



Staff Advisory Council
MINUTES FOR GENERAL COUNCIL MEETING

Thursday, April 19, 2018, 1:00-2:30pm, Toepfer Room, Adelbert Hall

IN ATTENDANCE:

Kathryn Howard	Gabrielle Meester	Matthew Smith	Beth Jones
Carlier Myers	JC Scharf-Deering	Brinn Omabegho	Renee Holland-Golphin
Hadrian Djohari	Anita Banks	James Nauer	Christopher Littman
Dawn Ellis	Jean Seneff	Barbara Juknialis	Colleen Friday
Damian Junk	Kathy O'Linn	Robert Slovenec	
Dominic Dorazio	Ali Martin Scoufield	Laura Weber Smith	
Gillian Irwin	Jim Prince	Tim Eppich	
Brian Sherman	Martha Payne	Theresa Grigger	
Justin Lonis	Laura Huffman	Taryn Gress	
Mei Luo	Susan Reichart	Mary Ann Dobbins	

EXCUSED: Timerra Jung, Christine Olson, Shannon Swiatkowski, Members of the staff recognition committee.

GUESTS: Kathy O'Linn, Jamie Ryan, Stephanie Hathaway

I. Meeting was called to order at 1:05pm by Chair JC Scharf-Deering.

II. Approval of Minutes

Unanimous vote to approve.

A. February 16, 2018 General Council Meeting Minutes

III. Announcements from HR

A. Jamie Ryan

Will be making Benefits a regular update. Prescription drug assessment under review. Mail order will significantly reduce costs. Direct Scripts is under consideration. Little to no disruption outside of mail order requirement.

B. Stephanie Hathaway

Employee Assistance Program will change by June 30th with a new 5 year contract, no disruption or loss of services.

IV. Presentations

A. Kathy O'Linn

There was a celebration of Katy's retirement and a thank you for her service. She was presented with a gift and a special movie was played in her honor. We celebrated with cake.

B. Elections:

Nominees for vice chair (Kathryn Howard, Chris Littman, and Carlier Meyers) and Secretary (Taryn Gress and Ali Martin Scoufield) addressed the council.

V. Announcements from Chair and Vice-Chair

A. Budget Report: \$1,457.00

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
See attached report.
- D. **Fringe Benefits:** Damian Junk
See attached report
- E. **Staff Policy:** Jim Nauer
See attached report
- F. **Staff Recognition:** Pam Capasso, Paul Keeley
Not present for meeting.
- G. **Staff Training and Development:** Justin Lonis
See attached report

- VI. **Reports of Ad Hoc Committees and Liaisons to University Committees**
 - A. **Faculty Senate Meeting:** JC Scharf-Deering
 - B. **Sustainability Initiatives:** Matthew Smith
 - C. **Fringe Benefits:** Barbara Juknialis
See attached report
 - D. **Diversity Leadership Council:**
No Report
 - E. **Parking Advisory:** Damian Junk, Nancy Vitale
See attached report.
- VII. **Old Business - none**
- VIII. **New Business – SAC Annual Report (Due July), Staff Climate Survey**
- IX. **Adjournment – 2:08pm**

SAC Standing Committee Report for April 19, 2018 General Council Meeting

Committee Name: Communications Committee

Meeting Dates and Locations:

March 8, 2018 (via Zoom)

April 10, 2018 (Bibibop Asian Grill)

Present:

March 8: Shannon Swiatkowski, Chris Littman, Jim Nauer, Jennifer Hawkins

April 10: Shannon Swiatkowski, Bob Slovenec, Susan Reichert

Chair/Co-Chair: Shannon Swiatkowski/Bob Slovenec

Agenda/Discussion:

- The Committee is working on a photo directory of our membership and will add it to the website. Members are encouraged to use these photos for their professional development, including email and LinkedIn profiles or department websites. We are looking for competitive quotes for a photographer to use on an ongoing basis.
- We have created an SAC Internal Google calendar for the SAC Executive Board to use in preparation for SAC-related events throughout the year. The Past Chair, Current Chair, Vice Chair, and Secretary have editing rights to the calendar.
- We have contacted University Archives to discuss the archival of SAC related documents, memorabilia, etc. Discussions are still ongoing and we will report the outcome at a future date.
- The university has a deadline of moving T4 over to Drupal by June 30, 2018. The SAC website will be migrated by Friday, April 20, 2018. The site content will look identical to our current live site, though you may notice some minor changes to the overall design of the site.

