



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

HI Friday, February 27, 2015
10:00 a.m. – 11:30 a.m.
Toepfer Room, Adelbert Hall

The meeting was called to order at 10:05am by Barbara Juknialis.

REPRESENTATIVES PRESENT:

Nanthawan Avishai
Dwayne Bible
Sharon Burke
Kelly Campbell
Stephanie Corbett
Kathleen Dowdell
Timothy Eppich
Brian Foss
Diana Fox
Theresa Grigger

Barbara Juknialis
J. Colleen Karlo
Cheryl King
Charles Knox
Kelly Marcus
Pam McGregor
Matthew McManus
Ana Merdita
Jim Nauer
Karyn Newton

Kathy O'Linn
Martha Payne
Sarah Robinson
Karen Romoser
Johnny Sams
Morley Schwebel
Patricia Urbon
Nancy Vitale
Michael Yeager

** See end of Council minutes for attendance record for SAC 2014-15 General Council Meetings

I. Approval of Minutes from December 5, 2015 Meeting and Budget Report

- Pam McGregor and Theresa Grigger motioned to approve minutes; Minutes approved.
- SAC Budget Report 2014-2015:

SAC Budget
2014-2015

| | |
|--------------------------------|----------|
| Balance 7/1/2014 | 4,677.05 |
| STD Expenses | (292.93) |
| PNC Donation | 50.00 |
| Balance 7/31/14 | 4,434.12 |
| RGK Award | (531.52) |
| Dry Erase Calendar & markers | (168.95) |
| SAC magnets | (398.70) |
| Balance 8/31/14 | 3,334.95 |
| Orientation Breakfast | (598.60) |
| August Council Mtg coffee | (38.25) |
| Balance 9/30/14 | 2,698.10 |
| Basket raffle donation (Pres.) | 330.00 |
| Balance 10/31/14 | 3,028.10 |



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|----------------------------|-----------------|
| Quik Pay Basket Raffle | 275.00 |
| Case One Card Baskets | 794.00 |
| Other basket raffle income | 4,191.00 |
| American Heart | (2,000.00) |
| Seeds of Literacy | (3,750.00) |
| October Mtg Coffee | (54.25) |
| STD Expenses | (33.28) |
| Salary adjustment | 563.35 |
| Balance 11/30/14 | 3,013.92 |
| Salary adjustment | 281.67 |
| Balance 12/31/14 | 3,295.59 |
| Salary charges | (550.20) |
| Refreshments Dec. Mtg | (55.75) |
| Merchant fees, 11/14 | (23.19) |
| Balance 1/31/15 | 2,666.45 |

II. Announcements from HR –No announcements

III. Announcements from Chair and Vice-Chair:

- A. A call for nominations for Vice-Chair and Secretary for the upcoming officer elections was made by Barb Juknialis.
- B. Barb formally thanked SAC rep Sarah Robinson for her service, as Sarah is leaving the university. SAC is in need of a new representative to the Inclusion, Diversity and Equal Opportunity Committee – Diversity Leadership Council.

IV. Presentations:

A. University Accreditation Process (Donald Feke, Vice Provost for Undergraduate Education)

- Don gave an overview of the Higher Learning Commission accreditation process that is currently underway; the university undergoes this review every 10 years.
- For more information on the HLC Accreditation process, please see ncahlc.org/Criteria-Eligibility-and-Candidacy/criteria-and-core-components.html.
- **What SAC members can do:**
 - **Be aware**
 - **Tell others about the HLC Accreditation Process**
 - **Read Assurance Article (<http://www.case.edu/provost/accreditation/>)**
 - **Participate in the HLC Site Visit on April 13-14, 2015** (keep your eyes open for Daily articles which will highlight dates/times for open forums to meet the HLC team.)

