

Staff Advisory Council, Policy Committee Meeting Minutes of the Meeting of October 19, 2011

Attendees:

Charlie Knox (Committee Co-Chair)
JC Scharf-Deering (Committee Co-Chair)
Michael Payne
Sally Berri
Karen Romoser (Potential Committee Member)
Michael Brown (Potential Committee Member)
Christian Swol (Guest, Chair of Staff Advisory Council)

The meeting began shortly after 3 pm.

Meeting Minutes

The meeting minutes from September 21, 2011 were submitted for review. Charley is preparing the minutes for the meetings July 20, 2011 and August 17, 2011.

Member Information and Discussion

The Committee spent the majority of the meeting discussing ideas for goals for the upcoming year. The discussion focused on the potential for the Committee to facilitate policy and procedure around the training and review of individuals in supervisory or management roles, including faculty. The Members suggested that policy might be developed to require mandated training for managers and supervisors about roles and responsibilities, including the timely performance review of supervisees. The Members discussed other related ideas, including having opportunities for supervisees to formally review and provide feedback about supervisor performance. Additional discussion included the development of the role of an ombudsman or other mediation options for employees.

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 did not move forward with electing a Chair or Co-Chair for the coming year.

JC sent the request to Committee do another special project related to the current policy statements of Case's Sister Schools on the issues of texting and driving, as per the request of Carolyn Gerich at the meeting of September 21, 2011. No Members volunteered to assist with the project; the request will be sent with the next meeting announcement.

JC reported that she completed a review of Vanderbilt University & Medical Center and Dartmouth College. Neither policy manuals had explicit statements regarding texting and

driving. Both institutions had robust IT policies about the use of institutional property, as well as general statements prohibiting employees from engaging in activity in violation of local, state and federal law.

The Committee discussed the content of the website. Volunteers were sought to assist with making efforts to edit and revise the content. In correspondence with JC, Michael Gilkey and Anita Gupta have agreed to enter the changes if these are submitted in a Word document with the exact language and a preface to identify the section of the web page that should be edited. The delegation of this responsibility to a volunteer or volunteers will be determined at the next meeting.

The mission and objectives statement of the Committee was also reviewed and discussed. The website states the mission as:

Mission

The Staff Policy Committee shall suggest, comment, and provide feedback on issues related to policies that may affect staff.

Objectives

- Work Environment: stability in heating and cooling, pedestrian flow around construction, chemical safety, and handicap accessibility.
- Performance review management and employee relations.
- Employment process for internal staff.

A draft document for revision of the mission and objectives statement notes the mission and goals of the committee as follows:

Mission

The SAC Staff Policy Committee will review and advise on policy and procedure that affect staff members and their positions and employment at Case Western Reserve University (University).

Objectives

1. Complete annual review of policy and procedure manual issued by University Human Resources.
2. Provide assistance to University departments, including Human Resources, in modifying policy to address current staff needs, as well as University, legal, and regulatory climates.
3. Provide assistance for special projects related to policy and procedure review and development.

No final determination for revision was made at this meeting.

Policy Review and Discussion

The following policy documents were submitted for review and discussion:

1. [Position Requirements](#)
 - a. [Exposure to Human Bloodborne Pathogens Procedure](#)
2. [Temporary Employment](#)
 - a. [Temporary Employment Procedure](#)
3. [Employment Orientation Period](#)
 - a. [Employment Orientation Procedure](#)
4. [Re-employment of Former Employees](#)
5. [Termination of Employment](#)
 - a. [Termination of Employment Procedure](#)

The Committee did not complete a review of the policies, which will be sent to the meeting on October 19, 2011 for review.

Policy Review and Discussion for Future Meetings

The Members discussed that if 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.

Announcements/Next Meeting

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

The meeting was adjourned at 4:00 pm.

Respectfully submitted, JCSD