



## Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

February 8, 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

Curtis Bunner  
Michael Crifasi  
Anne DeChant  
Dominic Dorazio  
Kathleen Dowdell  
Timothy Eppich  
Sheila Evensen  
Jean Farah  
Stacy Fening  
Michael Gilkey  
Theresa Grigger  
Kenneth Hardy  
Victoria Hirsch

Barbara Juknialis  
Cheryl King  
Lisa Kouns  
Tony Kramer  
Peter Lawson  
Jennifer Loudiana  
Alegra Martin  
Eugene Matthews  
Karen McColl  
Julianne Manchester  
Jim Nauer  
Karyn Newton  
Kathy O'Linn

Christine Olson  
Brinn Omabegho  
David Peck  
Jim Prince  
Sarah Robinson  
Karen Romoser  
YoLonda Stiggers  
Shannon Swiatkowski  
Yingli Wolinsky

### Approval of Minutes and Budget Report

The October and December minutes were approved. We currently have a balance of \$2,726.45. Funds were expended as follows: \$26.44 for food, \$72 plastic containers for raffle tickets and \$400 was given to the Staff Training and Development Committee to support their newest initiative, the Administrative Professionals Network, which will commence on Administrative Professionals Day (April 24, 2013).

### Announcements from HR

There were no HR announcements.

### Announcements from Chair

Committee pictures will be taken after Boyd Kumher's presentation.

### Presentations

Boyd Kumher – University Compliance Officer – Integrity Hotline

Case Western Reserve University is committed to the highest standards of ethical conduct. If people know of or suspect an activity taking place at the University that they believe is not in compliance with laws, regulations or University policy, they should report it immediately.

### How to Report

There are several options for reporting concerns, including going to an immediate supervisor, calling the University Compliance Officer at 216-368-0833, or by calling the Case Western

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Reserve Integrity Hotline at 1-866-483-9367. One can also report online by going to [www.caseintegrityhotline.com](http://www.caseintegrityhotline.com)

Examples of activities that should be reported include:

- Theft or misappropriation of money or property
- Bribery
- Activities that compromise academic integrity
- Theft of trade secrets or intellectual property
- Kickbacks
- Activities that compromise research integrity
- Any activity that you believe would not look favorable if reported in the newspaper or on television

### **Integrity Hotline**

The Integrity Hotline has been established to provide an additional mechanism to communicate concerns of non-compliance. All Integrity Hotline calls are answered by a neutral third party vendor. Employees who, in good faith, report unlawful activity are protected from retaliation by Ohio Revised Code and University policy.

### **Pictures were taken of each Committee and the SAC membership**

### **Reports of Standing Committees**

#### **Communications UPDATE**

Michael Gilkey

The Committee met on January 3, 2013 and February 7, 2013

- Jim is updating website with Basket Raffle Winners, and finishing the ad-hoc committees web pages.
- Jim and Michael tested "Google Hangouts" as an alternative to phone conferencing.
- Michael created Ad-hoc Committee calendars and Jim is including them in the new pages.
- Need to discuss SACtivities Newsletter, which has been delayed due to member resignation is planned to be ready in December – Kerry and Anne will be leading the development of this and future issues.
- Meetings were adjourned at 3:00 pm.

#### **Community Service**

Theresa Grigger, Chair

The Committee met on January 30, 2013.



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#### Key points of Discussion

- Put together a “Basket Raffle for Dummies” how-to type manual to include procedures, sample letters, formats for news articles, timelines, who to contact, documents, spreadsheets, etc. Everyone is to try to gather info and bring to meetings to compile info.
- Long term goal is a committee website that would house all pertinent information for event procedures, important documents, meeting minutes etc.
- Proposal to change the meeting date to the 3rd Wednesday of the month from 1:00pm-2:00pm in Crawford Hall.
- Discussed possibly doing service projects at the organizations that received basket raffle proceeds. Reviewed information from Youth Challenge. Brinn suggested participating in a diaper program through City Mission to donate one pack of diapers quarterly. Possible fundraising ideas discussed - bake sale, restaurant night. Suzanne to ask Jolly Scholar for a happy hour “Drink for Diapers” event.

#### Action Items

- Brinn will contact Lovell Custard for volunteer opportunities at Murtis Taylor.
- Suzanne to ask Jolly Scholar for a happy hour “Drink for Diapers” event.