B. Strategic Plan for Internationalization (David Fleschler, Executive Director, International Affairs)

- David gave an overview of Phase 2 of the Strategic Plan for Internationalization



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- For more information, please see:
https://www.case.edu/international/planningprocess/docs_restricted/Planning_Process_2015.html
 - Goal: “Deepen and expand the university’s international engagement”
- C. Revised SAC Constitution (Barbara Juknialis)**
- Changes are being made to the SAC Constitution; amendments are to be approved at the April SAC General Council Meeting.
 - SAC reps are asked to please read the revised SAC document that was sent with the agenda.
- V. Reports of Standing Committees**
- A. Communications..... Shannon Swiatkowski, Diana Fox**
- The Communications committee met on 1/13/15 and 2/12/15. We are working on creating a list of guidelines for use of the constituency email list servs. This will allow us to narrow our focus with emails, as the intent for our messages is to be relevant to staff rather than an alternative other methods of communication (e.g. The Daily). We are currently working on the March newsletter which will be ready to be sent out to our constituents the first week of March. Our Committee is pursuing options for transferring our current SAC website onto the new Terminal 4 platform. It is a time intensive project and we are in touch with the T4 work team for personnel help. We are working with the chairs of each SAC committee to develop an annual report of our 2014 successes and future plans for 2015. Our next meeting is Thursday, March 12, 2015 from 2-3pm, via Teleconference (216-754-3665). Submitted by: Shannon Swiatkowski & Diana Fox, Co-Chairs
- B. Community Service.....Theresa Grigger, Laura Huffman**
- Committee met on Monday, February 16, 1:30-2:30 (via phone conference)
- Key points of Discussion:**
-
- Plan events for the upcoming year: Back-to-School drive (Sept.); Basket Raffle (Nov.)
 - Member participation, discussed attendance. If you miss 3 meetings out of 6 you will be removed from the roster and the elections committee will be notified if the person is an elected SAC representative.
 - Ideas:
 - Bake Sale proceed possibilities in May, June or July, will need cash machine. Ask student Mark Star, can get to philanthropy chairs.
 - ★ “No Kid Goes Hungry” - Domino’s sugar will match \$\$
 - ★ Wounded Veterans
 - Diaper Drive
 - Heidi will look into Fox Trot channel 8
 - Mary Bethune School - check with principal for volunteer opportunities.



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Action Items:

- Add to the list of ideas for future projects
• Next meeting be prepared to choose an idea and start planning the project

Attendance: (phone) Theresa Grigger, Barb Juknialis, Dwayne Bible, Morley Schwebel, Laura Huffman, Heidi McKee, Janice Eatman Williams

Not in Attendance: Bonnie Copes, Mary Delgado, Brinn Omabegho, Patricia Urbon, Heather Bolden, Mark Beno, Suzanne Leach, Michelle Saafir, Mischelle Brown, Shannon Swiatkowski, Renee Pickel

C. Elections.....Karyn Newton, Jim Prince

No report. A call for nominations for Vice-Chair and Secretary for the upcoming officer elections was made by Karyn Newton.

D. Fringe Benefits.....Cheryl King

Currently, the FB committee is working with the SAC Policy committee and the Sustained Dialogue program to propose and promote a "Professional Development Center" for faculty/staff/students to work on their professional development growth. Looking at our tuition benefit/waiver/exchange benefit, how can this benefit be expanded to include certificate programs, to include more faculty/staff/students wishing to obtain degrees or job training how can we expand this benefit? We are also working on how to bring an Ombudsman to the University, as we feel this position is needed on campus. The Fringe Benefits committee meets on the 3rd Tuesday of the month, at noon, Crawford 720.

E. Staff Policy..... Karen Romoser, Johnny Sams

Staff Policy Committee met on January 15, 2015; February 2015 meeting was cancelled due to weather. In attendance: Jim Nauer, Mike Yeager, Nanthawan Avishai, Johnny Sams, Kathy Willson (HR) and Karen Romoser. Karen Romoser called the meeting to order. Minutes from last meeting read and approved. Agenda items discussed:

Staff Grievance Process: Discussed possibility of soliciting the support of the Faculty Senate prior to proposal of a resolution at General Council. Plan on possibly discussing Staff Grievance Policy at next General Council. Kathy Willson of HR clarified that staff can grieve a discharge except in instances where a layoff or orientation period is involved.

