



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

Friday, June 14, 2013
10:00 a.m. – 11:30 a.m.
Toepfer Room, Adelbert Hall

Meeting called to order at 10:03am by Shannon Swiatkowski.

MEMBERS IN ATTENDANCE (23)

Michael Crifasi	Lisa Kouns	Christine Olson
Charles (Beau) Daane	Richard Kramer	Brinn Omabegho
Anne DeChant	Robin G. Kramer	David Peck
Kathleen Dowdell	Jennifer Loudiana	Sarah Robinson
Stacy Fening	Eugene Matthews	Karen Romoser
Theresa Grigger	Pam McGregor	YoLonda Stiggers
Suzanne Healy	Jim Nauer	Shannon Swiatkowski
Barbara Juknialis	Kathy O'Linn	

APPROVAL OF MINUTES AND BUDGET REPORT

The April minutes were approved. We currently have a balance of \$474.58. Funds were expended for 80 SAC polo shirts, and refreshments for meetings. At the close of the fiscal year, \$450 will be donated to SEEF.

ANNOUNCEMENTS FROM HR

No announcements.

ANNOUNCEMENTS FROM CHAIR

No announcements.

PRESENTATIONS

Bruce Loessin, Ken Johnson, and Bill Grimberg presented on the Internal Campaign for university development. They talked about President Snyder's \$1 billion dollar goal, following a grassroots cash campaign in addition to budget and endowment, and the Forward Thinking campaign to support the previous Strategic Plan. This new campaign is 82% complete in 62% of the time; two years ahead of projection. They discussed the large increase in new scholarships, professorships, total endowment, gifts and pledges in cash (versus in-kind), and total number of alumni donors. They also discussed how our fundraising compares to other US institutions—CWRU is now in the top 60. A "low-pressure" staff-oriented internal campaign will be launched in January 2014. Staff are encouraged to give as well, in any amount. When asked how giving will benefit staff, the presenters explained that the University Center benefits all; student life and academics



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are greatly impacted and they are the reason we are all here; there is improved quality and quantity of faculty; we will be more competitive with other universities; and it sustains the financial health of the university.

Stephanie Corbett and Erin Kollar presented on the sustainability initiatives and greenhouse gas inventory findings. The university's Climate Action Plan (available online) strives for zero emissions by 2050 by addressing four issues: 1) space management, 2) energy efficiency, 3) utilities generation, and 4) offsets. Since 2009, total university greenhouse gas emissions reduced by 7.3%, ahead of projections. The energy audit, new recycling labeling, Farm Green, and Ohio Ride Share programs were discussed. Action items: 1) moving to zero waste, 2) office and label energy behavior change, 3) sustainability and climate literacy, 4) transportation shift and incentives, 5) measurement dashboard and revolving loan fund. Stephanie will email PDF of last 2 slides and videos.

REPORTS OF STANDING COMMITTEES

Fringe Benefits resolution moved to item 1. Vote on Recommendation to Revise Policy Nos IV-9 and IV-10 Related to the Use of Sick Days for Family Medical Reasons passed with 20 votes (including four proxy votes).

Fringe Benefits

- The Fringe Benefits Committee met in April and May.
- Expanded Sick Leave Resolution:
 - The Committee is working with the Staff Policy Committee to prepare a resolution requesting that up to 15 days of an employee's sick time be available for family sick leave in conjunction with an FMLA leave. The current policy of 8 days per year for family sick time will remain in effect for those not on FMLA leave.
- Parking:
 - The Committee continues to discuss parking and is looking for ways to improve it that do not involve cost. We agreed that being able to view the waiting lists and being able to place your name on multiple waiting lists would be quite helpful.
- Tuition Reimbursement:
 - We are also working with the Staff Policy Committee on a resolution requesting a change to the current tuition reimbursement policy. The resolution requests an increase of the maximum amount of



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reimbursement from \$2000 per year to \$2800, in addition to annual adjustments to coincide with annual increases in CWRU tuition.

