



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

Friday, October 16, 2015  
10:00 AM – 11:30 AM  
Toepfer Room, Adelbert Hall

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

IN ATTENDANCE:

- |                   |                      |                        |
|-------------------|----------------------|------------------------|
| Nanthawan Avishai | Charles Knox         | Karen Romoser          |
| Sharon Burke      | Richard Kramer       | Johnny Sams            |
| Kathleen Dowdell  | Linda LaPinta        | JC Scharf-Deering      |
| Diana Fox         | Melody Long          | Karla Schiebel (guest) |
| Ryanne Gallagher  | Kelly Marcus         | Morley Schwebel        |
| Theresa Grigger   | Jeremy Naab          | Maria Sharron          |
| Dedra Hanna-Adams | James Nauer          | Amy Sheldon (HR)       |
| AmariYah Israel   | Karyn Newton         | Bob Slovenec           |
| Beth Jones        | Kathleen O’Linn      | Shannon Swiatkowski    |
| Barbara Juknialis | Martha Payne         | Nancy Vitale           |
| Paul Keeley       | Jim Prince           | Michael Yeager         |
| John Killings     | Natalie Staats Reiss |                        |

EXCUSED: Pat Greene, Jennifer Hawkins, Laura Huffman, Christine Olson, Ayla Siemon, Patty Urbon \*\* See also: attendance chart at end of minutes

**I. Approval of Minutes from August 14, 2015 Meeting and Budget Report**

- a. Minutes approved: Motion made by Bob Slovenec and seconded by Theresa Grigger.
- b. Budget report

- i. **Balance as of 10/16/15: - \$4,677.05**

<b>Balance 7/1/2015</b>	<b>4,677.05</b>
<b>Balance 7/31/2015</b>	<b>4,677.05</b>
<b>Balance 8/31/2015</b>	<b>4,677.05</b>
<b>Balance 9/30/15</b>	<b>4,677.05</b>

**II. Announcements from HR: None**

**III. Announcements from Chair and Vice Chair:** Brief remarks from outgoing chair, Barb Juknialis. Barb expressed appreciation for the honor to serve SAC as Chair and encouraged new members to get involved. Hand over gavel to new Chair, James Nauer.

IV. **Brief reminders from SAC Secretary:** Please use name tents and sign in sheet to signify attendance; please send Diana Fox an email prior to SAC General Council Meetings to be counted as “excused.” Please use microphones when speaking so that information can be heard by all.

V. **Presentations:**

**Amy Sheldon, Human Resources Benefits Manager: Benelect Open Enrollment**

- a. If you are enrolled in Benelect and wish to participate in the Wellness Program (Financial Incentives!) – be sure to confirm that you have completed ALL PARTS of the Wellness Premium Incentive activities:
  - i. Log onto [www.case.edu/hcm](http://www.case.edu/hcm)
  - ii. HCM > Main Menu > Self Service > Personal Information > Wellness Summary
  - iii. At the top of this page, note the three wellness activities listed:
    1. Health Risk Appraisal
    2. Biometric Screening
    3. Tobacco Attestation
  - iv. When a checkmark and date are next to each item, you will know that HR has received confirmation of your participation.
  - v. A description of the participation guidelines can be found at [www.case.edu/wellness](http://www.case.edu/wellness). Click on “The Wellness Program” tab and follow it to the “Wellness Premium Incentive” page.
- b. To view the PowerPoint shown at the SAC General Council Meeting re: 2016 Wellness Initiatives and Benelect Open Enrollment go to:  
<http://www.case.edu/finadmin/humres/benefits/attachments/2016.OE.presentation.pdf>

VI. **Reports of Standing Committees**

- a. **COMMUNICATIONS:** Shannon Swiatkowski & Diana Fox  
The Communications committee met on 9/10 and 10/13.
  - The SAC website is now updated and live on Terminal 4. The website URL remains the same: [www.case.edu/sac/](http://www.case.edu/sac/). If you have any changes to the content on the site, please visit the Communications Committee page to submit a request.
  - Each elected SAC member has been assigned a group of Staff people that they represent. It is our hope that the SAC Rep will communicate information with their “constituents.” The committee has developed a list of constituency email use guidelines (SEE ATTACHED) that will be circulated to the membership with the incoming newly elected members.
  - It is the expectation that all SAC elected representatives will attend AT LEAST ONE committee meeting per month; it does not have to be the same committee each month. We have developed a **Committee Selection form** that is available on the Standing Committees page of the website (GRAY BOX ON RIGHT HAND SIDE OF THE PAGE.) Elected reps are asked to **please designate the subcommittee on which they plan to serve** and make changes whenever necessary.
  - We are also working on a draft letter to send to new members with expectations and responsibilities of being a SAC member.
  - The committee is looking for new members: website updating, article writing, and/or photographers.

