



**Staff Advisory Council**  
MINUTES FOR GENERAL COUNCIL MEETING

October 25, 2012  
10:00 a.m. to 11:30 a.m.  
Toepfer Room, Adelbert Hall

Meeting called to order at 10:06 a.m. by Shannon Swiatkowski.

## Reports of Standing Committees

### Communications

Michael Gilkey

- Discussed the first SACTivities Newsletter which will be ready for Steering Committee review by October 2012 and released at next SAC General meeting on October 25, 2012
- Clean up and update website – special focus on member directory
- Implemented the QuikPay link for the "Steps for Staff" event
- Added past meeting minutes to the Staff Policy Committee page
- Updated the proposed Ad-hoc Committee web pages
- Working with Theresa Grigger on the Community Service committee page(s)
- Suggestion for a home page update: add a "welcome new members" blurb and a "Case for Community Day" blurb & link(s)

### Community Service

Theresa Grigger, Chair

We have met four times since our last meeting

Tuesday, August 21, 2012, 1 pm-2 pm, Thwing Atrium

Tuesday, September 18th, 2012, 1:15-2:15 pm Medical School Rm. W200

Tuesday, October 2, 2012, 1:15 pm-2:15 pm Crawford 532 (Theresa Office) Meet me number

Tuesday, October 9, 2012, 1:15 pm-2:15 pm Crawford 532 (Theresa Office) Meet me number

### Key points of Discussion

- Back to School Supply Drive will take place Sept. 19 at CFCD. Last push for donations would like e-mail to go out this week.
- Basket Raffle planning. Google form to poll the staff to find a recipient for the Basket Raffle this year and attach the call for baskets, scheduled to go out by this Friday. ( Oct. 12<sup>th</sup>)
- Decided to meet every Tuesday this month in preparation for both the Back to School drive and the Basket Raffle.



**Staff Advisory Council**  
MINUTES FOR GENERAL COUNCIL MEETING

- Re-mapping the process of Basket Raffle

**Action Items**

- Would like to ask for budget money to purchase ticket containers to be re-used for basket raffle
- Office Max will for donate to Basket Raffle
- Suzanne confirmed space for basket raffle and storing of
- Back to School supply drive Brinn to contact Back to School collectors for coordinating pick up
- Michelle secured cash machine
- Theresa to secure table cloth and banners for event

**Next Meeting, October 16, 2012 , 1:15-2:15** Crawford Hall Rm. 532 or on the phone

**Elections**

Robin Kramer

- SAC Elections Committee did not have a regular committee meeting.
- We hosted the 2012 SAC Orientation Breakfast 9/9/12 where President Snyder and John Wheeler had words of congratulations and welcome. Each committee reviewed the principles of their respective committee goals and responsibilities.
- There were a total of 208 nominations with 74 acceptances (36%). Total eligible staff of 1628 with 245 votes cast – a disappointing (15%). All Election Results are posted on the web site and were reported to the SAC Executive Board.

**Completed Tasks**

- Orientation notebooks delivered
- President's Office sent welcome & notifications letters to new members & their supervisors last week

**Tasks Remaining**

- Preparation of committee selection spreadsheet
- Create 2013 complete calendar of events

**Fringe Benefits**

Barb Juknialis

The Fringe Benefits Committee did not meet in August or September.



**Staff Advisory Council**  
MINUTES FOR GENERAL COUNCIL MEETING

The Tuition Exchange:

Mr. Schorb from the Tuition Exchange was on campus on September 25 to meet with interested parties and answer questions. A number of important stakeholders attended the meeting. Our Committee will be working on follow-up.

Specific issues to be addressed include:

1. Generally, are the schools and stakeholders willing to continue this discovery process? If not, specifically why?
2. What questions do we still have about our current institutional process?
3. What information do we still need to gather (i.e., how many faculty and staff are there, what percentage are currently using the tuition benefit, etc.)?

Another piece of information is what percentage of employees at Case are in their 1<sup>st</sup> year, 2<sup>nd</sup> year, etc. Knowing that information, someone would be able to figure out how much seniority would need to be earned to be able to access the tuition benefit. This will help alleviate the costs by reducing the number of eligible employees.

We will be working with Sean McDonnell from Faculty Senate to move the process forward.

Retiree E-Mail Accounts:

This resolution has been approved by Tom Siu in IT and should be on its way to being implemented.

**The next meeting is scheduled for October 16, 2012, 12-1 PM, Adelbert M2.**

**Staff Policy**

Karen Romoser

Carolyn Washick came to discuss the Emergency Preparedness policy. Members in attendance at the meeting also presented comments from the others. Carolyn also mentioned that the next policy HR will be working on is the Conflict of Interest policy; apparently it has issues that require attention.

There were also a couple of new member introductions at that meeting.

Anyone who has any thoughts on the conflict of interest policies should forward their comments/insights to any member of the policy committee



**Staff Advisory Council**  
MINUTES FOR GENERAL COUNCIL MEETING

**Staff Recognition**

Robin Kramer

There was no meeting. This committee is on hiatus until after the holidays.

**Staff Training and Development**

Kathleen O'Linn

The committee spent time planning the third annual Steps 4 Staff Walk held on September 21, 2012. The weather allowed for an outdoor walk around campus, which included the museum area of University Circle. As a result of our combined efforts a total of \$345.00 was collected and deposited to the SEEF fund.