Tuition Reimbursement: Tuition Reimbursement proposal to be completed for presentation at General Council.

University Ombudsman: Noted that no response to date has been received from internal contacts regarding the installment of an Ombudsman. Discussed whether to resubmit our inquiry or proceed to General Council. Decided to ask for a vote at General Council. In the



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meantime, Jim will meet with Bonnie Richley and Administration with plans to discuss the Ombudsman concern. Respectfully submitted by Karen Romoser & Johnny Sams

F. Staff Recognition Rick Kramer, Pam McGregor

Staff Recognition Committee met on 1/22/15 and 2/26/15 at Crawford, 528 12-1pm. Attendees from 2/26/2015, meeting: Pam M. Rick, Martha, Beth, Pam C. Lisa, Gene. Next Meeting: Thursday March 20, 2015

Key points from Meeting Notes – January 22, 2015 & February 26, 2015

- Looking for secretary volunteer(s) needed
- Went over time table for Presidents Award, Robin K Award and POTQ
- Committee members must attend a minimum of two meetings to participate in the voting process for Presidents award and the Robin Kramer Award.
- MANY THANKS TO PAM COLLINS FOR DESIGNING THE FLYER!!!
- Gene Matthews will retire from Case June 30, 2015.
- Set schedules for President’s Award, the Robin K. SAC Award & Party on the Quad (POTQ)
 - ✓ President’s Award
 - Set date for call for nominations (email & Case Daily)
 - Set due date for nominations (3/27/15 and time 5pm to Pam M.)
 - Determine final selections submit to HR & then President Office by 4/17/15
 - Submit nominees to HR for verification by 4/17/15
 - Submit to President’s Office by 5/1/15
 - Update nomination form Rick.
 - Update volunteer schedule in Google Docs
 - Create selection committee packets and deliver to members Pam M., 3/30/15
 - ✓ Robin Kramer SAC Award
 - Set date for call for nominations
 - Set due date for nominations (3/27/15, 5pm to Pam M.)
 - Determine final selections submit to HR & then President Office by 4/17/15
 - Submit nominee to HR for verification by 4/17/15
 - Submit to President’s Office by 5/1/15
 - Update nomination form Rick.
 - Create selection committee packets and deliver to members Pam M., 3/30/15.
 - ✓ Party On The Quad (POTQ)
 - Confirm with HR date and time – 7/24/2015, 3-6pm?
 - Update volunteer list in Google docs
 - Update donation letter for gift/prizes

G. Staff Training and Development Kathleen Dowdell, Kathleen O’Linn

- The Staff Training and Development Committee met in January to review the 23 Staff Educational Enhancement Fund (SEEF) applications for the spring semester. It was



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decided to award up to \$150 to each of the candidates upon receipt of qualified expenses.

- Plans were finalized regarding the Valentine Bake Sale on Feb. 13, 2015. Flyers were sent to all current and past members of SAC as well as all past and current SEEF recipients. Sites for the sale included the BRB, Crawford, Peter B. Lewis building and the Cedar Avenue Service Center. Thanks to the efforts of all who participated by baking, creating special treats, signing up to sell and making purchases, the Valentine Bake Sale was a "sweet success". A total of \$869.00 was raised for the Staff Educational Enhancement Fund.
The Staff Training and Development Committee is looking for SAC volunteers to welcome new employees to CASE and SAC at the Monday morning Orientation. An outline of what to mention in the brief 5 min. allotted will be shared with you when you sign up. It's a great opportunity to spread the word of what we are all about. Sign-up sheets will be passed around.
Working together for months, the committee submitted a proposal of a Strategic Plan requesting funding for the SEEF program to Human Resources at the end of 2014 and is eagerly awaiting a response.
Our next meeting is scheduled for Wednesday, March 18, 2015 at 1:30 pm in Adelbert M 3. Respectfully submitted by Kathleen O'Linn.

