



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Friday, April 15th, 2016
10:00 AM – 11:30 AM
Toepfer Room, Adelbert Hall

The meeting was called to order at 10:05am by Jim Nauer.

IN ATTENDANCE:

Nanthawan Avishai	J. Colleen Karlo	Natalie Staats Reiss
Sharon Burke	Paul Keeley	Johnny Sams
Pamela Collins	John Killings	Morley Schwebel
Timothy Eppich	Cheryl King	Maria Sharron
Ryanne Gallagher	Richard Kramer	Brian Sherman
Pat Greene	Kelly Marcus	Matt Smith
Dedra Hanna-Adams	James Nauer	Shannon Swiatkowski
Jennifer Hawkins	Karyn Newton	
Suzanne Healy	Kathleen O'Linn	
Beth Jones	Christine Olson	
Barbara Juknialis	Martha Payne	

EXCUSED: Theresa Grigger, Laura Huffman, Patricia Urbon, Nancy Vitale ** See also: attendance chart at end of minutes

I. **Approval of Minutes from February 12, 2016 Meeting**

- Minutes approved: Motion made by Paul Keely and seconded by Karyn Newton.
- Budget report:
 - There is \$4748.67 currently in the budget account.
 - Due to the understatement of QuickPay income for the Basket Raffle (and one other income item that may also be Basket-Raffle related), we have \$311.05 more than expected in our account. The Community Service Committee has decided to put extra funds towards a dinner at Ronald McDonald house; plans are in process.
 - How to spend SAC budget money
 - Committee chairs can purchase small items (\$20-\$50) that will benefit the committee
 - Larger items must be put to a General Council vote

II. **Announcements from HR:** Bonnie Richly

- a. Professional Development Center: With a full team (Bob Hall, Lisa Hord*, (new) Jackie Charlton-Powered) things are moving forward. A needs assessment is currently in process, and a curricula proposal will be reviewed later today.
- b. Bonnie is now a Certified Workplace Mediator. This is a free service at CWRU, and she encourages members of SAC to contact her if needed.
- c. Beginning to review dates for Party on the Quad
- d. Rick Kramer inquired about the change from salary to non-salary positions, to which Bonnie replied that federal regulations will not be known until April 18th at which point they will begin to make concrete distinctions.

III. **Announcements from Chair and Vice Chair:** Suzanne Healy

- a. FSLA updates due April 18th (or May 18th at the latest)
- b. Review of Meeting on March 31st with Faculty Senate, SAC, Graduate Student Council, and Undergraduate Student Government was in attendance. Discussions involved improved coordination and communication between groups on topics concerning the campus.

IV. **Presentations:** Erin Fogarty with IT Security “Safe Computing”

- Audit of board members computers demonstrated that we need to grow security efforts on campus. Outside access to financials, patient/client files, and intellectual property can lead to major consequences in financial and reputational losses for CWRU.
- Phishing: Very convincing e-mails with request of money or private information transfer; art of using human behavior to breach information.
 - Primary protection methods: Don’t click on suspicious e-mails or phone calls with strange sense of urgency, poor grammar and typos, don’t share passwords (and create unique passwords unrelated to your life), leave your screen locked, etc.
 - Take action: If you think you have received an “phishing e-mail or phone call”, contact ITS Help Desk immediately. Educate yourself and your coworkers on the protection methods as well as CWRU Policies: <https://www.case.edu/its/information-security/>

V. **Reports of Standing Committees**

a. **COMMUNICATIONS:** Shannon Swiatkowski & Diana Fox

The Communications committee met on 12/10/16, 1/12/16, 2/11/16, 3/10/16, 4/5/16

- Our constituent email lists are currently housed on lists.case.edu, but will be transitioning to Google Groups soon. The list still works for now; please continue to send messages to constituents as normal.
- We are revising the annual report and plan to submit to Barbara Snyder ASAP.
- The spring Newsletter is being assembled and will be available on the SAC website by the end of the month.
- We would like to remind all elected members to visit the Committee Selection Form that is available on the Standing Committees page of the website. Elected reps can designate the subcommittee on which they plan to serve and make changes whenever necessary. Also, if you would like to add content to the website, please visit the Communications Committee page to submit a request.