Next Meeting Date: May 10, 2018

Next Meeting Time: 2:00pm

Next Meeting Location: Zoom (<https://cwru.zoom.us/j/2163687551>)

Report Prepared by: Shannon Swiatkowski and Bob Slovenec

SAC Community Service 2017-2018

Monday, February 19, 1:30-2:30 Crawford 519

- Dionne Broadus - Executive Director, Office of Local Government & Community Relations Discuss collaborating for the Back to School Drive and Providence House Baby Shower

Dionne spoke to our committee regarding - Step Up, Good Neighbor Program, Case for Community Days 2.0, National Community Service Week April 16-20, 2018 (partnering with BVU), increasing awareness, annual fund pilot dinner.

During Community Service week - initiatives, tours, fundraising programs, and adding Providence House Baby Shower

Discussed Back to School Drive - fundraising, getting alum, students (including sororities & fraternities), area businesses, vendors, UCI, campus more involved, publicizing, adding other schools. Dionne will contact procurement to see if they can assist.

She is working with HR for volunteer time off policy (especially for Community Service Week) and with the President's Office on a staff volunteer recognition (something like student civic engagement scholar program).

ACTION ITEMS

Send to Dionne: write up for Baby Shower & supply list, Back to School Drive flyer & supply list. Will work with her to have Providence House Baby Shower during Case for Community Days 2.0 during National Community Service Week April 16-20, 2018. We need to decide on a date. She will also send us a survey to distribute to our constituents regarding community service. She is also looking for names for individuals for Community Service Champions.

Updates to Providence House Baby Shower - www.provhouse.org

Theresa spoke with her contact who is super excited.

April is their 37th anniversary, and they were the first charity for the Basket Raffle.

April is child abuse awareness month.

They accept gift cards. Fruit cups and juice boxes are the most used items.

We could do bring a fruit cup and a gift card. Which would save on storage and carrying big items.

They can come and pick up and also attend if we have an event at the end, she would be happy to speak to us, also happy to give us any kind of logo or printed materials.

Continuing Action items for Providence House Baby Shower

Flyers, somewhere to host, places to store items.

Collect for 1 or 2 weeks, then have a day of event, they can come pick up.

Drop off, put name on umbrella, pin up names on poster board at each location (Laura will make umbrellas/pin ups).

Publicize - Case Daily, SAC General Council Meeting, ask Dionne.

Ask Crafter's at Case (Brinn) if they would like to donate.

CWRU - Staff Advisory Council

Donation Sites - Weatherhead/MSASS/Law School (Laura Weber Smith - Dively), SODM (Heidi & Laura), Crawford (Theresa), Adelbert (Beth), Kelvin Smith Library (Christine), SOM (Shannon).
Check on someone for Cedar Center/BioEnterprise locations.

Attendance: Laura Weber Smith, Laura Huffman, Christine Klecic, Janice Eatman Williams

Next Meeting Monday, March 19th, 2018 1:30-2:30

SAC Elections Committee Report – 4/19/18

In accordance with the SAC Constitution, the call for nominations for the positions of Vice Chair and Secretary for the 2018 – 2019 term was made at the February 16th, 2018 general council meeting, with an e-mail sent after the meeting for those not in attendance.

We received five nominations for Vice Chair, with three individuals, Kathryn Howard, Christopher Littman, and Carlier Myers accepting the nominations. Two individuals declined the nomination. Additionally, we had four nominations for Secretary, with two individuals, Taryn Gress and Ali Martin Scoufield, accepting their nominations. Biosketch requests have been sent to each candidate accepting their nomination.

Candidates for both positions will have the opportunity to address the SAC body at the general council meeting on April 19th, 2018, with the election to begin shortly after the meeting and to conclude at 11:59 pm, April 27th, 2018.