VI. Reports of Ad Hoc Committees and Liaisons to University Committees

A. Sustainability Initiatives.....Kathleen Dowdell

Case's Sustainability Alliance hosted the first of its lunch series presentations on February 5. Guest lecturer Joe Hsueh, Large Systems Change Designer from MIT, shared his sustainable fisheries case work that illustrates how systems mapping can be used to engage collective action in complex systems problems. The Sustainability Alliance will meet every other Thursday during the spring semester. For more information or to become involved in its activities, contact John Ruhl at john.ruhl@case.edu. Respectfully submitted, Kathleen Dowdell

B. Fringe Benefits Barbara Juknialis

The Committee met on January 14, 2015.

Wellness Activities: 54% of benefits-eligible faculty/staff completed the three wellness activities required to receive the \$25/month premium incentive. Options for this year include: SMART 1; SMART 2.0; meditation (8 weeks); mindfulness (4 weeks); healthy backs and bodies (4 weeks); tobacco cessation through Ease at Work and Quitline; weight watchers (50% subsidy).

2015 Open Enrollment Recap: 45% of eligible faculty and staff participated, which is very good for a year in which dental and vision enrollment was closed. There was some migration into the high deductible plan.



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Life/Disability Renewal: The University renewed with Consumer Life for three years.

The next scheduled meeting is March 11, 2015.

C. Faculty Senate Reports.....Barbara Juknialis & Jim Nauer

Barbara Juknialis attended Faculty Senate Meeting on December 17, 2014:

Report on Campus Safety

John Wheeler, Senior Vice President for Administration, reported on campus safety. Dick Jamieson, Vice President for Campus Services, and Art Hardee, CWRU Chief of Police, were present to assist. Over the past three years (2012-2014), the campus has averaged 14 crimes against persons per year. The crimes consisted mostly of unarmed robberies with the exception of the Wade Commons incident last summer. Since that incident, additional security officers have been deployed in five locations around the north residential village from 7pm-3am. A security booth on E. 115th St. has been reinstated and security has been tightened in all north campus buildings.

Work is continuing on components of the security strategic plan, such as a peer assessment of the University's security, continued upgrading of staff, and additional programs and initiatives. An Executive Director of Public Safety will be hired to oversee security, emergency management and dispatch. John Wheeler and Art Hardee reported that a University community-based training program for all police and security officers will be developed and led by Professor Mark Singer of MSASS. The training will cover effective police interactions with CWRU's diverse community, the unique role of a campus-based, community police or security officer, and achieving positive encounters and outcomes in difficult situations. Also, four shuttle buses rather than just one are available now for safety rides. More may be needed to accommodate all of the requests.

New Business: Senate Resolution re Staff Grievance Process

Professor Bill Merrick presented a Faculty Senate resolution endorsing a recommendation to the President to establish a staff grievance process that is similar to the process for faculty. The resolution also recommends that an ombudsperson be made available for staff complaints. Several members of the Senate expressed the view that an issue related to staff should not be brought to the Faculty Senate. The issue did not originate with a Senate standing committee or the Executive Committee. Colleen Trembl, Deputy General Counsel, said that the Human Resources Office has an established process for staff grievances and that it is described on the HR website. Prof. Merrick noted that the staff grievance process is currently housed exclusively in HR and that there is no peer review panel at the level of the informal or formal grievance process.

The Senate voted not to endorse the recommendation (4 voted for endorsement). A motion was made and seconded to refer the issue to the Executive Committee for further discussion and for information on the current staff grievance process. The motion passed with one opposed.



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Jim Nauer attended the Faculty Senate meeting on Feb. 26, 2015:

Provost Baeslack: new Bias Reporting system being launched

A brief report of Board of Trustees activity, including:

- "Approval in concept" of a project to connect West Campus to the Main Campus.
• "Approval in concept" allows the project to move to a Design phase, so that a cost estimate can be obtained, and then funding sought. The "Health Education Campus" is also at this stage.
• Projects approved "in concept" must be funded before they can be fully approved and implemented.