Communications

- Chair stepped down

Community Service

- The committee met in May. Discussed attendance/participation at meetings, need to determine an action plan
- Brinn is drafting a letter to them managers at the Jolly Scholar. To raise funds for diapers for the City Mission. Items needed Disposable diapers sizes 4-6 and 3T pullups (Currently going through 80 diapers a day!!) Baby wipes (especially without perfumes or dyes)
- Will send out a google form to the campus community, to ask for nominations for the basket raffle recipient. This will enable the committee to visit the sites before the committee makes a selection. Tentative date is August to send out form and by early September to have the picks in place. out and have our top three picks back by early Sept. July meeting we will finalize form to be sent out. Plan on visiting sites prior to our selection.
- **Action Items**
 - Brinn will draft a letter to go to Jolly Scholar to ask them for participation in a diaper drive event.
 - Brinn will contact Murtis Taylor to set up a time to volunteer time for their Thrift Shop
 - Continue to collect archives to create a google site for Community Service
- Next Meeting, July 10, 2013 , 1:00-2:00 Crawford Hall Rm. 511 or on the phone

Elections

- A review of reorganization policies was discussed. This issue will be reviewed at the June meeting. We will work with the Staff Policy Committee on suggestions for changes in the procedures.
- The next meeting will be on June 18, 12:00, Adelbert M-2.

Staff Policy

- The committee met May 16, 2013 from 4-5pm.
- Discussion of job descriptions out of sync with reality post-reorganization



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- KR: 2 new policy revisions requested, one for reorgs that requires new job descriptions, one for annual reviews that requires managers to complete them on a timely basis.
- "Reorg Request Guide" is not published but has 9 requirements (business plan, rationale, justification, financial impact, names of to-be-ex-employees, efforts made to avoid layoffs, why not possible to avoid, etc.)
- Discussion of "flattening" organization, managers missing performance reviews. VP overriding mgrs. reviews (e.g. "we don't give excellent ratings" (at all, ever--as a cost-saving measure?))
- The committee also discussed pay raise and budget issues

Staff Recognition

- The committee met on Thursday, May 16, 2013
- **Announcements:**
 - President's Award selection has been approved, and the letters of notification are being hand delivered by Robin and Carolyn Gregory (VP HR) by Monday, May 20th.
 - Staff Recognition Committee is invited to the Staff Awards Brunch to be held on June 12th from 10am to noon. SRC will help with meet and greet, pictures will be taken with President's Award winners.
 - There will be a table for the SAC SRC members and President's Award winners will be seated at special VIP tables with their guest(s).
- Party on the Quad: **IT'S A FIESTA!**
 - Google – Click on Drive and you will find our 2013 donation register list. Please encourage everyone to go and find donations for this event.
 - Everyone should add their name to this list once you have looked at the webpage and put in your information of what donations you will provide.
 - Volunteers are needed, many different jobs and we can all provide 1/2hr. of volunteer time to this event.
 - Please be aware that SRC is ineligible for prizes at this event.
 - POTQ menu will be the same as before – hamburgers, hot dogs, salsa & chips.
 - We need someone to donate candy and trinkets for piñata and games.
 - July 26, 2013 is the date for POTQ.
 - Games for POTQ will be Bingo, Karaoke, Hoola-hoop, Corn Hole, all with prizes.
 - Lisa Kouns will check with the Winking Lizard for Salsa & Chips donation for event.



