

General Council Meeting Minutes
June 18, 2010
Toepfer Room

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1 Call to Order

The council meeting was called to order by Kathy O'Linn at 10:05 am.

2 In Attendance

- | | |
|------------------------|-----------------------|
| 1. Anker, Daniel | 13. Hanning, Kathleen |
| 2. Beasley, Marcia | 14. Howard, Kathryn |
| 3. Blass, Robin | 15. Juknialis, Barb |
| 4. Breitzmann, Paul | 16. Knox, Charley |
| 5. Charvat, Jacqueline | 17. Kouns, Lisa |
| 6. Cheetham, Caroline | 18. Kramer, Robin |
| 7. Copes, Bonnie | 19. Masley, Rosanna |
| 8. Dowdell, Kathleen | 20. O'Linn, Kathy |
| 9. Dunn, Karen | 21. Sheppard, Robin |
| 10. Fretthold, Kurt | 22. Vibbert, Marie |
| 11. Gumph, Jeffrey | 23. Weitzen, Diane |
| 12. Gupta, Anita | 24. Wheeler, John |

3 Approval of Minutes

Approval of Minutes as Submitted

Current Budget stands at \$24.30

4 Announcements

- Marcia Beasley from HR --Recognition brunch 2 weeks ago; Party on quad July 30
- Chair – online donations for CWRU's Annual Fund – list of make a gift – check other – write SEEF
- Vice Chair – liason to diversity leadership council—invited to participate in ADA task force – would like to ask SAC membership if anyone would like to participate – going to be very involved in decision making and planning as laws will be planning
 - Barb Jukinalis – ask Fringe Benefits committee if they are interested
 - Wendy Shapiro's office ITAC – SAC aware trying ot help those with disabilities – not tag anyone, just make people aware that services and technology are available

5 Reports of Standing Committees

5.1 Communications — No report

5.2 Community Service – Community Service met on June 8 and discussed upcoming events. On June 26,2010 8 members volunteering at Med Wish. 2) Case Community Day is Friday, September 17th –

The Community Service Committee is looking for 1 or 2 local schools that will be targeted for donations of office supplies (new and slightly used) that are no longer used around campus. These supplies will be delivered on Case for Community day. 3) Discussed this year's Basket Raffle which will take place during the Benefits Fair on November 9th. Potential recipients of the Basket Raffle proceeds are: ORCA House; Ashtabula County Animal Shelter; Cuyahoga County Animal Protective League; Suicide Prevention.

5.3 Elections – The Elections Committee completed the officer elections with the results being Paul Breitzmann elected Secretary and Rebecca Kahl elected Vice-Chair. The Elections committee is currently preparing for the general election. The apportionment figures were received from HR on May 18 and there are currently 1201 exempt and 475 non-exempt (pending confirmation from Carolyn Gerich), which are similar to last year. The Election process timeline is listed below.

ELECTION PROCESS TIMELINE

6/18/10 At SAC General Council meeting will be Call for Nominations. Robin will email each eligible school. The eligible schools are CAS, CSE, LAW, MED & MGT.

7/6 Follow-up email to schools for nominations.

7/12-15 *If there are not enough nominees from the Schools—a Nomination Sub-Committee will be formed with at least 2 staff from each of the eligible schools. Either a SAC Representative or someone familiar with the nomination process will be asked to submit names for nomination. The Nomination Sub-Committee will meet for about an hour. Liz Woyczynski will check on room availability in Adelbert.*

7/8 Elections Committee Meeting-Crawford Rm 209 3pm

7/23 Deadline for nominations

7/26 Robin will send list of nominees to HR to verify employment status.

8/6 Bio sketches due back from nominees.

8/11 VOTING BEGINS (*runs for 15 calendar days*)

8/17 Election Committee Meeting-Crawford Rm 209 12:30pm

8/25 VOTING CONCLUDES 5pm

UPDATE ON SAC CONSTITUTION Jim Prince represented the election committee at the steering committee meeting and provided input about the elections concerns. The Steering Committee will provide a report at the next SAC General Council meeting.

5.4 Fringe Benefits – **The Fringe Benefits Committee is taking a brief hiatus for the summer, having completed its tasks for the year. The biggest success of this past year was the funding of the Lactation Rooms on Campus. Information on these rooms will be located on the website for the Center for Women and also available on HR. Karen McColl did a great job with this venture.**

The Campus Bus survey was also completed. Barb and Becky met with Standard Parking who seem to be very responsive. Standard parking is working on putting together an integrated bus schedule due to the fact many people aren't aware that there are different buses for different routes. Standard is also looking to possibly add routes, but this may be very difficult with all construction and being able to keep the routes properly timed.