The 5-year Academic Calendar (through 2020) was presented for approval by the University Registrar (Amy Hammett). The calendar was approved, but there was substantial discussion (and unanswered questions) regarding the recent snow/cold-day closures, and the potential need to modify the spring semester calendar in the future to accommodate such closures.

Dr. Mobley gave substantially the same presentation regarding the Sustained Dialog / Diversity 360 initiatives as she presented to SAC on Feb. 27.

Peter Poulos spoke about revisions being made to the Sexual Misconduct Policy:

- Revisions are based primarily on compliance with the 2011 "Dear Colleagues" letter, the 2013 SAVE Act, and a 2014 Whitehouse report.
• The new Title IX Coordinator will report to Lou Stark (VP of Student Affairs), but investigations of misconduct for faculty and staff will still be investigated by faculty and/or OIDEO, as appropriate.
• Language was added to the effect that "members of the CWRU Community have the right to be free from domestic violence, dating violence, and stalking". Explicitly required by Dear Colleagues letter. Some are cases still covered by other policies not directly related to sexual misconduct.
• The term "advisor" replaces "support person" in hearings. Explicit language from Dear Colleagues letter.
• Added clarification that an 'advisor' _may_ be an attorney, but their role in the (university) hearing must only be as an "advisor".

D. Inclusion, Diversity and Equal OpportunitySarah Robinson

Sarah Robinson has stepped down from her role as SAC Ad hoc Liaison to the Diversity Leadership Council; we are in need of a volunteer to serve in her place.

The Diversity Leadership Council met on January 13 and February 10, 2015

- Diversity Strategic Action plan is in its final year
o A team will be formed to develop DSAP impact report
o A new DSAP is being developed for 2015-2018



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- Diversity Town Hall is being delayed to rethink format
 - Hope to have more SAC and HR representation
- The MLK Convocation took place Fri. Jan. 23 and featured Charlayne Hunter-Gault
 - Staff are encouraged to submit to next year’s MLK essay contest, which has a cash prize
- The Annual Diversity Report was released at the MLK Convocation
 - Available online:
<http://case.edu/diversity/downloads/2014OIDEOAnnualReport.pdf>
- The 5th Train the Champion started in January, with the most applicants ever
- The National Study of Student Engagement was conducted, this is the first time with an LGBT questions
- Power of Diversity Lecture Spring Series began Feb. 9
 - List of upcoming events: <http://case.edu/diversity/programs/power.html>
- Diversity 360, a training on racial and ethnic campus issues, modeled from the LGBT SafeZone training, will be introduced soon
- New Bias Reporting System launched for students through Student Affairs
 - <https://students.case.edu/division/biasreporting/>
- Affinity groups include:
 - United – queer people of color
 - Voices –women of color group
 - Alianza Latina/o Alliance:
<http://www.case.edu/diversity/resources/alianza.html>
- More diversity resources for staff:
<http://www.case.edu/diversity/resources/index.html>

E. Parking Advisory..... Edith Gaffney, Kelly Marcus

No Report.

F. SAC Constitution Committee.....Barbara Juknialis

Barb Juknialis would like SAC representatives to review the SAC Constitution before the April General Council meeting. Link to SAC Constitution:

<http://www.case.edu/sac/about/sacconstitution.html>

Proposed Changes to SAC Constitution:

1. Deleted having the Chair appoint Committee members and Committee chairs.
2. Changed the secretary term to one year (which has always been in effect).
Added some duties to the role of secretary.
3. Added information about privilege of attendance for Chairs of other groups on campus.
4. Specified that elections will be completed by August 1st each year.
5. Eliminated term limits—i.e., members can run for re-election every two years.



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6. Specified that a member who resigns cannot run again for two years.
7. Added language about SAC Chair receiving feedback on submitted recommendations within one month.