- The committee is still welcoming new members: website updating, article writing, and/or photographers.
 - **Next meeting is a teleconference on May 12th at 2pm**
- b. **COMMUNITY SERVICE:** Theresa Grigger & Laura Huffman (presented by Barbara Juknialis)
- Access SAC budget will be spent on dinner at Ronald McDonald House; details in process.
 - Next meeting will be a ThinkBox Tour where they will address costs for permanent signs for basket raffles and other events.
 - This year's charity for the Basket Raffle will be "Hands On"
 - Beginning to discuss Party on the Quad, Back to School Drive, Case for Community Days and Vendor Fair.
- Next Meeting is a Tour through the ThinkBox on April 18th, followed by a meeting Monday, May 16th 1:30-2:30pm in Crawford Hall**
- c. **ELECTIONS:** Karyn Newton & Jim Price
- Call for nominations was initiated at the February General Council Meeting
 - The Elections Committee received eight nominations for the position of Vice Chair, with one nominee, JC Scharf-Deering, accepting the nomination, and four nominations for the position of Secretary, with one nominee, RYANNE GALLAGHER, accepting.
 - General Council voted on both JC and RYANNE, and both were officially elected to their subsequent positions during this meeting.
- The Elections Committee will meet the second week of May to begin preparations for the general SAC election, to be completed by August 1st.**
- d. **FRINGE BENEFITS:** Cheryl King & Karen Romoser
- With HealthSpan HMO disbanding, the committee asked Jamie Ryan to present at their recent meeting. Jamie states no decisions have been made in terms of a permanent replacement. Medicare supplement program and Medical Mutual will continue to pay claims on existing contracts through Aug 31st, 2016.
 - Genine Apidone leading investigation into benefits around IVF (In Vitro Fertilization), adoption, foster care. How can CWRU provide benefits to help these families?
 - **Next meet is May 17th in Room M1 of Adelbert Hall.**
- e. **STAFF POLICY:** Karen Romoser & Johnny Sams
- The Staff Policy Committee met on March 17, 2016
- In attendance: Karen Romoser, Johnny Sams, Paul Keeley, Charles Knox, Cheryl King, Patricia Greene, AmariYah Israel, Carolyn Washick, Stephanie Hathaway, Jim Nauer
- **AGENDA ITEMS:**
 - Discussed recommendation for mandatory supervisory training for managers
 - Question raised, can faculty be included in this requirement (operate under rules similar to staff, currently mismatched)

- Topic suggested to lobby faculty senate; Jim met with Senate leadership March 31st
 - Can we acquire aggregate number of supervisor/employee concerns
 - Not currently feasible; instead recommend a supportive relationship with HR
 - FLSA review
 - Internal review of NLRB guidelines has ceased. 700+ employees moving from exempt to non-exempt

Next meeting May 19th, 4-5pm in Sears Astronomy Department Conference Rm.

f. **STAFF RECOGNITION:** Rick Kramer & Pam Capasso

SAC Recognition Committee met on March 17, 2016

- President Award Nominees and Robin Kramer Award Nominees due to Pam March 25th
 - Nominee packets were delivered March 28, 2016 to SAC committee members
 - Staff Recognition members voted on April 7th
 - Nominee packets delivered to HR Monday, April 11th.
 - Multiple nominees for both awards; President will make awards known soon
- Party on the Quad
 - Pam Collins to create flyers, Martha will update the donation letter, and Rick will update Google documents files.
 - Date for Party on the Quad TBD.

Next Meeting: Thursday, May 19th, 2016 – Crawford Hall 512

g. **STAFF TRAINING AND DEVELOPMENT:** Suzanne Healy & Sharon Burke

- APN conference was very successful; well received, great speakers.
- Bob Hall discussed curriculum and presented strategic plan to HR
- New scholarship: Flora Stone Mather
 - Will fund 2 scholarships for certificate programs
 - Must be a woman staff member to apply, application deadline is May 2nd
- Seeking new ideas for fundraising for staff education (other than bake sales)
- **Next meeting Wednesday 18th Adelbert Hall M3**

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

i. **SUSTAINABILITY INITIATIVES:** Matthew

- New representative introduction
- Met with Stephanie Corbett to discuss sustainability and staff engagement opportunities
- Welcomes new ideas to get the ball rolling

j. **UNIVERSITY FRINGE BENEFITS:** Barbara Juknialis

- The Committee met on February 10, 2016.