- **“Walk Through the Website”/ T4 Training Party: Wednesday, October 28, 2015 10:30-11:30am at Yost 107** – Come and help us make sure the SAC Website is up-to-date and share your ideas for how to make it even better!
- **Our next meeting is a teleconference on November 12th at 2:00pm.**

b. **COMMUNITY SERVICE:** Theresa Grigger & Laura Huffman

Committee met on Monday, Sept. 21, 2015 from 1:30-2:30 - Crawford 528

- Theresa thanked SAC members for the support she received during a crisis with her granddaughter; she shared that her granddaughter had a major breakthrough recently!
- Back to School Supply Drive was a success. We delivered 24 boxes to three schools. (See attached Thank you from Mary Bethune.)
- Oct. 20, 2015 is the Vendor Fair where we will be pre-selling Basket Raffle tickets. Last year we did random acts of kindness, this year we would like to do thank you notes. Where as a person is encouraged to take a note card and write a thank you card to someone.
- Charity nominations are being accepted online and everyone who donated last year was given an opportunity to nominate a charity.
- Each SAC council member is given 28 tickets to sell. Pre -sale cost is \$1.00 each and \$5.00 for 7.
- We need volunteers to work the benefits fair and also the Vendor Fair.
- Link to volunteer at Benefits Fair  
<https://docs.google.com/a/case.edu/spreadsheets/d/1zv5v-bnvkhc-2w6cYqot8vhbLKF0xmWoQeNIVZnlWhl/edit?usp=sharing>
- Link for Department to Donate a basket  
[https://docs.google.com/a/case.edu/forms/d/16twRflhgE0DQhCHLzsabBgW77Jf\\_dC\\_2qjihQkaGJO4/viewform?usp=send\\_form](https://docs.google.com/a/case.edu/forms/d/16twRflhgE0DQhCHLzsabBgW77Jf_dC_2qjihQkaGJO4/viewform?usp=send_form)
- Link for Charity nominations  
[https://docs.google.com/a/case.edu/forms/d/1DL1mf-nS17IY2SXkaSlz-xRo5sTA-03r\\_pm\\_egdXxmW/viewform?usp=send\\_form#start=invite](https://docs.google.com/a/case.edu/forms/d/1DL1mf-nS17IY2SXkaSlz-xRo5sTA-03r_pm_egdXxmW/viewform?usp=send_form#start=invite)
- **Next Meeting: Monday, Oct. 19, 2015 from 1:30-2:30pm in Crawford 528**

**Crafters@Case**

- Based on responses received (and space availability), here are the final dates for our upcoming activities:
  - **Monday 10/26**—last day to turn in creations. Will need details on the items at this time (approx. stitch count, dimensions/sizes)