G. Equity Committee.....Kathleen Dowdell, Kathleen O'Linn

No Report.

VII. Old Business

VIII. New Business

New representative for Diversity Leadership Council

IX. Motions to adjourn were made and seconded by Karyn Newton and Matt McManus. Meeting adjourned by the Chair.

Respectfully submitted by Diana Fox, SAC Secretary

General Council Meetings:

April 17, 2015, 10:00-11:30, Toepfer Room
June 12, 2015, 10:00-11:30, Toepfer Room
August 14, 2015, 10:00-11:30, Toepfer Room

Steering Committee Meetings:

April 2, 2015, 2:00-3:30, Adelbert M2
June 4, 2015, 2:00-3:30, Crawford 720
August 6, 2015, 2:00-3:30, Adelbert M2

| SAC Membership 2014-2015 | | | | Attendance - General Council Meetings | | |
|---|--|--|--|---------------------------------------|-----------|-----------|
| | | | | 10/24/2014 | 12/5/2014 | 2/27/2015 |
| Council Officers | | | | | | |
| Barbara Juknialis (Chair) | | | | X | X | X |
| James Nauer (Vice Chair) | | | | X | X | X |
| Shannon Swiatkowski (Past Chair) | | | | X | X | |
| Diana Fox (Secretary) | | | | X | X | X |
| College of Arts and Sciences | | | | | | |
| Charles Knox | | | | X | X | X |
| Sarah Robinson | | | | X | X | X |
| School of Engineering | | | | | | |
| Nanthawan Avishai | | | | X | X | X |
| Cheryl King | | | | | X | X |
| Lyn Spellman | | | | X | | |
| School of Law | | | | | | |
| Michael McCarthy | | | | | | |
| Ana Merdita | | | | X | X | X |
| Weatherhead School of Management | | | | | | |
| Suzanne Healy | | | | | X | |
| Michael Jones | | | | X | | |
| School of Medicine | | | | | | |
| Mark Beno | | | | | X | |
| Mary Delgado | | | | X | | |
| Matthew Fletcher | | | | | | |
| Brian Foss | | | | X | | X |
| Sarah Frischmann | | | | X | | |
| Sarah Grabinski | | | | | | |
| Kerry Grimberg | | | | | | |
| Jennifer Hawkins | | | | | | |
| J. Colleen Karlo | | | | X | | X |
| Kelly Marcus | | | | | | X |
| Pamela McGregor | | | | X | | X |
| Christine Olson | | | | X | X | |
| Johnny Sams | | | | X | X | X |
| Morley Schwebel | | | | X | X | X |
| Robert Slovenec | | | | | X | |
| Shannon Swiatkowski | | | | X | X | |
| Patricia Urbon | | | | X | X | X |
| Nancy Vitale | | | | X | X | X |
| Wei Wang | | | | | | |
| Bonnie West | | | | X | | |