- Open Enrollment: 47% of enrollees in the University-offered insurance programs actively participated in open enrollment by logging into HCM and submitting their elections. There was little migration in the medical plans, with just a slight increase in the HealthSpan HMO option (possibly because of the health club membership benefit). There was little change in the dental or vision plans; most people are enthusiastic about this now being an annual election option.
- HealthSpan Update: HealthSpan notified Case in mid-December about its plans to shut down its physician network by March 31, 2016. The University contacted all subscribers and offered them a chance to switch insurance carriers; very few people chose this option. The insurance operation still exists and there are providers and facilities. Most of the affected physicians signed on with Metro, and Metro is taking over some of the facilities. There are also UH providers in the network. At some point, the University may issue an RFP to seek a new provider.
- Service Provider Discussion: Meritain (the company that administers the University's dental insurance) notified Benefits that a provider was billing for treating his own immediate family members. This practice is specifically prohibited in the University's medical plans, but was apparently omitted from the dental plan. The University will be changing its dental plan to prohibit this practice; the change will be prospective—i.e., from the date of the change going forward.
- The next scheduled meeting is March 9, 2016.

k. **FACULTY SENATE:** Jim Nauer

- FSLA updates due April 18th (or May 18th at the latest)
- Review of Meeting on March 31st with Faculty Senate, SAC, Graduate Student Council, and Undergraduate Student Government was in attendance. Discussions involved improved coordination and communication between groups on topics concerning the campus.

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

Recent meetings: 1/12/16 and 3/8/16

The DLC Retreat was held on February 9, 2016.

- Diversity Annual Report would be released at the MLK Convocation
- MLK Essay and Convocation guest speaker, Attorney Bryan Stevenson. The MLK essay contest and program has been expanded this year to also include Cuyahoga Community College.
- Dr. Mobley is continuing efforts to develop an African American Studies Program
- Listing of the tentative events for Black History Month
- External Review Consulting Team - The team will be led by Dr. Benjamin Reese (Duke University), and joined by Paulette Granberry Russell (Michigan State University) and Dr. Brent Bilodeau (University of Wisconsin-Whitewater). They will be on campus for three full days the first week of February.

Diversity Leadership Council Meeting, March 8, 2016 Minutes

- Black History Month - 2016 National Theme: "Hallowed Grounds: Sites of African American Memories" Opening event and photo slide show consisted of hallowed grounds, places around

CWRU, University Circle, and Cleveland. Suggestions were to include other sites that we do not see in our campus tours, including more images and finding the best area to display the images.

- Liz Roccoforte discussed the LGBT Center newsletter and upcoming events. They are having pronoun pop-up workshops; they are about 20 minutes and will come to departments. Liz also mentioned that the gender inclusive housing pilot program has gone well.
- Dr. Mobley reported that the *webelonghere* group met with President Snyder, Lou Stark and herself. The group presented goals, long and medium range, and their assessment of what has been accomplished and what has not.
- DLC Retreat – DLC members volunteered for committees with the task to begin drafting the metrics and action items from the previous DSAP for updating of the new one.
- The campus climate survey has gone out to undergraduate, graduate, and faculty students with a response rate of 49%, Schools of Medicine, Law and Dental have their own climate surveys. Terchek noted that IR does not include staff for several reasons and in the future there is a discussion about what is included going forward.

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

- Plans to meet next week to discuss suggestions and comments (2 pages worth!)

VI. Old Business: None

VII. New Business:

- Jim to take SAC member photographs at next general meeting
- SAC new employee orientation, help need May-end of year for 5-10 minute speech on Mondays at 11:20am in Crawford, e-mail slh73@case.edu
- Adjournment: The Chair adjourned the meeting at 11:30am.