Applications for the Fall SEEF awards were reviewed by the committee. A total of 11 staff were approved to receive funding for this semester.

**Reports of Ad Hoc Committees and Liaisons to University Committees**

**Sustainability Initiatives**

Kathy Dowdell

The Sustainability Alliance Lunch Group organized and facilitated by John Ruhl began meeting again in September. I was unable to attend the first two meetings so I have nothing to report. Director of Sustainability Stephanie Corbett announced that a monthly series of green bag lunches will be starting in October. The series will be affiliated with the Green Your Office/Lab/Event program. The intention is to give participants in the certification program or those generally interested in sustainability at Case an opportunity to connect and learn. There will be more to follow on this initiative.

She hopes to have the new sustainability website up and running in November.

**Fringe Benefits**

Barb Juknialis

The Committee met in September and October 2012.

It was announced that Benelect Open Enrollment will be from 11/12-11/30/2012. The Benefits Fair will be held on November 14<sup>th</sup> and 15<sup>th</sup>. The Benefits Fair will always be held on a Wednesday and Thursday from now on. Health screenings and flu shots will be available at the Benefits Fair.

There are no significant changes to benefit packages for 2013. Medical Mutual rates will not be increased. Anthem rates will increase 0.6% and Kaiser will increase 4.0%. Primary care office



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

## Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

visit co-payments under the Kaiser plan will be reduced to \$15. Benelect information will be distributed via campus mail during the week of October 29. It will be available electronically as well.

The University has contracted with the University of Michigan Health Research Management Center to conduct the Health Risk Assessments of Case employees. Elizabeth Click, a School of Nursing faculty member, has been appointed as Medical Director for the Health and Wellness Initiative. The Health Risk Appraisal (HRA) questionnaires will be available online from October 15-December 15. There will be computer kiosks at the Benefits Fair and at HR during open enrollment to aid employees who do not have easy access to computers. As previously stated, all information will be confidential and only available to the employee. HR will only receive aggregate information.

There will be an incentive raffle held December 15-30 for everyone who has completed the HRA. There will be two iPads, two 121 Fitness Center memberships, and 6 Visa gift cards distributed to the winners.

The next scheduled meeting is on December 12, 2012.

### Faculty Senate

Barbara Juknialis

Faculty Senate met on September 24, 2012. President Snyder announced that the new Veale Center will be totally funded by donations. She also announced that the President's Committee on Childcare Options will be reconvened to consider new options. A Weatherhead Department merger of Information Systems and Marketing and Policy Studies was approved, thereby creating a new Department of Design and Innovation in the Weatherhead School.

The Secretary of the Corporation reported that there had been two Trustee Meetings held and a total of \$2.3 million in gifts had been approved. She also announced the approval of five distinguished University professors and the establishment of six new professorships, five with MetroHealth Medical Center and University Hospitals of Cleveland.

Carolyn Gregory reported that Elizabeth Click of the School of Nursing has been appointed the Medical Director of the Wellness Program. Dr. Click talked about the University's partnership with the University of Michigan Health Management Research Center, which has conducted over 7,560,410 Health Risk Appraisals since 1998. The Health Risk Appraisal Questionnaire will be available from October 15-December 15. Screenings will be available at the Benefits Fair. There will be an incentive raffle from December 15-30, 2012. By January, the University should have the first aggregate data. Dr. Click stressed that all information provided in these appraisals will be completely confidential and that no employees would be identifiable. Individual respondents to the questionnaire will reserve personal feedback on their health risk status. The goals of the program are to: implement a culture of health and wellbeing; address

## CWRU - Staff Advisory Council



## Staff Advisory Council

### MINUTES FOR GENERAL COUNCIL MEETING

the population's needs; provide a targeted approach to implementation; analyze data to determine necessary changes and outcomes.

A report on undergraduate enrollment was presented by Richard Bischoff. Between 2007 and 2012, the University has doubled the number of applications, and there has been an increase of 43% since the 2010-2011 academic year. Over 8,000 admission offers were extended, with a target of 1,050 enrollees; the final numbers were 1,372 freshmen and 57 new upper class students, for a total of 1,429 new students on campus this year. The average SAT scores increased from 1302 in 2007 to 1360 in 2012. 74% of those admitted were in the top 10% of their graduating classes; this might be an under-representation, however, as only 50% of the incoming students reported class ranks. In 2007, 50% of the incoming students were from Ohio; this year that number was 27%. Since the total class size is much larger this year, the actual number of students from Ohio has not changed. Some issues surrounding class size are: shortage of housing; large size of introductory courses; classroom space; amount of financial aid; identification of optimum class size.

Dick Jamieson presented an update on campus security. He said there has been a general reduction in the number of serious crimes, with many crimes moving from "on" campus to "near" campus. The University now has 600 CCTV cameras available to security. The Safe Ride program has been expanded to areas beyond the campus perimeter. It operates from 7PM to 3 AM seven nights a week. He also talked about the RAVE emergency alert system. Currently 27% of the campus community receives the alerts on cell phones. The next phase of the program will include automatic enrollment into the system with an opt-out option.

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

##### **Parking**

Michael Gilkey

This Committee does not meet again until November.

#### **Old Business UPDATE**

None reported.

#### **New Business UPDATE**

None reported.

#### **Adjournment UPDATE**

10: 40 a.m.