| | | | | | | | |
|---|--|--|--|---|---|---|--|
| Yingli Wolinsky | | | | X | | | |
| Corrie Zimerla | | | | | | | |
| | | | | | | | |
| School of Dental Medicine | | | | | | | |
| Laura Huffman | | | | X | | | |
| Heidi McKee | | | | X | X | | |
| | | | | | | | |
| Mandel School of Applied Social Sciences | | | | | | | |
| Diana Fox | | | | X | X | X | |
| Rebecca Orenstein | | | | | | | |
| | | | | | | | |
| School of Nursing | | | | | | | |
| Matthew McManus | | | | X | | X | |
| Pamela Collins | | | | | X | | |
| | | | | | | | |
| Academic Administration | | | | | | | |
| Andrew Cruse | | | | X | X | | |
| Linda LaPinta | | | | | X | | |
| Tracy Wilson-Holden | | | | X | | | |
| | | | | | | | |
| University Administration | | | | | | | |
| Dwayne Bible | | | | | | X | |
| Mischelle Brown | | | | | | | |
| Robin Brown | | | | | | | |
| Sharon Burke | | | | X | X | X | |
| Kelly Campbell | | | | X | | X | |
| Stephanie Corbett | | | | X | | X | |
| Richard Cowie | | | | | | | |
| Timothy Eppich | | | | X | X | X | |
| Karen Gregor | | | | | | | |
| Theresa Grigger | | | | X | X | X | |
| Beth Jones | | | | | X | | |
| Michael Kurutz | | | | | | | |
| Jing Li | | | | | | | |
| James Nauer | | | | X | X | X | |
| Martha Payne | | | | | | X | |
| Michael Yeager | | | | X | | X | |
| | | | | | | | |
| OTHER | | | | | | | |
| Dominic Dorazio | | | | X | X | | |
| Kathleen Dowdell | | | | X | | X | |
| Stacy Fening | | | | X | | | |
| Darlene Khalid | | | | X | | | |
| Karyn Newton | | | | | X | X | |
| Kathy O'Linn | | | | X | X | X | |
| Karen Romoser | | | | | X | X | |
| YoLonda Stiggers | | | | | X | | |

DRAFT for review and comment

Recommendation to Revise Procedure No. IV-3a as it Relates to the Salary Equity Increase

It is hereby resolved by the Staff Advisory Council of Case Western Reserve University that the Council recommends that HR Procedure IV-3a be revised to permit employees to directly submit, with notice to their supervisor and/or their reporting hierarchy, as appropriate,, a request to the Compensation Office for equity review of their compensation.

Whereas

Case Western Reserve University provides a procedure by which supervisors may request compensation review and equity increase for subordinates; and

There exists at Case Western Reserve University inadvertent but significant inequity in compensation due to changes in the hiring rate for employees performing similar work with similar experience and qualifications; and

Equitable compensation is not determined by a supervisor's perception of whether or not inequity exists, nor is it dependent on what a given budget can "afford." Equity, by definition, is "the quality of being fair and impartial." Consequently, the words "if the departmental salary budget permits" effectively render any salary equity concern to be an issue of budget rather than of fairness, and may precipitate supervisors' disinclination to pursue compensation equity on their subordinates behalf; and

CWRU's new Strategic Plan restates the University's commitments to equity and social justice, and that the University will "create a university-wide culture and infrastructure that inspires trust, and fosters personal and professional development", and emphasizing opportunity for growth, advancement, and recognition of staff value,

Be it Resolved

That we, the members of the Staff Advisory Council of Case Western Reserve University, hereby recommend the following:

- That HR Procedure IV-3a as relates salary Equity Increase be revised to empower and permit staff to request on their own behalf, with written notice to their supervisor and/or their reporting hierarchy, as appropriate, a review by the Compensation Office of their compensation; and
- That the HR Procedure IV-3a be amended to provide for transparency in administrative decision making throughout the review process, including a written determination detailing outcome of and justification for the outcome of the equity

review.

Respectfully submitted,
Staff Advisory Council, Case Western Reserve University
Barb Juknialis, Chair & James Nauer, Vice-Chair

Policy Committee, Staff Advisory Council
Johnny Sams & Karen Romoser, Co-Chairs

Recommendation to Establish an Office of the University Ombudsman for Faculty, Students, and Staff

It is hereby resolved by the Staff Advisory Council of Case Western Reserve University that there be established an Office of the University Ombudsman, created in accordance with the Standards of Practice and Code of Ethics of the International Ombudsman Association (IOA).