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- July 19th, 2013 donations are due and they are to go to Kathy Willson in room 317 – Employee Relations.
- As committee members get a donation, please remember to update the Google donation list.
- The July 26th list of volunteers needs to be completed.
- Someone on committee will ask Kim’s Catering for a food donation.
- Please look for extra goodies for the party, we need donations!
- Decorations are needed, get them if you can.
- We are hoping to secure DJ Adams for POTQ.
- New ideas to recognize Staff
 - Discussed new ways to recognize staff.
 - Discuss “Are Staff Awards Effective” as a staff incentive?
 - Discuss the Blue Star Award, an award staff can earn. What is it? Who can earn it? Call for nominations to go out.
- Future Meeting Dates:
 - Meetings are normally held on the third Thursday of each month at noon.
 - Next meeting 6/20/13 Noon-1:00pm Sears Room 670

Staff Training and Development

- Next meeting June 19
- Raffle tickets for Party on the Quad available \$12 individual, \$10 packet
- APN (Administrative Professional’s Network): 50 people attended first meeting, next session July 16th, location TBA.
- Steps for Staff Friday 9/20

REPORTS OF AD-HOC COMMITTEES

Sustainability Initiatives

- Sustainability Liaison attended the Steering Meeting on June 5, 2013.
- The Summer Undergraduate Research in Energy & Sustainability (SURES) Thursday Lunch Seminars started on May 30 and will run through July 29. The schedule was sent to saccom last week. At these seminars students and mentors of the SURES program meet and discuss their projects. Guest speakers such as Stephanie Corbett, Director, Office of Sustainability and Gene Matthews, Director, Facilities Services share up to date information about what’s happening on campus. These seminars are a great way to find out what students are participating in.



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Faculty Senate

No report

University Fringe Benefits

- The Committee met in April.
- Health Risk Assessment: Due to the low participation rate (10.9%), benefits and disability data will be more important than the HRA in guiding programmatic change. Faculty and staff had the highest wellness average score (88). Exempt staff had the highest rate of participation. CAS, SOM, and UGEN were the top three areas of participation; 72% of responders were classified as low risk, 19% medium risk, and 9% high risk. Body weight, stress, and life satisfaction were the greatest need areas. The University is taking part in an AVI Health Vending Machines pilot. There will be a machine on the ground floor of the SON; products will include fresh foods.
- Retirement Plans: Forty people attended the sessions conducted by Vanguard during the first week of April. Four TIAA-CREF sessions are also scheduled in April. Presentations about Social Security and Medicare will be scheduled for some time in the future.
- Case will begin participating in the Ohio 529 College Advantage Program. The system has been simplified and will be managed through the direct deposit area of HCM. You must have an existing account in order to allocate part of your salary for direct deposit. This program can be used for all college expenses, not just tuition. There is no restriction on how long the money has to be in the account before it can be used. When it gets closer to the implementation date, a campus-wide session will be scheduled to promote awareness and provide information.
- There was no meeting in May or June. The next scheduled meeting is on July 10, 2013.

Inclusion, Diversity and Equal Opportunity

- CWRU now ranked in top 50 for diversity
- University held Town Hall April 19th
- Employee Resource Groups created

Parking

- Has not met since last SAC meeting
- Committee continues to work with Fringe Benefits to explore dissatisfaction with parking/costs



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- Attempting to get CWRU/UCI parking survey rewritten and redistributed
 - Original did not address major concerns, eg cost
 - SAC Fringe Benefits will offer to help draft new survey
 - Important: Standard Parking contract is up in 2014
- Followed up on staff concerns re: higher than 4% increases in some lots
 - University Parking advertises a 4% increase per year
 - Issue was with non-CWRU lots where CWRU employees park
 - There was not an 11% increase in Lot 54, it was a misprint
 - However, CWRU has no control over the cost of these lots (e.g. 54). UCI does. Committee has been in contact with Dick Jamieson to explore further consequences of this arrangement.

OLD BUSINESS

- Kathy Dowdell found old chair materials, history and journals, sent over to archives.
- SAC has signage for use and promotional items.

NEW BUSINESS

None reported.

ADJOURNMENT

The meeting was adjourned around 11:30am.

The next general council meeting is Friday, August 9 at 10:00am in the Toepfer Room of Adelbert Hall.