



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

Friday, October 20, 2017, 10–11:30 am, Toepfer Room, Adelbert Hall

IN ATTENDANCE:

Kaliya Arnwine	Kathryn Howard	Gabrielle Meester	Johnny Sams
Anita Banks	Gillian Irwin	Carlier Myers	JC Scharf-Deering
Hadrian Djohari	Beth Jones	James Nauer	Ali Martin Scoufield
Dawn Ellis	Barbara Juknialis	Karen Newton	Jean Seneff
Colleen Friday	Damian Junk	Kathy O'Linn	Robert Slovenec
Elise Geither	Paul Keeley	Robert Prezioso	Matthew Smith
Taryn Gress	Lisa Kouns	Jim Prince	Natalie Staats Reiss
Renee Holland-Golphin	Kasey Massengale	Susan Reichert	Shannon Swiatkowski
			Nancy Vitale
			Rebecca Weinrouch

EXCUSED: Pam Capasso, Brian Sherman

GUESTS: Stephanie Hathaway, Karma Topor, Elizabeth Click, Amy Sheldon

- I. **Meeting was called to order at 10:05am by Chair JC Scharf-Deering.**
- II. **Approval of Minutes**
 - 1st Kathryn Howard, 2nd Barbara Juknialis, Unanimous vote to approve.
 - A. April 20, 2017 Meeting
 - B. June 16, 2017 Meeting
 - C. August 17, 2017 Meeting
- III. **Announcements from HR**
 - A. Stephanie Hathaway
 - i. Town hall meetings (10-23 and 10-26) for the upcoming release of the Policy Manual.
 - ii. Town hall meeting (10-24) for new benefits costs.
- IV. **Presentations**
 - A. Promotions – Karma Topor announced new thresholds for salary equity review when a prior employee is considered for a new job opportunity at CWRU. A change of 1 grade would be 5%, 2 grades 7%, 3 grades 10%, 4+ grades 15% effective in Fiscal Year 2018. In Fiscal Year 2017 the threshold was 12% regardless of grade change. Any request above the thresholds would require salary justification and a compensation committee review. Equity review for an internal candidate is driven by similar job content, salary compression, and the salary budget pool. There was also an external review for a compensation study that should be complete soon.
 - B. Benefits – Elizabeth Click/Amy Sheldon gave wellness updates and reminded staff of the November 30th deadline for selecting benefits or making changes for the new year. To participate in the wellness program a tobacco attestation form and a biometric screen are required. There was a presentation of the healthcare deficits faced by the University and plans to eliminate some of the short fall. An increase of premiums will be required, but the University is looking for ways to reduce the increase as much as possible.
- V. **Announcements from Chair and Vice-Chair**
 - A. Budget Report
 - B. Welcome of newly elected members
 - C. Welcome of representative from Graduate Student Council, Justo Karell (not present)

- VI. Reports of Standing Committees**
 - A. **Communications:** Shannon Swiatkowski, Bob Slovenec
See attached report
 - B. **Community Service:** Theresa Grigger, Laura Huffman
See attached report
 - C. **Elections:** Karyn Newton, Jim Prince
Elections Complete
 - D. **Fringe Benefits:** Damian Junk
See attached report
 - E. **Staff Policy:** Karen Romoser, Johnny Sams
See attached report
 - F. **Staff Recognition:** Pam Capasso, Paul Keeley
On hiatus until January 2018
 - G. **Staff Training and Development:** Laura Weber Smith
See attached report

- VI. Reports of Ad Hoc Committees and Liaisons to University Committees**
 - A. **Sustainability Initiatives:** Matthew Smith
See attached report
 - B. **Fringe Benefits:** Barbara Juknialis
See attached report
 - C. **Diversity Leadership Council:** Bonnie West, Anita Banks
No Report, Hiatus over summer
 - D. **Parking Advisory:** Damian Junk, Nancy Vitale
No Report, next meeting in Spring
- VII. Old Business - none**
- VIII. New Business - none**
- IX. Adjournment – 11:33am**