Whereas

Case Western Reserve University is committed to establishing and perpetuating an equitable work environment that fosters trust and transparency; and

The systematic establishment of a safe, privileged resource for faculty, students, and staff where they might seek advice in their development of cross-cultural understanding and appreciation of the worth of each individual will promote an institutional culture based on a foundation of ethics and equity; and

The university's Sexual Misconduct Policy limits employees who may become party to an investigation to advice from a "support person" who must be "a current member of the university community" but is not privileged or confidential support resource; and

Ease-At-Work does not provide service in legal matters related to employment; and

CWRU's new Strategic Plan Think Beyond the Possible states that the University will "create a university-wide culture and infrastructure that inspires trust, and fosters personal and professional development" and will "invest in the professional development ... of staff",

Be it Resolved

That we, the members of the Staff Advisory Council of Case Western Reserve University, hereby recommend the following:

- Establishment of an Office of the University Ombudsman, reporting to the President, and
- Installment of one or more ombudsmen as a privileged resource for individual faculty, students, or staff members to receive questions and complaints, and, where appropriate, to investigate and address concerns of maladministration or violation of policy.

Respectfully submitted,
Policy Committee, Staff Advisory Council

Johnny Sams & Karen Romoser, Co-Chairs

Recommendation to Revise Policy No. IV-7 as it Relates to the Tuition Reimbursement Benefit

It is hereby resolved by the Staff Advisory Council of Case Western Reserve University that the Council recommends that the Tuition Reimbursement benefit detailed in HR Policy IV-7 be revised to increase the annual dollar amount available to eligible faculty and staff in order to encourage and facilitate an increased participation in continuing higher education and professional development and to enable timely completion of employees' courses of study.

Whereas

Case Western Reserve University offers a Tuition Reimbursement benefit for eligible employees that is currently limited to a maximum \$2,500.00 of eligible tuition per fiscal year (adjusted January 2013 and effective July 1, 2014); and

The Tuition Reimbursement and Tuition Waiver benefits are limited to six credit hours per fall and spring semester, three credit hours per summer semester; and

The current Tuition Reimbursement benefit amount is only sufficient to fully cover the allotted number of credit hours for courses at some 2-year institutions which adversely impacts the timely completion of degrees for those employees pursuing Bachelor's, Master's or Doctoral degrees at institutions other than CWRU; and

Employees whose educational advancement and progress towards degree completion are limited may also 1) be limited in the scope of their service to the University, 2) be limited in their perceived value to the University as individuals, 3) suffer disparate impact on their ability to advance their career at the University, and 4) suffer disparate impact on their ability to leverage tuition benefits should their position not permit release during work hours for classes at CWRU; and

CWRU's new Strategic Plan restates the University's commitment to equity and that the University will "create a university-wide culture and infrastructure that inspires trust, and fosters personal and professional development" and will "invest in the professional development ... of staff", in part, by finding "ways to enhance their influence and development",

Be it Resolved

That we, the members of the Staff Advisory Council of Case Western Reserve University, hereby recommend the following:

- A revision to HR Policy IV-7 which increases the amount of the available Tuition Reimbursement benefit to up to \$3,500.00 per year effective July 1, 2015, for

employees pursuing their degree in any degree category (Associate's, Bachelor's, Master's, or Doctoral); and

- A revision to HR Policy IV-7 which provides an option to increase the available amount of the Tuition Reimbursement benefit to up to \$7,500.00 per year effective July 1, 2015, for employees pursuing their first degree in at any level (Associate's, Bachelor's, Master's, or Doctoral), with the additional condition that the individual remain an employee of the University for no less than two (2) years following their application for the increased benefit and degree completion if the employee has elected to request the higher Tuition Reimbursement amount.
- Should the employee resign from the University within two (2) years of using more than \$3,500.00 per year as Tuition Reimbursement benefit, the employee shall reimburse to the University any amount over \$3,500.00. Should the employee be released from employment within two (2) years of using more than \$3,500.00 per year as Tuition Reimbursement benefit the University shall forgo any reimbursement obligation by the employee.

Respectfully submitted,
Staff Advisory Council, Case Western Reserve University
Barb Juknialis, Chair & James Nauer, Vice-Chair

Fringe Benefits Committee, Staff Advisory Council
Cheryl King, Chair

Policy Committee, Staff Advisory Council
Johnny Sams & Karen Romoser, Co-Chairs