Karyn M. Newton
Co-Chair

SAC Standing Committee Report

Committee Name: Fringe Benefits

Meeting Date: April 17, 2018

Meeting Location: Adelbert Hall, Room M1

Meeting Start Time: 12:03 pm

Present: Damian Junk, Colleen Friday, Matt Smith, Garth Wadleigh, Martha Payne

Chair/Co-Chair: Damian Junk /Gillian Irwin

Discussion/Agenda:

- HR Benchmarking Case versus AAU or Case versus Local employers.
- We have been collecting data and separating tasks among members to get a sense of what we would like our HR department to be
- We have been discussing the Tuition Benefit Program

Action Items for Next Meeting:

- Invited Rick Bischoff to speak about Tuition Benefit and Tuition Exchange Program at our next meeting.

Meeting End Time: 1:04 pm

Next Meeting Date: May 15th, 2018

Next Meeting Time: 12 pm

Next Meeting Location: Adelbert Hall, Room M1

Report Prepared by: Damian Junk

Committee Name: Staff Training & Development

Meeting Date: Wednesday April 18, 2018

Meeting Location: Adelbert M3

Meeting Start Time: 1:30

Present: Justin Lonis, Laura Weber-Smith, Shannon Swiatkowski, Mei Luo, Theresa Grigger, Michelle Lampton, Kumudu Kulasekere and Melissa Van.

Chair/Co-Chair: Justin Lonis

Agenda/Discussion:

- APN Update
- PDC Update
- Purpose and Definition of Training and Development

There was discussion regarding the following items:

- Intro of new chair
- Upward Mobility and Strategic Training
- New Strategic Plan for ST&D
- What is success?
- How will we be funded moving forward?

Action Items for Next Meeting:

Justin will meet with each member present individually to work on the revamped SAC PAK with onboarding material for professional development. We will also discuss the option for either a monthly or quarterly newsletter and/or the SAC ST&D website revamp.

Meeting End Time: 2:30 p.m.

Next Meeting Date: May 16, 2018

Next Meeting Time: 1:30 - 2:30

Next Meeting Location: AH Toepfer Room

Report Prepared by: Justin Lonis

CWRU - Staff Advisory Council

University Fringe Benefits Committee Report
April 19, 2018 SAC Council Meeting

The Committee met on March 14, 2018.

Benelect Open Enrollment Recap: As usual, 40-45% of employees went into HCM and made changes. There was a small increase in enrollment in both the High Deductible and Medical Mutual plans. This was the first time that printed enrollment materials were not distributed on campus. The materials were available at the Benefits Fair and could be downloaded from the HR website. The demand for printed information was much lower than anticipated.

CWRU - Staff Advisory Council

Wellness Update: Approximately 31.8% of faculty and staff participate in the program; faculty account for 11%. 85.5% of participants are female, and 57.8% are exempt staff. The new joint student/employee Sleep Program kicked off on April 4 with two sessions at Thwing Ballroom. It involves keeping a sleep log for four weeks, and does not count towards the \$100 incentive.

Possible Change in Pharmacy Benefits Management (PBM): The University may change its PBM from CVS/Caremark to MedImpact (prescriptions delivered via Direct Scripts). The new plan, which may go into effect as early as July, will include mandatory mail order delivery for maintenance medications. The plan is for MedImpact and Direct Scripts to handle all prescription transfers from CVS/Caremark, with little involvement from members. There is currently no option to pick up 90-day orders from a retail location. It is possible that shipments could come directly to the University. The new plan will use the current formulary and co-payments will not increase. The University could see a projected savings of \$2.8 million in the first year. The new pricing will be incorporated into the premium rate determination process.

Employees will still be able to access the CVS Minute Clinics. The visit cost will be processed through regular insurance. The co-pay will be the same as for a standard office visit.

There was no meeting in April. The next meeting is scheduled for May 9, 2018.

Parking Committee Meeting

April 4, 2018

Paul Keeley and Damian Junk

Paul and I presented the committee with concerns from SAC membership. We tried to highlight areas of consistent consternation. We learned that parking rates would be increasing about 2% this year. We also learned that parking capacity is very good and will likely get better with the opening of the new medical facility.

Damian followed up with Michelle Adams afterwards to be sure certain issues would be fixed such as lighting and painting issues in the garages. We will likely meet again in the Fall in October.

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