Upcoming Meeting Schedule:

Steering Committee (Attendees: Chairs of Standing Committees, SAC Executive Committee)

Adelbert M2

Thursday, February 8, 2018; 2-3:30pm

Thursday, April 12, 2018; 2-3:30pm

Thursday, June 14, 2018; 2-3:30pm

Thursday, August 9, 2018; 2-3:30pm

General Council (Attendees: All SAC Elected Representatives, Staff Volunteers, Invited Guests)

Toepfer Room

Friday, February 16, 2018; 10-11:30am

Thursday, April 19, 2018; 1-2:30pm

Friday, June 22, 2018; 10-11:30am

Thursday, August 16, 2018; 1-2:30pm

Staff Advisory Council

Communications Committee Report for General Council - 10/20/17

The Communications committee met on September 14 and October 17, 2017.

We have updated all of the constituency lists for the current elected membership. Everyone will receive instructions on how to use their lists and send an introductory email to their constituents. If anyone has any questions on their list, please contact a member of the Communications Committee.

A Google Site for an internal calendar, documents, photos and other information has been created and the steering committee will be reviewing and adding content at upcoming meetings.

The Committee will use the professional photos taken a couple of months ago to create a photo directory of our membership and add it to the website. We will also begin taking professional photos of SAC members on a yearly basis during the October General Council meetings. Since we are already upon the October 2017 meeting, we will schedule this year's session during the December 7, 2017 General Council meeting. In addition to individual photos, we will take a group photo and committee photos for our website.

We do not have an update as to when the SAC website will be migrated to the new CMS, Drupal.

Our next meeting will be on November 16, 2017 at 2:00pm via Zoom.

Submitted by:
Bob Slovenec and Shannon Swiatkowski
Co-Chair

Community Service Committee Report
October 20, 2017 SAC Council Meeting

The Committee met on October 16, 2017.

The meeting was devoted to finalizing plans for the Basket Raffle, which will be held on November 8-9 at the Benefits Fair. All SAC representatives will receive envelopes with 28 raffle tickets at today's Council meeting. The tickets are \$1 each or 7 for \$5. There are instructions in the envelope about turning in the cash and/or requesting more tickets. All pre-sale ticket proceeds must be turned in by November 3, 2017. Volunteers are needed to sell tickets at the Vendor and Benefits Fairs. If you are interested in volunteering, please contact Theresa Grigger or Laura Huffman.

The next scheduled meeting is November 20, 2017.

SAC Standing Committee Report

Committee Name: Fringe Benefits

Meeting Date: September 19, 2017

Meeting Location: Adelbert Hall, Room M1

Meeting Start Time: 12:07 pm

Present: Holly Gibson, Amy Sheldon, Damian Junk, JC Scharf-Deering, Natalie Reiss, Matt Smith, Kasey Massengale, Taryn Gress

Chair/Co-Chair: Damian Junk (no Co-Chair)

Discussion/Agenda:

- Introductions of attendees
- Discussion of Women's Center initiative for equity in parental leave.
- Leave administrator help individuals navigate and prepare for leave.
- Employee Relations handles leave.
- Suggestion for supervisor training for leave policy.

There was additional discussion on topics for potential development/initiatives:

- Promotion Cap
- Tuition exchange eligibility and cap
- Wellness initiative access
- Loss of health benefits if covered by spouse
- Employee discount expansion

Action Items for Next Meeting:

- Appoint new/additional co-Chair (Committee)
- Review resolution on Parental Leave

