

## **Staff Advisory Council, Policy Committee Meeting Minutes of the Meeting of September 21, 2011**

Attendees:

Carolyn Gerich (Case Employee Relations Specialist, Human Resources)

Charlie Knox (Committee Co-Chair)

JC Scharf-Deering (Committee Co-Chair)

Michael Payne

Karen Romoser (Potential Committee Member)

The meeting began shortly after 3 pm.

### **Meeting Minutes**

No meeting minutes were submitted for review. Charley is preparing the minutes for the meetings July 20, 2011 and August 17, 2011. The Committee did not meet in May or June of 2011.

### **Member Information and Discussion**

JC and Charley reminded Members that according to the Staff Advisory Council Policy, the Committee must have an elected representative in a Chair or Co-Chair position. Neither Charley nor JC are elected SAC Members at this time. The Committee discussion included solicitation of a volunteer or volunteers from the elected membership to assist with the function of the Policy Committee.

The Committee discussed the roles and responsibilities of the Chair or Co-Chair position. The main duties and responsibilities of the SAC Policy Committee Chair/Co-Chair:

- Support the activities of the university related to the policy review, including special projects from Human Resources
- Distribute meeting materials and information to the Committee
- Maintain a record of the Policy Committee meeting actions/write meeting minutes
- Participate in the SAC Steering Committee (meets every other month for an hour and half) and provide updates about the Policy Committee activities
- Participate in the General Council Meeting (all elected Members do this) and provide updates about the Policy Committee activities
- Schedule the meeting space

Carolyn requested that the Committee do another special project related to the current policy statements of Case's Sister Schools on the issues of texting and driving. JC agreed to send the request with the next meeting reminder, along with the list of Sister Schools.

The Co-Chairs again affirmed the commitment 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. There was no further discussion on these matters.

Charley Knox agreed to move forward with updating the information about the Policy Committee and meeting schedule on the Staff Advisory Council website. JC and Charley agreed to review the information and attempt to make sure that the current meeting schedule was posted on the website. As per discussions at the General Council meetings, efforts to update the website and information are being headed by the Communications Committee, who may also be able to assist with completing the website updates.

The committee briefly discussed issues regarding inquiry on campus about the new hand driers being installed around campus; the committee agreed that this was not a policy decision, but should be brought to the attention of facilities management. A suggestion was made to increase training for supervisors on the policy manual. Carolyn indicated that there is on-going training and that any manager or employee with questions about policy or policy interpretation can contact Human Resources.

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### **Policy Review and Discussion**

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The following policy documents were submitted for review and discussion:

1. [Consensual Relationships](#)
2. [Non-Retaliation/Protection for Whistleblower](#)
3. [Confidentiality](#)
4. [Relationships in the Workplace](#)

The Committee suggested minor edits and comments to correct for consistency and grammatical errors. Allmarie Monroe, who was unable to attend the meeting, submitted comments and corrects for consideration. The edits and corrections were presented to Carolyn.

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### **Policy Review and Discussion for Future Meetings**

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The Members discussed that it there is not new or urgent policy for review, with guidance from Carolyn Gerich, the Policy Committee could undertake the regular, routine review of the policy manual. A schedule for the review cycle has been presented to the Committee.

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### **Announcements/Next Meeting**

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The next meeting of the Staff Advisory Council, Policy Committee Meeting was planned for **Wednesday, October 19, 2011, 3 pm, Department of Astronomy Conference Room, Sears Library Room 563.**

The meeting was adjourned at 4:00 pm.

Respectfully submitted, JCSD