



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

June 10, 2011
2:00 p.m. to 3:30 p.m.
Toepfer Room, Adelbert Hall

Meeting called to order at 2:04p

Members in Attendance

Daniel Anker
Kathleen Ballou
Sally Berri
Sharon Callahan
Caroline Cheetham
Dominic Dorazio
Kathleen Dowdell
Stacy Fening
Andrew Fu
Michael Gilkey
Anita Gupta

Kathleen Hanning
Benjamin Hrouda
Michelle Jacobs
Barbara Juknialis
Meagan Kittrick
Richard Kramer
Robin Kramer
Linda LaPinta
Karen McColl
Allmarie Munroe
Karyn Newton

Kathy O'Linn
Julieta Peterson
Alex Polinkovsky
James Prince
JC Scharf-Deering
Christian Swol
James Vandoren
Liz Woyczynski
Nicola Ziady

Approval of Minutes and Budget Report

Minutes approved with corrections from April's meeting.

- Elections Committee – paragraph 2 (“be going out soon” “must re-run to continue”)
- Policy Committee – add to second sentence to talk about parking. Access services is the contact not SAC co-chairs

Budget as of June 10, 2011 is \$2,824.23

Announcements from HR

Jamie Ryan

HR is working with consultants in reviewing the health insurance programs to develop recommendations beginning January 2012 and long term designs. Employee survey included over 1,000 employees. Spoke about areas that our University can control related to health costs and areas that cannot be controlled; shared cost benchmarks compared to other plans. “Cadillac Health Plan tax in effect 2018 - must change plan design to reduce likelihood of triggering the excise tax” are future cost concerns.

Announcements from Chair

Announcement of Vice Chair, Shannon Swiatkowski and Secretary, Meagan Kittrick (completing Paul Brietzmann's term)

First council meeting to test Adobe Connect software



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

Reports of Standing Committees

Communications

Michael Gilkey, Nikola Ziady

Introduction to Adobe Connect – software will allow employees to view the meeting off site, allow remote questions and vote to be discussed in physical meeting.

Web templates are updated; each committee will be responsible for at least one person to manage their web pages. Training modules are being formed and will be made available on the web. As soon as all committee pages are ready to go, the entire site will “go live”.

www.case.edu/sac - Overview of the website: navigation, calendar, news.

Community Service

Bonnie Copes, Caroline Cheetham

Vision Walk took place on May 21st, event was successful. Volunteering at MedWish was on June 4th; potential volunteer opportunity for Case Community Day to offer 100 spaces for staff. Case Community Day is set for Friday, Sept. 16th. Once again, the school drive will be part of this day similar to last year. The two schools that benefited from the school supply drive last year have been contacted to see what types of supplies are needed for the coming year.

Next meeting is on June 14th at 1:00p.

Elections

Robin Kramer, Jim Prince

Officer election complete: Shannon Swiatkowski, Vice Chair.

General elections, submitted to the Daily, due by June 24th for the following: School of Dentistry, Mandel School of Applied Social Sciences, Frances Payne Bolton School of Nursing, Academic Administration and University Administration. Orientation for new SAC representative will be on September 15th in Thwing. Party on the Quad flyer to hand out to support various election areas.

Replacement representatives since March 2011 – Peter Lawson (Med), Margaret Tiktin (Med), Linda LaPinta(University Admin), James Vandoren (Management).

Fringe Benefits

Barbara Juknialis, Tracy Wilson-Holden

Met in May and discussed the tuition reimbursement increase proposal of \$2,700.00 instead of \$2,000.00 per year for employees and are waiting to hear back from HR.



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

The committee defined short term goals, discussed the bicycle credit program, and spoke about proposing a tuition waiver for college students of employers who do not select CWRU for education.

Lactation rooms are available to employees and they are notified of the rooms by HR when the submit paperwork for maternity leave.

Next meeting will be held on June 21st.