Meeting End Time: 1:10 pm

Next Meeting Date: October 17, 2017

Next Meeting Time: 12 pm

Next Meeting Location: Adelbert Hall, Room M1

Report Prepared by: Damian Junk

SAC Standing Committee Report

Committee Name: Fringe Benefits

Meeting Date: October 17, 2017

Meeting Location: Adelbert Hall, Room M1

Meeting Start Time: 12:05 pm

Present: Damian Junk, JC Scharf-Deering, Matthew Smith, Martha Payne, Gabrielle Meester, Colleen Friday, Nancy Vitale, Natalie Reiss

Chair/Co-Chair: Damian Junk, (no Co-Chair)

Discussion/Agenda:

- Women's Center parental leave data tasks ongoing
- New initiatives important to new committee members

There was a special discussion regarding the following item:

- Tuition Exchange program
- The process is complicated and may exclude children depending on their acceptance and school of choice.
- Many employees are sold the wonderful benefit of free tuition, but later find out their circumstance diminishes or voids the benefit.

Action Items for Next Meeting:

- Benchmark HR resources and staff versus other peer institutions.
- Discuss new initiatives to tackle with new SAC members

Meeting End Time: 1:09 pm

Next Meeting Date: November 21, 2017

Next Meeting Time: 12 pm

Next Meeting Location: Adelbert Hall, Room M1

Report Prepared by: Damian Junk

**Policy Committee
Meeting Minutes
August 17, 2017**

In attendance: Johnny Sams, Jim Nauer, Renee Holland-Golphin, Charles Knox, Damian Junk, JoAnn Colwell

AGENDA ITEMS:

Discussed reporting structure, specifically as relates to middle management. Question was raised as to whether there are plans to flatten the reporting structure of departments. Could reduce the volume of staff-to-management complaints filed with Employee Relations. Lower numbers of managers could correlate with lower numbers of complaints. HR liaison to check into and let the committee know.

Conversely, discussed the idea of managers being hired in research groups specifically to manage staff, thereby freeing Principal Investigators to focus on their research. Some research groups already do this, but making it standard practice could be helpful in reducing case volume in Employee Relations. Would require much internal work to implement.

Question was raised as to whether case volume in Employee Relations has been reduced since the successful implementation of the Professional Development Center. HR liaison indicated that Employee Relations does not track case volume. Question was raised as to whether there are plans to track case volume in the future. HR liaison did not know and promised to get back to the committee. Seems odd that no tracking is done, when Employee Relations staff receive annual performance reviews, as do other staff. Additionally, it seems odd that no tracking is done when executive leadership could have a need to know for the conduct of business in the university.

Meeting was adjourned at 4:30 p.m.

Respectfully Submitted,

Johnny Sams

**Policy Committee
Meeting Minutes
September 21, 2017**

In attendance: Johnny Sams, Jim Nauer, Renee Holland-Golphin, Charles Knox, Paul Keeley, Damian Junk, Matthew Smith, Dawn Ellis

AGENDA ITEMS:

Reviewed some history of the committee, with focus on discussions about the possibility of reintroducing a recommendation for a revised salary equity review policy that took place in 2015. At the time, the committee was advised that Administration was not in a position to consider a review of any such recommendation, as it had just started work with a consultant to revamp the university's compensation structure. However, the advice did not forbid the committee from submitting a recommendation, but the committee elected to hold off.

Reviewed information about the compensation project. As HR advised in the April meeting, the goal of the consultation is not specifically to make individual compensation more in alignment with the market. Rather, the intent is to make the *average* compensation for a given type of job more in alignment with the market. Therefore, there will continue to be individual disparity in the amount of compensation received by staff within a job type.

Additionally, committee discussed the current market. The market being used for the compensation project involves American Association of Universities (AAU) peers. Committee generally recognized that this is not a realistic market to use, as employees do not generally leave the university for employment with other AAU universities. Rather, departing employees tend to remain local. Additionally, competition for potential employees is more a local phenomenon, rather than potential employees coming from AAU universities elsewhere in the state or from out-of-state AAU universities. So, the market being used for comparison is neither realistic, nor broad enough. Given the unrealistic market comparison, the consultation appears to be more a political maneuver, rather than a genuine interest in remaining realistically competitive. Thus, the net effect of the consultation for employees is expected to be null.