- **Tuesday 11/10**—Unboxing Party J from 12p to 1:30p in the WRT206 Classroom (second floor of Wood Research Tower). Lunch provided, please bring your own beverage.
  - **Wednesday 12/9**, Sale at BRB Lobby—space and tables reserved (setup 10:30-11, sale 11-1, breakdown 1-1:30)
  - **Thursday 12/10**, Sale at Tink Lobby—space and tables reserved (setup 10:30-11, sale 11-1, breakdown 1-1:30)
- c. **ELECTIONS:** Karyn Newton & Jim Prince
- i. The September 8, 2015 SAC Orientation Breakfast was a success.
  - ii. **For new members who missed the Orientation: contact Karyn or Jim to get your SAC New Member Binder, Mug & Magnet**
- d. **FRINGE BENEFITS:** Cheryl King & Karen Romoser  
**The committee met on 09/15/2015;** In attendance: Cheryl King, Colleen Karlo, Nancy Vitale
- **OLD BUSINESS:** Health Wellness program at CWRU, can we have the “Fitbit” included as a tool in helping staff achieve wellness goals. FB committee is searching for other “wellness” activities by which to increase staff participation and to increase incentives to staff.
  - **NEW BUSINESS:** The committee’s focus on the “Fitbit” and how it works, can it be included in our health wellness benefits for staff as a “free” or “reduced cost” item to help in achieving our wellness goals? We are looking into our “peer” Universities and how they are using fitbit’s in their wellness programs for staff. Currently, CCF offers the “Fitbit” to their staff for wellness where they are tracking all sorts of things, steps taken, stairs taken, sleep achieved, etc. Competition’s can go on for staff to make it fun to wear, there could be a lot of difference ideas of how to compensate, how to award prizes, etc. as long as staff have access to them.
  - There still is concerns around what % of staff are accessing the wellness benefit? And concerns about staff members who significant others work part time at CWRU, and can’t access the wellness benefit? It would seem to us that to have all staff members, full-time or part-time if they are healthy isn’t that a benefit to CASE?
  - **Next Meeting – Oct. 20, 2015 @ Noon – 1p in Crawford Hall – Room 720**
- e. **STAFF POLICY:** Karen Romoser & Johnny Sams  
The Policy Committee met on September 17, 2015 and October 15, 2015. In attendance on 10/15/15: Karen Romoser, Johnny Sams, Charles Knox, Mike Yeager, Jim Nauer, Nanthawan Avishai, Ayla Siemon, Maria Sharron
- On 9/17/15, committee discussed staff equity and a request that the staff climate survey be repeated with more input from SAC, and utilizing Institutional Research team at CWRU – with full transparency with regards to data collected.
  - Discussed possibility of preparing a proposal for the administration of a revised Staff Climate Survey that would be designed by and administered through the university's

Office of Planning and Institutional Research (OPIR) with solicitation of input from various internal stakeholders. Stipulations discussed included full transparent internal release of resulting data, and full transparent internal release of data from 2014 Staff Climate Survey. Majority of committee did not express reservations about proceeding with the proposal. Committee Co-Chairs, Karen Romoser and Johnny Sams, to prepare draft.

- Discussed compensation review that has been identified as being underway with a hired consultant. Inquiry was raised as to whether any information about the progress of the review was known outside of members of administration close to the activity. No one in the group declared learning anything so far.
  - Discussed possibility of resubmitting Ombudsman proposal, as it has been noted that multiple key executive staff have been hired since the former proposal was denied.
  - Discussed the possibility of management orientation for new managers as a means of onboarding such staff and preparing them for appropriate management practice.
  - Johnny to propose, contingent upon permission from the SAC leadership team, that the floor at General Council be opened for provision of feedback on the upcoming Staff Climate Survey proposal.
- f. **STAFF RECOGNITION:** Rick Kramer & Pam Capasso
- The Staff Recognition Committee is now on hiatus until January 2016; there will be no meetings.
- g. **STAFF TRAINING AND DEVELOPMENT:** Suzanne Healy & Sharon Burke (New co-chairs! Thanks to Kathleen Dowdell & Kathleen O’Linn who led this committee in the past!)
- The committee met on September 16, 2015 in Adelbert Hall, M2
  - Steps4Staff took place on 9/25/15
    - Elizabeth Click’s office did a 5 minute warm up before the walk, Shannon will confirm
    - Take photo of walkers, Theresa
    - Raffle Prizes: Blanket, Suzanne
    - Maps for walkers from 121 Fitness, Sharon
    - The Daily “announcement” – Shannon
  - The committee discussed whether Inamori Funds continue to be available, Suzanne will meet with Inamori Center
  - Staff Training & Development Fund (SEEF)
    - Group decided that \$150 was the maximum award
    - Group also discussed: funds available, timeframe, advertising
    - Total: 33 applications, \$8,592 requested
    - Funded:
      - Total Funded: \$4,079.00
      - Received from S4S: \$1170.00
      - Balance in account: \$7900.00
  - Benefits Fair Table
    - Charity Drive: socks, hats, toiletries: put Donation box at Basket Raffle ticket purchase (Advertise this and drop off locations on flyer) (Send to Barb Juknialis)
    - get leftovers from benefits fair Vendors to donate, Kathleen will contact L. Hoffman