Staff Policy

Charley Knox, JC Scharf-Deering

Met on April 20th to discuss future committee projects and schedule policy reviews. Handicap parking will be discussed at the next meeting.

Next meeting will be held on June 15th.

Staff Recognition

Robin Kramer, Richard Kramer

The committee met multiple times. The selected nominees for the Presidents Awards were Kathleen Dowdell, Merless Willis and Cheryl Lauderdale; awarded officially on June 8th; other employees were recognized for 50 and 25 years of services at CWRU.

Party on the Quad (July 29th) update: The date is tentative because Bon Appetit has not confirmed a donation of food. Committee members are gathering donations for door prizes at the party. There is a Google Document that is available to all employees to track donations and receivers.

Staff Training and Development

Kathleen Dowdell, Kathleen O'Linn

The committee has been business planning events in the effort to raise money and awareness for the Staff Educational Enhancement Fund (SEEF). The committee invited all employees, especially recipients of past SEEF awards to an open house that was held on June 6th at the Inamori Center, over 70 employees were present.

The 50/25/25 raffle was also a fundraising opportunity for the SEEF which collect \$800.00, \$400.00 going to the SEEF, and \$400.00 to 2 picked tickets (drawing to be held at the end of the meeting today). Another donation will be raffled off: 2 sets of 4 tickets for the Scottish Games.

Steps 4 Staff will be July 29th, 2:00p to begin, ending with Party on the Quad.

Next meeting will be held June 15th.



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

Reports of Ad Hoc Committees and Liaisons to University Committees

Climate and Work Environment

Kathleen Dowdell

Met on May 4th, Beau Daane, Manager of Fowler Center presented and answered questions at the committee meeting. He also gave suggestions about sustainability and recycling. Stephanie Corbett, Director of Sustainability, will be attending the next meeting.

The next meeting will be held on July 6th.

Fringe Benefits

Kathryn Howard, Barbara Juknialis

The committee is waiting to for the results of the benefits survey (that Jamie Ryan discussed earlier) regarding University health benefits. CVS Caremark made a presentation to create awareness to increase utilization of generic drugs and spoke about various methods for employees (offer employees a free prescription if switched from brand name to generic (one-time only), employee may pay difference between brand name and generic, step therapy (try other drugs first that are less costly).

Next meeting will be held on July 13th.

Faculty Senate

Christian Swol missed most the meeting and did not have updates.

Inclusion, Diversity and Equal Opportunity

Richard Kramer

The committee has worked with consultants to review diversity strategic action plan which is expected to be viewable online.

Climate Action Plan

Kathleen Dowdell

No update was given.

Parking

Karen Dunn, Michael Gilkey

The next meeting will be held in October. Michael clarified there should not be a problem for employees needing access to handicap parking spaces on campus.



CASE WESTERN RESERVE
UNIVERSITY EST. 1826

Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

Old Business

None reported.

New Business

1-2-1 Fitness – Brynn Mohto, Sarah Ziance

1-2-1 Fitness has been in business for 24 years and has been a part of CWRU for the last 6 years. Most recently implemented is an employee wellness program; the 4th Annual Get Fit Challenge begins on June 27th lasting for 8 weeks. There are 4 tiers to choose from, including a 12 week program for nutrition coaching. Audrey Schnell, CWRU employee and participant in a past program of employee wellness spoke about her experience and advocated more employees to take advantage of their services. The cost for a membership is \$44.00/month which can also be payroll deducted, and equals \$1.50/per day. The facility is open 7 days a week for 14 hours a day and employs 90 staff, including students.

Raffle Drawing Winners:

Laura Dillon from Medicine/ITMM (sold by Susan Brill), awarded \$200.00

Patricia Gaston from Peds (sold by Susan Brill), awarded \$200.00

Susan Brill received a \$50.00 gas card (\$25.00 for each winning ticket)

Adjournment

3:16pm