The aforementioned, combined with the ongoing, undocumented, and potentially questionable "salary cap" for promotions, is poised to keep the status quo of general dissatisfaction with compensation among employees.

The aforementioned factors support a proactive reintroduction of a recommendation for a revised salary equity review policy. A revision would call for the ability of employees to initiate such reviews without management approval. Additionally, the need for additional recommendations was discussed to address the concerns outlined during the meeting. In sum, given the aforementioned, the committee believes that there is much work to do in terms of getting employee compensation "right". It is anticipated that the current "work" being done on the compensation consultation will fail in the context of the concerns outlined during the meeting.

Meeting was adjourned at 4:55 p.m.

Respectfully Submitted,

Johnny Sams

**Policy Committee
Meeting Minutes
October 19, 2017**

In attendance: Johnny Sams, Jim Nauer, JC Sharf-Deering, Renee Holland-Golphin, Charles Knox, Paul Keeley, Damian Junk, Dawn Ellis, Gabrielle Meester, Carlier Myers, Dominic Dorazio

AGENDA ITEMS:

Continued discussion from the September meeting. Revisited the possibility of a reintroduction for a revised salary equity policy under which staff would be able to initiate one without management approval. Concern was raised that such an ability could hurt in some cases rather than help, as outcomes are not necessarily predictable. Elected to hold off on reintroduction of the recommendation pending information from the upcoming HR Policy Manual town hall(s) for which no formal announcement was made and many staff did not know about. Clearly, an announcement in the Daily, as is done with other announcements, would have been more effective.

Meeting adjourned at 4:50 p.m.

Respectfully Submitted,

Johnny Sams

Staff Recognition Committee.

The Staff Recognition Committee is on hiatus until January, 2018. There will be no reports from our committee until then.

CWRU - Staff Advisory Council

ST&D Committee Meeting 9/20/17

In attendance: Laura Weber Smith, Mary Ann Dobbins, Michelle Lampton, Kumudu Kulasekera, Mei Luo and Melissa Van

Introductions/Welcome to New Members

Many of the regular committee members were unable to attend this month, but we were fortunate to welcome some newly elected SAC members to our committee meeting. Since there was not much new business to discuss, we spent much of the meeting talking about the history of the committee and different initiatives that we're currently involved in. The new members also contributed their ideas and visions for the committee.

Fundraiser updates/ideas

This topic was tabled for now. We will resume discussion at next month's meeting when more of the regular membership is in attendance.

APN Update

There is no APN update this month. Theresa Grigger and Shannon Swiatkowski are currently attending the national Administrative Professional's conference in Las Vegas.

PDC Update

At the end of October the PDC will be launching their first webinar, "Resilience Advantage." Once their webinar initiative is fully up and running, they hope to offer six per year, ultimately involving faculty from the rest of the university to facilitate some of them. The webinar will be recorded and posted to YouTube with closed captioning so it will be accessible to all. In addition, the PDC is still rolling out their new supervisor training, and the next round of courses will also begin soon.

Volunteer for October meeting?

Laura is seeking a volunteer to be "acting chair" next month. She will be out during the week of October 16th, and there are two SAC-related meetings scheduled that week – our committee meeting on 10/18 and the General Council meeting on 10/20. Please contact Laura if you're interested.

Agenda Items for October Meeting

- SEEF – Do we want to consider using balance of AGY account to reinstate SEEF awards next semester?
- Fundraiser Updates/Ideas
- Staff Mentorship Program – How might we create a mentorship program for staff at CWRU, possibly within the APN?
- APN Update
- PDC Update

Our next meeting will be October 18 at 1:30 in Adelbert M3.

Sustainability Report

Please see: <http://mailchi.mp/case/office-for-sustainability-october-2017-newsletter?e=171666a528> for the most recent enewsletter for important information.