Retirement seminars are also in the works, but the Committee is currently looking for people to give seminars who will give the seminars on a volunteer basis so the information remains non-partisan. The information given at retirement is not sufficient; also want to get younger people thinking about

retirement. The Fringe Benefit committee is also talking with HR talking about 403b retirement being an opt out program, not opt in.

5.5 Staff Policy – The Staff Policy Committee will be meeting with University lawyers and Administration regarding the Conflict of Interest policies especially with regards to contact with vendors and receiving gifts (i.e. lunch, giving free seminars). There are currently no written rules on what employees can take from vendors and what constitutes impropriety. A minimal level of activity seems to be ok (i.e. pens), but where is that line? The Board of Trustees is currently working on compliance within the University and will be hiring a compliance officer who in turn will create specific rules and protocols. More information will be coming out of General Counsel’s office. But remember to err on the side of caution.

5.6 Staff Recognition – Currently working on several projects:

- 1) Completed Presidential Award for Distinguished Service. The President agreed with the three nominees that the committee had proposed and includes: Tom Franchina; Jane Daroff; Kathy O’Linn; who were honored at the awards luncheon. Caroline Cheetham sent letters to the nominators to encourage to continue sending in nominations; a copy will be sent to the nominee as well as an honorable mention to those that didn’t “win”.
- 2) Party on the Quad – July 30 from 3-6 pm
 - Kathy Wilson discussed theme for Party on Quad: Luau and discussed the games and contests: Bingo, Hawaiian Trivia, Limbo, Bean Bag toss, and Karaoke. Bon Appétit will be supplying food for event. Link for game sign-up.
 - Lisa Kouns provided a sample flyer for Party on the Quad that was sent to Kathy Willson for review. Also, discussed to send flyers electronically and through the campus mail.

5.7 Staff Training and Development – The committee met on May 19. We welcomed two new members: Sally Berri and Meagan Kittrick. Eight members were in attendance. The committee worked on finalizing the plans for Steps4Staff which was held on June 11. Just an update: Approximately 60 people participated in the walk and President Snyder gave a wonderful welcome to staff as well as encouragement that this event will continue each years. Walkers returned to Adelbert Gym where a light lunch consisting of wraps, fruit, cookies, pop and water was available. The committee submitted a grant request to the Cleveland Foundation to help sustain the Staff Educational Enhancement Program. We are waiting to hear back from the foundation. The next meeting is scheduled for July when the committee will review summer applications for the Staff Educational Enhancement Program.

6. Reports of Liaisons to University Committees

6.1 Faculty Senate – Kathy O’Linn attended the final meeting at end of academic year. Carol Musil ended year as chair of the Faculty Senate; her leadership skills and dedication to the position serves as a role model for all.

6.2 University Fringe Benefits–Meeting Wed June 23rd.

6.3 Diversity – Met on June 8. This committee is working on combining 2 speaker series so there will be 4 speakers over coming year. The Diversity committee will add a member form the Interfaith Council. The Committee is also working on a proposal to recognize the ethnic diversity on campus; a diversity sub-committee will be looking into the feasibility. Kurt also attended the ADA meeting where 3 action committees were developed: facilities, communication, and information technology. ADA taskforce will meet every 2 months and the action committees will meet more frequently.

6.4 Climate Action Plan Steering Committee— The Climate Action Plan Committee continues to meet. Proposals were received from three consulting groups. Each group was interviewed and one was chosen to help develop a comprehensive climate action plan. The committee hopes to begin the next phase in July which will also include the process of communicating the plan across campus. Any council members interested in becoming involved in this process can contact me for more information.

7 Ad Hoc Committees

20th Anniversary of SAC – The 20th Anniversary Luncheon was huge success. We would like to show the film to anyone/everyone on campus. A lunchtime viewing of the SAC film will be held on June 18, 2010 in the School of Nursing. Bring your lunch and enjoy popcorn and pop. There will be continuous shows at Noon, 12:30p.m. and 1:00p.m.. The Elections committee may be showing the film at the orientation breakfast. We would like to make a special note that we were very happy Kathy O’Linn made this Anniversary Celebration an important event. The first Steps for Staff had a nice showing.

Constitution Committee – A presentation of changes to constitution was made. Changes included title changes for University Administrations and insertions of information. The Committee will take comments regarding the constitution and those comments will be discussed at August council meeting.

8. OLD BUSINESS—included under announcements

9. NEW BUSINESS

Barb Jukinalis attended the Greater Circle Living Committee and wanted to make others aware that there is money available from the Cleveland Foundation to get people to live in University Circle. There is money available for first time home buyers, renters, renovations. The Committee is going to contact SAC about contributing to basket raffle, party on quad, benefits raffle. The committee is also working with realtors to get information out to people who may be moving into the area. Orientation is too late to get new employees the information, so have to think about other times. The grant will run to 2014.

10. Adjournment--- Meeting adjourned at 10:58.