



August 20, 2018

Dear Case Western Reserve University Leadership,

The Staff Advisory Council (Council) is pleased to highlight several of the many activities and accomplishments that have been achieved over the past fiscal year. The Council is comprised of amazing staff who volunteer their time and talents to support the University's mission. We want to acknowledge continuing support from University leadership, including financial and material support.

We also want to thank the staff of Human Resources. Staff Advisory Council leadership meets regularly with Stephanie Hathaway. The standing committees are regularly attended by liaisons from Human Resources. The Council appreciates the participation and responsiveness of these individuals as fellow staff members who contribute additional ideas and assistance to address staff concerns.

We were excited to work with Carolyn Gregory and her team throughout the year to help realize and contribute to multiple events designed to recognize University employees and their contributions. These include the Staff Appreciation Event---“Thank Beyond the Possible Event” --- held on March 2, 2018. Staff expressed gratitude at this event for the announcement of paid time off during the entire week between December 25 and January 1 every year.

The Council also contributed to the Staff Service Awards Brunch held on June 13, 2018. This event honored the service of 117 staff members. A highlight of the Staff Service Awards Brunch is the presentation of the President's Award; the Staff Advisory Council is pleased to be part of the nomination and review process for this highest staff award. Staff Advisory Council also participated in and contributed to the door prizes at the annual employee recognition summer picnic, Party on the Quad, held on July 27, 2017.

Our key initiative in the coming fiscal year is to facilitate increased opportunities related to staff training and development. Our legacy fund of resources to enhance and promote training and development has benefited most recently from a generous donation from the Flora Stone Mather Center for Women. However, Staff Advisory Council struggles to raise sufficient funds to support the needs of the staff community. We request that University leadership consider providing an annual budget to this fund. Our anticipated need to support current and future initiatives is \$2,000.00.

We are also in the early planning stages to mark the 30th Anniversary of the Staff Advisory Council in 2020. Ideas and implementation for a campus-wide celebration will require additional resources, including financial support. In anticipation of this year of celebration, we are requesting additional monies to our operating budget for 2020 in the amount of \$3,000.00.

1. We are working closely with Human Resources and constituent stakeholders to plan and prepare for the once-every-three-years Staff Climate Survey scheduled for Spring 2019.
2. Members of the Staff Advisory Council have/had formal representation on the following University committees and initiatives:
 - a. Administrative Professionals Network Board
 - b. Alcohol Use on Campus Policy Review Committee
 - c. Board of Trustees, Academic Affairs and Student Life
 - d. Compensation Review
 - e. Diversity Leadership Council
 - f. Employee Assistance Program Selection Committee
 - g. Health Advisory Committee
 - h. InterCouncil Leadership Committee
 - i. Parking Advisory Committee
 - j. Policy Lifecycle Task Force
 - k. Professional Development & Learning Center
 - l. Provost Search Committee
 - m. Research ShowCASE Planning Committee
 - n. Sustained Dialogue
 - o. Tobacco-Free Campus Sub-committees (various)
 - p. Title IX Policy Review Committee
 - q. University Sustainability
 - r. [U]Tech Endpoint Policy Workshops
 - s. Wellness Champion
3. We are working to continue increased overall attendance and participation in Council-sponsored events.

4. Continued involvement with the campus and surrounding community:
 - a. The September 2017 Back-to-School Supply Drive resulted in the delivery of 62 boxes of supplies to three area schools – Daniel E. Morgan, Mary M. Bethune, & Michael R. White.
 - b. The 2017 Basket Raffle raised \$6,250.00. This year proceeds were donated to The Littlest Heroes and C.E. Middle School in Houston Texas.
 - c. We have raised \$82,150.00 for charities over the past 17 years.
5. Recommended policy changes to Administration:
 - a. Recommended that staff be able to submit requests for salary equity reviews.
 - b. Recommended increases for tuition reimbursement and regular review of policy.
6. Continued fundraising to support the training and development of staff; the fund awarded \$1,011.64 (Spring 2017).
7. The Communications Committee continues offering professional photographs to membership for use on email, website, and electronic profiles. Communications worked with University Marketing & Communications to migrate the Staff Advisory Council website from T4 to Drupal.
8. The Policy Committee completed a full review of the Staff Policy Manual/Staff Handbook in collaboration with Human Resources.
9. Ongoing initiatives and accomplishments:
 - a. Crafters @ Case group (part of the Community Service Committee) has expanded its efforts to multiple sites across campus; it has also been accepted as an activity that counts toward the Wellness Program Incentive for Community Wellness.
 - b. The Flora Stone Mather Center for Women provided \$3,000.00 to the Staff Training & Development Committee earmarked from the Gloria Steinem fund for the purposes of professional development. The Committee chose to send two CWRU staff members to the Administrative Professionals (AP) Conference in September 2017. Much of the information learned at the AP Conference served as the basis for this year's APN Conference, see next point.
 - c. The Administrative Professionals Network (APN) hosted its third half-day conference on May 7, 2018 for over 80 attendees. The title of the conference was *The Skilled Admin* with invited keynote speaker, Corinne Hoisington, who spoke to the future of technology for administrative professionals along with a workshop on virtual tools. There were two additional workshops: Professional Business Writing Skills and Google Applications presented by CWRU staff, Rob Rowan and Katie Skapin.
 - d. New employee Orientation/Onboarding process is being updated with new hires as part of Professional Development and Learning. The process has been guided with input from Council Executive Board Members and Staff Training and Development Committee.