University Fringe Benefits Committee Report
October 20, 2017 SAC Council Meeting

The Committee met on October 11, 2017.

Wellness Update: Employees will not need to complete a Health Risk Assessment (HRA) this year. The tobacco attestation in HCM and the biometric screening are the only requirements for the \$25/month insurance reduction.

2018 Benelect Open Enrollment: The Benefits Fair will be held on November 8-9, 2017 at the Tinkham Veale University Center.

The Benefits Survey was made available to all employees in an effort to raise awareness of increased costs and the need to make some changes in our health care plans. Due to large increases in prescription drug and medical utilization costs, the University is faced with 15-18% higher potential premium rates.

Initial responses to the survey (75% staff; 25% faculty) indicate that employees favor predictable costs—i.e., fixed co-payments rather than deductibles or co-insurance. They also prefer higher out-of-pocket expenses (OOP) to higher monthly premiums.

As indicated in the survey, the University could save approximately \$800,000 by switching to a one-provider system—i.e., either Anthem or Medical Mutual. Since University Hospitals is now included in the SuperMed network, such an arrangement is now feasible. A decision will be made by October 13th, which may delay the start of open enrollment by a week. If Medical Mutual is chosen to be the PPO provider of choice, there will be a new high deductible option.

A Town Hall meeting will be held on October 19th at 10 AM in BRB105 to discuss possible changes to health insurance. Education and Training sessions will be held across campus to focus on how employees should select a medical plan.

Other items of interest: Five income tiers will be used to determine premium costs: <\$50,000; \$50-100,000; \$100-150,000; \$150-200,000; >\$200,000. OOP limits are currently calculated by combining medical and prescription costs; in 2018, they may be separated.

There was no meeting in November. The next scheduled meeting is December 13, 2017.

Board of Trustees Academic Affairs & Student Life, October 13, 2017

SAC has the privilege of participating in the Board of Trustees Meeting for Academic Life and Student Services. JC Scharf-Deering attended the dinner on October 12, 2017 and the meeting on October 13, 2017. The dinner meeting was held at the Linsalata Alumni House and included Board members, representatives of the Faculty Senate Executive Committee, and invited guests. The dinner conversation revolved around creating campus opportunities.

The formal meeting of the Board was held from approximately 10 am to 12 pm in Adelbert Hall, Toepfer Room. The meeting included trustees and campus leadership. Following approval of the previous meeting minutes and introductions of special guests and new Board members, the first agenda item was a review and overview of faculty salaries. The base faculty salaries were benchmarked against peer institutions from the Association of American Universities (AAU) and the Association of American Medical Colleges (AAMC). Across schools, faculty salary raises have been capped at 2%, with increase for promotion and transfer capped at 10%. The various schools and colleges have been working to keep salaries competitive and equitable. Discussion included how faculty loss was/was not related to salary. Faculty departures tended to be more associated with opportunities for research/scholarly collaboration, access to equipment and facilities, failure to achieve tenure, and/or personal reasons. Exit interviews conducted in various schools do not cite salary as one of the top reasons for departure.

An update on the Commission on Undergraduate Experience (CUE) was provided to the Trustees by Dr. Kim Emmons. Detailed information about the project and the recent preliminary recommendations can be found at: <http://case.edu/provost/cue/> A CWRU network ID and password are required to download the report. There were 6 major recommendations toward improvement and a discussion of campus ethos. Ethos encompasses school spirit and identity. There will be opportunities for feedback through various open forums on campus.

The final agenda item was a presentation by Dr. Shannon French on the CWRU Military Ethics Program. Dr. French gave an overview of the interdisciplinary master's degree program. The program is unique in the country. CWRU will be hosting the International Society for Military Ethics Annual Conference in late January of 2018.

The meeting concluded without convening an Executive Session; non-Trustees do not attend the Executive Session.

CWRU - Staff Advisory Council