- New Business
  - The committee discussed the Staff Professional Development Center (PDC). There have been 3 candidates interviewed, 2 external candidates and 1 internal for Mgr. Position. HR will keep in touch with ST&D committee to provide updates.
  - The committee discussed new sources of Funding. Potential funding available from the Flora Stone Mather Center for Women, Susan Freimark, Acting Director, contacted the committee regarding funds for women staff Professional Development. Gloria Steinem event generated \$3,000, and funds will be available for the next 2 years.
  - The committee discussed how ST&D committee could utilize funds:
    1. Large award
    2. Multiple award
    3. Sponsorship for large event
  - The greater impact for many staff members if funds were used to sponsor large event. The deadline is January. Committee co-chairs will meet with Susan Freimark to discuss criteria and specifics.
- **Next meeting: Wednesday, 10/21/15 from 1:30-2:30pm in Adelbert M3**

## VII. Reports of Ad Hoc Committees and Liaisons to University Committees

### a. **SUSTAINABILITY INITIATIVES:** Kathleen Dowdell

- No report

### b. **UNIVERSITY FRINGE BENEFITS:** Barbara Juknialis

The Committee met in August and October.

- Elizabeth Click presented the wellness update that was given at the August SAC meeting. Incentive attestations are due by the end of November. The required components are: biometric screening; HRA survey; tobacco attestation. At this point, participation in the program is ahead of last year.
- **Open enrollment will begin November 9th and end November 30th. The Benefits Fair will be held on Wednesday and Thursday, November 11-12, 2015.** Benefits Premium rate increases are low this year. Dental and vision coverage will now be annual elections (as opposed to bi-annual). The cost of Dentemax coverage will remain the same; there will be a slight increase in the School of Dental Medicine plan. Vision rates will stay the same. The allowance for contact lenses will increase from \$130 to \$150.
- There are new rules regarding compounded prescriptions. Affected individuals will be notified. The step therapy program for specialty drugs will be expanded to include more drug classes. Those individuals who are currently taking a non-preferred drug that was not previously part of the step therapy program will be grandfathered.
- There was some discussion of domestic partner benefits and whether they should be continued now that same-sex marriage is legal in all states. These benefits are currently available to both same- and opposite-sex couples who have been together for at least six months and have demonstrated a financial commitment. These are taxable benefits to the employee and the numbers are very small. There is no great cost reason to eliminate

the coverage. It was pointed out that it would be discriminatory to eliminate coverage for opposite-sex couples who are not married and are not affected by the new federal legislation.

- The new staff retirement plan is in effect for those employees hired after July 1, 2015. Benefits staff would be happy to talk to individual departments about the changes, as long as there are no requests in October or November when open enrollment is in process.
- The next meeting is scheduled for November 11, 2015 (May be cancelled because of Benefits Fair)

c. **FACULTY SENATE:** Jim Nauer

Faculty Senate met on Monday, September 28, 2015; items of interest to SAC included:

- Bill Leatherberry (sp?) gave a report on activity for the Faculty Conciliation Officer for FY 14-15. There were a total of 14 individuals who requested assistance from the FCO, mostly (10) disputes between individuals and their supervisors; there was issue of a dept. chair dealing with a dept. member, and 3 inter-collegial issues.
- The Faculty Climate Survey was discussed, including its history (started in 2004, with a "made up" version of lower quality than the current version, which is derived from an AAU survey). There are apparently still some changes desired to improve that survey.
- Peter Poulos and Darnell Parker reported on the Sexual Misconduct Policy. Procedures to assure consistency in how hearings are handled are being put in place (set dates, committee members; training for committee members).
- ITS representatives (Sue Workman, Jess Shoop) spoke about the ITS strategic planning process, inviting input from all constituents [this invitation will be repeated at the Dec. SAC meeting as well --Jim]

d. **DIVERSITY LEADERSHIP COUNCIL:** Laura Huffman

- No Report

e. **PARKING ADVISORY:** Edith Gaffney & Kelly Marcus

- The Parking Advisory Committee Meeting (PAC) has been scheduled for Tuesday, November 10, 2015 from 12:30 pm until 1:30 pm in Adelbert Hall, Rm M1. (Meeting is by invitation only.)
- Any Safety concerns should be brought to Access Services ASAP (Don't wait for meeting!)
- Please email Edith or Kelly with suggested topics that you would like to hear discussed at the meeting

VIII. Old Business: None

IX. New Business: None

X. Adjournment: The Chair adjourned the meeting at 11:14am. SAC Members were encouraged to talk to Committee Chairs regarding membership and were asked to fill out the Committee Selection Form on the SAC webpage.