**Next Meeting, Feb. 20, 2013 , 1:00-2:00** Crawford Hall Rm. 511 or on the phone

#### Elections

Meeting Monday, Jan. 15, 2013 Sears 670 12:30-1:30PM

Co-Chairs Robin Kramer & Jim Prince

#### Announcements

- Received notifications of those unable to attend:
  - Pam McGregor, Michael Payne, Minjia Griesser, Karen Newton (late on Tuesdays)
  - Rick Kramer is no longer an official member, but will still be helping
- Overview of Constitution and Elections timetable for new member (Arman)
- This year: Dental, MSASS, Nursing, Academic Administration, University Administration

#### Post Meeting Developments

- Robin sent “Call for Nominations” of SAC Vice Chair to 2012-2013 elected membership 1.31.13 / rgk

#### Members volunteered for the following committee assignments:

- Co-Chairs – [Jim Prince & Robin G. Kramer](#)
- Committee Secretary for Meeting Minutes – [Curtis Bunner \(Back-up Mike Payne\)](#)

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- Web Manager – [Anita Gupta \(Back-up is Rick\)](#)
- Email Nomination follow-up (Accept/Decline) – [Karyn Newton](#)
- Email Bio-Sketch requests & follow up for General Election – [Karyn Newton](#)
- Compile Bio-Sketches for General Election – [Robin Kramer](#)
- Prepare President letters & submit to Robin (then to Jane Vondrak) – [Julieta Peterson](#)
- Compile Committee Selection forms on spreadsheet – [Pam McGregor](#)
- Electronic Balloting Solution - [Arman Nosrati & Jim Prince](#)

Next meeting February 12th 12:30pm Sears Room 670

### **Fringe Benefits**

Barb Juknialis

The Fringe Benefits Committee met in December and January.

### **The Tuition Exchange:**

Membership was approved and announced in Case Daily. This happened very quickly and SAC was given some credit. We can export as many as we want but will limit the number of imports. This is a 4-year deal, which will be re-evaluated. The benefit starts in Spring 2013. Employees need a two-year vesting period to be eligible for the program. It is not clear where the money for program is coming from, but it will not be from the fringe benefits budget. The tuition cap for the Tuition Exchange is \$31,000; CWRU costs more so the incoming students' families will be responsible for the difference.

### **Lactation Center**

Karen McColl provided an update on the inclusion of a lactation room in the new student center. Karen spoke with Kathy Hach who looked at the student center plans and determined that there is no lactation room in the blueprints. Karen asked the General Counsel's office to verify what was required by law and found that a separate room specifically for lactation is part of the law. We are unsure whether the University is now looking to adjust the plans or what further action should be taken.

### **Retiree E-Mail Accounts**

This resolution has been approved. A six-month pilot program is scheduled to start this month. Eligible retirees will be referred to ITS to receive instructions for setting up the forwarding.

### **Parking**

Some issues were raised regarding parking, particularly with respect to whether Case and UH employees pay different rates for parking in the same garages. Apparently UH subsidizes some of the costs for its employees. The current contract with Standard Parking will expire in 4 years. At that time, there will be a bid process to determine what vendor will be contracted. The contract will need to be approved by CWRU, UH, and UCI.



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### **All-Purpose Sick Leave**

The Committee is going to revisit the idea of expanding the amount of sick leave that can be used for family illness and bereavement. Currently, there is an 8-day limit for any combination of family sick time and bereavement.

### **Tuition Reimbursement**

The Committee is also going to look again at having the \$2,000 limit for non-Case tuition reimbursement raised. A resolution to increase the limit to \$2,700 was passed in 2009, but was not approved by administration.

The next meeting is scheduled for February 19, 2013, 12-1 PM, Adelbert M2.

### **Staff Policy**

Karen Romoser

The Committee has provided feedback on the final version of the new HR social media policy. They are also working with the Fringe Benefits Committee to discuss Tuition Reimbursement and Leave Policy. The next meeting is scheduled for Thursday, February 21 at 4PM.

### **Staff Recognition**

Robin Kramer

There was no meeting. This committee is on hiatus until after the holidays. This Committee staffed a table at the Benefits Fair. Thanks to all who filled the volunteer slots!

### **Staff Training and Development**

Kathy O'Linn

The Staff Training and Development Committee met twice since the last General Council meeting.

A recap of the committee's work and accomplishments were discussed:

- Since fall of 2007, \$25,843.00 has been awarded to deserving staff through the Staff Educational Enhancement Fund.
- Since fall of 2010 Socks and Gloves have been collected and delivered to Care Alliance, an agency that assists homeless in Cleveland.
- Our committee is responsible for organizing materials and informing new employees about SAC at the weekly orientation held by HR.

The committee reviewed applications for the SEEF program that were submitted for the spring. It was agreed that a total of \$800.00 be awarded to the deserving applicants.



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A Bake Sale is planned for Tuesday, Feb. 12 from 9 am till 1p.m to continue to support the SEEF program. Past recipients of the award have been asked to donate time or baked goods to support this effort.

A suggestion was made by Theresa Grigger and Lora Veselsky to form a Staff Professional Group in the university to be known as "Administrative Professional Network." A proposal has been written to include this endeavor under the Staff Educational Enhancement Program. Our next meeting is scheduled for Wednesday, Feb. 20 at 1pm in Adelbert M 3.

