swol.

Attended last Faculty Senate meeting on January 26, 2012. The 5-year academic calendar will now include undergraduate and graduate student schedules. Past meetings have discussed Study Abroad International; ensuring that students have guidelines from the University for a process presentation from ITSPAC – responsible for IT strategic planning.

E-mail accounts for retired faculty and access to software managed were discussed, faculty senate needed to go back and check to see if it is difficult for retirees to have access to software due to licensing agreements CWRU has.

Campus Updates: Future student center and new field house; hotel near UH behind Starbucks.

Inclusion, Diversity and Equal Opportunity

Christian Swol reported on behalf of Richard Kramer who was not present at the meeting.



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Richard attended the Diversity Leadership Council on February 8, 2012. This meeting reviewed the endorsement of the DSAP at the February 2012 Board of Trustees. With these next endorsements we reached a significant milestone in our work. We are ready to begin the next strategic phase of implementation to advance diversity at Case Western Reserve University.

We had much discussion on identifying the committees that are needed and crafting language for the charge of each committee. We also discussed the promotion of Robyn Strong, Manager of Faculty, Diversity and Equal Opportunity, and introduced her interim replacement.

CWRU is providing the 2012 “The Power of Diversity Lecture Series” which is free and open to the public. Richard attended the first lecture in the series on February 7, 2012 on “The Biochemistry of Life: A Model of Diversity” provided by Emmitt R. Jolly, Ph.D.

Parking

No updates reported. Next meeting is in May 2012

Old Business

None reported.

New Business

None reported.

Adjournment

11:08 a.m.