**General Council Meetings:**

**December 4, 2015, 10:00-11:30, Toepfer Room**

**February 12, 2016, 10:00-11:30, Toepfer Room**

**April 15, 2016, 10:00-11:30, Toepfer Room**

**June 17, 2016, 10:00-11:30, Toepfer Room**

**August 19, 2016, 10:00-11:30, Toepfer Room**

**Steering Committee Meetings:**

**October 8, 2015, 2:00-3:30, Adelbert M2**

**December 3, 2015, 2:00-3:30, Adelbert M2**

**February 11, 2016, 2:00-3:30, Adelbert M2**

**April 7, 2016, 2:00-3:30, Adelbert M2**

**June 9, 2016, 2:00-3:30, Adelbert M2**

**August 11, 2016, 2:00-3:30, Adelbert M2**

**ATTACHMENTS:**

- **SAC Attendance**
- **Thank You Note from Mary Bethune School**
- **SAC Constituent E-mail Lists Tips for Effective Use (revised 9/2015)**

Minutes respectfully submitted by Diana Fox, SAC Secretary



<b>2015-2016 SAC GENERAL COUNCIL ATTENDANCE (ALPHABETICAL)</b>								
<b>MGMT CTR</b>	<b>ACTIVE MEMBERS</b>		<b>10/16/2015</b>	<b>12/4/2015</b>	<b>2/12/2016</b>	<b>4/15/2016</b>	<b>6/17/2016</b>	<b>8/19/2016</b>
CSE	Nanthawan Avishai		X					
SOM	Mark Beno							
UNIV ADMIN	Sharon Burke		X					
SOM	Pamela Capasso							
NURS	Pamela Collins							
MSASS	Churyl Croone							
NON-ELECTED	Kathleen Dowdell		X					
UNIV ADMIN	Timothy Eppich							
SOM	Brian Foss							
NON-ELECTED	Diana Fox (Secretary)		X					
UNIV ADMIN	Ryanne Gallagher		X					
UNIV ADMIN	Pat Greene		Excused					
UNIV ADMIN	Theresa Grigger		X					
SOM	Kerry Grimberg							
NURS	Dedra Hanna-Adams		X					
SOM	Jennifer Hawkins		Excused					
WSOM	Suzanne Healy (Vice Chair)							
NON-ELECTED	Laura Huffman		Excused					
UNIV ADMIN	AmariYah Israel		X					
UNIV ADMIN	Beth Jones		X					
WSOM	Michael Jones							
SOM	Barbara Juknialis (Past Chair)		X					
SOM	J. Colleen Karlo							
UNIV ADMIN	Paul Keeley		X					
ACAD ADMIN	John Killings		X					
CSE	Cheryl King							
CAS	Charles Knox		X					
UNIV ADMIN	Richard Kramer		X					
NON-ELECTED	Linda LaPinta		X					
UNIV ADMIN	Jing Li							
DENT	Melody Long		X					
SOM	Kelly Marcus		X					
LAW	Michael McCarthy							
ACAD ADMIN	Jeremy Naab		X					
UNIV ADMIN	James Nauer (Chair)		X					
UNIV ADMIN	Karyn Newton		X					
NON-ELECTED	Kathy O'Linn		X					
SOM	Christine Olson		Excused					
UNIV ADMIN	Martha Payne		X					
UNIV ADMIN	Jim Prince		X					
UNIV ADMIN	Natalie Staats Reiss		X					
NON-ELECTED	Karen Romoser		X					
SOM	Johnny Sams		X					
ACAD ADMIN	JC Scharf-Deering		X					
NON-ELECTED	Karla Schiebel		X					
SOM	Morley Schwebel		X					
MSASS	Maria Sharron		X					
HR - GUEST	Amy Sheldon (HR)		X					
DENT	Brian Sherman							
UNIV ADMIN	Ayla Siemon		Excused					
SOM	Robert Slovenec		X					
ACAD ADMIN	Matt Smith							
CSE	Lyn Spellman							
SOM	Shannon Swiatkowski		X					
SOM	Patricia Urbon		Excused					
SOM	Nancy Vitale		X					
SOM	Wei Wang							
SOM	Bonnie West							
SOM	Yingli Wolinsky							
UNIV ADMIN	Michael Yeager		X					
SOM	Corrie Zimerla							