#### Sustainability Initiatives

Kathy Dowdell

Report for Steering Committee Meeting January 31, 2013

The first Ethics Table brown bag lunch was held on Wednesday, Jan. 30, from 11:30 to 1 p.m. in Thwing Center's Spartan Room. These meetings are held every Wednesday through April 17 and are open to all the university community.

These weekly lunches will offer members of the campus community an opportunity to meet and discuss pertinent ethical issues such as "how should the philosophy of sustainability be considered? Is it an ethical demand or just a technological one?" Topics for the series take their inspiration from the university's next strategic planning phase.

Attendees should bring their own lunches; coffee and cookies will be served.

#### Fringe Benefits

Barb Juknialis

The Committee did not meet in December 2012 or January 2013.

The next scheduled meeting is on February 13, 2013.

#### Faculty Senate

Shannon Swiatkowski

The last Faculty Senate meeting was held on January 24, 2013. President's and Provost's Announcements:

- CWRU has joined the Tuition Exchange Program. Information, eligibility requirements, and deadlines can be found at [financialaid.case.edu](http://financialaid.case.edu).
- The new University Strategic Plan is underway. A Strategic Plan Steering Committee has been formed and is composed of faculty, students, staff, and alumni that have launched individual working groups concentrated on key elements of the plan. The working groups include: Academic Excellence, CWRU 2026, Finance, Operations, and Infrastructure, People, and Research & Innovation.
- Undergraduate applications are up 22% over last year and up 150% since 2008.



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- Groundbreaking has occurred for the Tinkham Veale University Center, the first major project of the Forward Thinking capital campaign. Capital Campaign commitments are over \$700 million – growing ever closer to the \$1 billion goal.
- A Smoking Cessation discussion document is in the works and a nicotine cessation program is available to all faculty, staff, students, and spouses.
- Lynn Singer is holding First Responder Training for anyone interested.

Suzanne Rivera, Associate Vice President for Research, proposed an amendment to the Individual Conflict of Interest Policy in the Faculty Handbook. The amendment proposes to remove the financial disclosure requirement for special faculty who are not engaged in research. The amendment was approved.

The Master in Nonprofit Organizations degree program, previously offered through the Mandel Center for Nonprofit Organizations, will be offered by the Mandel School of Applied Social Sciences starting in June of 2013. The Weatherhead School of Management will no longer be participating in this degree program.

Faculty Senate Committee on Undergraduate Education Admission and Aid Subcommittee's recommendation regarding minimum TOEFL scores for international students. In February of 2011, the Faculty Senate had approved a resolution that would increase the TOEFL score requirement to 100 for the fall of 2013. The new recommendation proposes to maintain the score requirement of 90 for the fall of 2013. The new recommendation was approved. FS Committee on Undergraduate Education (FSCUE) presented the SAGES Governance Proposal. The SAGES program has not had an articulated governance policy since its inception. The proposal was endorsed by FSCUE, discussed at a meeting of the Undergraduate Program Faculty (UPF) on November 26, 2012, and subsequently approved by a vote of the UPF. The governance proposal requires the endorsement of the Faculty Senate. The Senate voted to endorse the proposal.

A presentation was given on the Laura and Alvin Siegal Lifelong Learning Program, whose purpose is to engage the public, retiree, and alumni population around University programs. The arrangement would build upon the college's deep experience in providing high-quality adult education as well as Case Western Reserve's stature as one of the nation's top research universities. We can help by using the program, telling others about it, and giving ideas for new courses and programs.

### **Inclusion, Diversity and Equal Opportunity**

Brinn Omabegho

The Diversity Leadership Council met on January 8, 2013, 9:00a at M2.

- A Campus Diversity Town Hall meeting is planned for the end of February to share the university-wide dashboard for the Diversity Leadership Council's diversity efforts as





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called for in the university Diversity Strategic Action Plan. Because they hope to have President Snyder and as many Deans of Schools present, a date is yet to be determined.

- Work continues on the “52 Stories” project, which will contain stories/vignettes on the diversity perspectives of members of the Case community. This initiative will allow the university to celebrate the different dimensions of diversity on campus.
- The next meeting will be on February 12, 2013 at 9:00a at M2

### Parking

Karen Dunn

No meeting since last update.

### Old Business

None reported.

### New Business

#### **Steering Committee for the new University Strategic Plan**

There are now working groups meeting regularly to discuss the strategic plan for CWRU. These include Research and Innovation, Academic Excellence, Our People - Faculty, Students and Staff, Finance, Operations and Infrastructure, and CWRU 2026. Anyone who has questions or suggestions should contact Anne DeChant at [akd6@case.edu](mailto:akd6@case.edu).

#### **Vice Chair Election**

Nominations were taken, though none given, for the Vice Chair position within SAC. This is a two year appointment.

### Adjournment

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