ATTACHMENTS:

- **SAC Attendance**

Minutes respectfully submitted by Ryanne Gallagher, standing in for Diana Fox SAC Secretary

General Council Meetings:

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

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

Steering Committee Meetings:

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

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

Thursday, February 9, 2017; 2-3:30pm

Thursday, April 13, 2017; 2-3:30pm

Thursday, June 8, 2017; 2-3:30pm

Thursday, August 10, 2017; 2-3:30pm

SAC General Council Meetings:

Toepfer Room

Friday, October 21, 2016; 10-11:30am

Thursday, December 8, 2016; 1-2:30pm

Friday, February 17, 2017; 10-11:30am

Thursday, April 20, 2017; 1-2:30pm

Friday, June 16, 2017; 10-11:30am

Thursday, August 17, 2017; 1-2:30pm

FY 2017 Meeting Schedule:

SAC Steering Committee Meetings:

Adelbert M2

Thursday, October 13, 2016; 2-3:30pm

Thursday, December 1, 2016; 2-3:30pm

2015-2016	SAC GENERAL COUNCIL ATTENDANCE (ALPHABETICAL)					
MGMT CTR	ACTIVE MEMBERS		10/16/2015	12/4/2015	2/12/2016	4/15/2016
NON-ELECTED	Gia Adeen				X	
CSE	Nanthawan Avishai		X	X	X	x
SOM	Mark Beno					
UNIV ADMIN	Sharon Burke		X	X	X	x
SOM	Pamela Capasso					
NURS	Pamela Collins			X	X	x
MSASS	Churyl Croone			X		
NON-ELECTED	Kathleen Dowdell		X	X		
UNIV ADMIN	Timothy Eppich				Excused	x
SOM	Brian Foss			X		
NON-ELECTED	Diana Fox (Secretary)		X	X	X	
UNIV ADMIN	Ryanne Gallagher		X	X	Excused	x
UNIV ADMIN	Pat Greene		Excused	X	X	x
UNIV ADMIN	Theresa Grigger		X	X	X	Excused
SOM	Kerry Grimberg					
NURS	Dedra Hanna-Adams		X	X		x
SOM	Jennifer Hawkins		Excused	X	X	
WSOM	Suzanne Healy (Vice Chair)			Excused	X	x
NON-ELECTED	Laura Huffman		Excused	X	Excused	Excused
UNIV ADMIN	AmariYah Israel		X			
UNIV ADMIN	Beth Jones		X	Excused	X	x
WSOM	Michael Jones					
SOM	Barbara Juknialis (Past Chair)		X	X	X	x
SOM	J. Colleen Karlo					x
UNIV ADMIN	Paul Keeley		X	X	X	x
ACAD ADMIN	John Killings		X	X	X	x
CSE	Cheryl King					x
CAS	Charles Knox		X	X		
UNIV ADMIN	Richard Kramer		X	X	X	x
NON-ELECTED	Linda LaPinta		X		X	
UNIV ADMIN	Jing Li					
DENT	Melody Long		X			
SOM	Kelly Marcus		X	Excused		x
LAW	Michael McCarthy					
NON-ELECTED	Ana Merdita				X	
ACAD ADMIN	Jeremy Naab		X	X	X	
UNIV ADMIN	James Nauer (Chair)		X	X	X	x
UNIV ADMIN	Karyn Newton		X	Excused	X	x
NON-ELECTED	Kathy O'Linn		X	X	X	x
SOM	Christine Olson		Excused	X	X	x
UNIV ADMIN	Martha Payne		X		X	x
UNIV ADMIN	Jim Prince		X	X	X	
UNIV ADMIN	Natalie Staats Reiss		X	X		x
NON-ELECTED	Karen Romoser		X	X		

GUEST	Cami Ross			X		
SOM	Johnny Sams		X		X	x
ACAD ADMIN	JC Scharf-Deering		X	X	X	
NON-ELECTED	Karla Schiebel		X			
SOM	Morley Schwebel		X	Excused	X	x
MSASS	Maria Sharron		X			x
HR - GUEST	Amy Sheldon (HR)		X			
DENT	Brian Sherman			X		x
UNIV ADMIN	Ayla Siemon		Excused	X	Excused	
SOM	Robert Slovenec		X			
ACAD ADMIN	Matt Smith				X	x
CSE	Lyn Spellman					
NON-ELECTED	YoLonda Stiggers				Excused	
SOM	Shannon Swiatkowski		X	Excused	X	x
SOM	Patricia Urbon		Excused	X	X	Excused
SOM	Nancy Vitale		X	X	X	Excused
SOM	Wei Wang					
SOM	Bonnie West			Excused		
SOM	Yingli Wolinsky					
UNIV ADMIN	Michael Yeager		X	X	X	
SOM	Corrie Zimerla					

