

Staff Advisory Council, Policy Committee Meeting Minutes of the Meeting of February 16, 2011

Member Attendees:

Carolyn Gerich (Case Employee Relations Specialist, Human Resources)
Charlie Knox (Committee Co-Chair)
JC Scharf-Deering (Committee Co-Chair)
Michelle Adams
Nicola Ziady

The meeting began shortly after 3 pm.

Meeting Minutes

The meeting planned for December 15, 2010 was cancelled. No minutes were submitted for review.

Member Information and Discussion

Members discussed and requested that membership be polled to determine if the meeting schedule for 2011 should remain in effect as the 3rd Wednesday of the month. The Committee Co-Chairs agreed to survey Members to see if changing the meeting time to earlier in the day would assist attendance based on availability. The Co-Chairs again agreed to attempt to send out policy for review at least one week prior to the meeting. Members unable to attend always have the option of submitting requests for changes.

Carolyn Gerich updated the Committee regarding parking permit requirements and payment. Access Services was updated with the current statement regarding benefits; employees scheduled for 18.75 hours or fewer in a week are considered half-time and should not be required to pay for a full-time parking permit. Employees who still have questions or concerns were directed to contact Access Services and Benefits directly to resolve any pending issues.

Policy Review and Discussion

Carolyn requested that the Committee review and comment on several sections of the Employment Policy (Section 2). Specifically, policies 2, 6, and 7 were selected for review and distributed to all Members.

The following policy documents were reviewed and discussed:

II- Employment Contents

2. [Individuals Who are not Case Employees Procedure](#)

6. [Employment Planning and Responsibility](#)
 - a. [Staff Employment Procedure](#)
 - b. [Relocating New Employees Procedure](#)

7. [Pre-employment Requirements](#)

A Member, Rebecca Bailey, who was unable to attend, submitted several requests for changes or clarifications. The Committee made additional suggestions for minor modifications to correct typographical and formatting errors and to edit language for clarity and consistency.

Policy Review and Discussion for Future Meetings

The Case policy regarding employee grievance and the complaint process is also being revised. This is also in response to diversity, affirmative action, and equal employment opportunity issues. The policy regarding sexual harassment will also be considered for review.

Announcements/Next Meeting

The next meeting of the Staff Advisory Council, Policy Committee Meeting was planned for **Wednesday, March 16, 2011, 3 pm, Department of Astronomy Conference Room, Sears Library Room 563.**

The meeting was adjourned at 4 pm.

Respectfully submitted, JCSD