Dear Community Service  
Committee members,

On behalf of many in  
Bethune School I would  
like to thank you for the  
very generous donation of  
school supplies. Our  
scholars often come to  
school without the basic  
supplies they need in school.  
Thanks to your donation  
our scholars have the  
materials they need in  
order to have academic  
success.

We look forward to  
partnering with the  
curriculum staff in the  
future.

Thank you again  
for all of your support!

Melanie Watkinson  
Principal  
Mary M. Bethune School

# SAC CONSTITUENT E-MAIL LISTS TIPS FOR EFFECTIVE USE

## REVISED 9/2015

The purpose of the Constituency communication network is to inform CWRU staff members of information that affects them as employees of this University. This information could be related to things such as job performance, available employee benefits, or anything related to the Case Western Reserve University staff member in general. It should not be used for any type of personal promotion (chain letters, petitions, fundraising). If you are in doubt contact [sac-communications@case.edu](mailto:sac-communications@case.edu).

Always add a first line to every message that identifies you such as “Good morning fellow staff members, this is \_\_\_ with some important staff-related information”. When forwarding a message from the Council Chair, delete any unnecessary information from the message before forwarding it but indicate you are forwarding a message of interest and include the signature block of the originator and the SAC rep. There is no need to forward messages that have already been sent to the entire University such as security bulletins and messages from the President.

There is no need to use any fancy formatting options such as fonts, colors and graphics and be sure to send all messages in a timely manner.

If for any reason you will be gone for an extended period of time and will not be able to communicate with your constituency list, please contact one of the committee members so that your list can be re-assigned.

Be responsive to those on your list. Remove an address promptly if an individual asks you to. Constituent lists will be updated by the Communications Committee yearly as new SAC members are elected. New hires are added to a distribution list by the members of the Communications Committee throughout the year.

**The general format for a distribution list is [sac-rep-\(lastname\)@case.edu](mailto:sac-rep-(lastname)@case.edu). You can find your list under “Your subscriptions” upon logging into [lists.case.edu](http://lists.case.edu). To send an email, compose a new message and input your [sac-rep-\(lastname\)@case.edu](mailto:sac-rep-(lastname)@case.edu) email address into the “To” field.**

Posts that should be sent:

- Introduce yourself with your initial contact email (see example below)
- Requests from the SAC Chair
- Announcements of interest to the entire University staff such as nominations for the President’s Award, Staff development seminars, SAC newsletters, etc.
- Very important to ask for feedback so that you can bring up staff concerns to the Council

### **EXAMPLE OF YOUR INTRODUCTORY EMAIL:**

Good morning, my name is \_\_\_\_\_ and have been elected to serve as our school’s representative on the Staff Advisory Council (SAC). I am also a member of the Staff Advisory Council \_\_\_\_\_ Committee.

The Staff Advisory Council (SAC) is dedicated to ensuring that all staff members feel “heard” by the university administration. To that end, each of us elected SAC representatives is assigned a group of constituents within our area of the university.

You have been assigned to me as we are both part of the School of \_\_\_\_\_ so I just wanted to introduce myself and let you know that I will be keeping you up to date from time to time on what is going on within SAC. I also want to let you know that if you have any questions, concerns, suggestions or ideas regarding SAC please feel free to contact me either in person, by phone or by email. My office is in the \_\_\_\_\_, my phone number is \_\_\_\_\_ and my email address is \_\_\_\_\_.

I look forward to serving your needs and concerns and look forward to hearing from you. I will also respect your busy in-boxes and attempt to send to you only information that is timely and important.