

Meeting Minutes

Staff Advisory Council General Council Meeting
Friday, February 15, 10 am – 11:30 am, Toepfer Room, Adelbert Hall

- I. Welcome and Call to Order** **10:00am**
- II. Approval of Minutes: December 6, 2018 General Council Meeting**
A. Barbara Juknialis, Shannon Swiatkowski
- III. Announcements from HR**
From Stephanie Hathaway: Employee Appreciation Day will be held on March 1, 2:30 pm -4:30 pm at the TVCU, First Floor
- IV. Budget – Expected Changes**
Leadership from the Administrative Professionals Network (APN) and Staff Advisory Council (SAC) met to discuss the separation of finances. Both groups are working with HR to create a separate line item that will allow for APN's financial approvals to occur without needing approval from SAC. More updates to come.
- V. Resolutions**
- A. For Vote**
- Staff Experience
Vote did not occur as a quorum was not established.
Reading and discussion of staff experience resolution. Current version will be revised and submitted to the membership for review prior to the April meeting. Vote expected at April meeting.
- B. For Discussion**
- Transportation Cost Relief
Reading and discussion of resolution. Parking updates for Health Education Campus discussed. A dedicated website has been created to provide more information regarding parking.
 - Tuition Reimbursement
Draft to be shared with the council for review for discussion at the April meeting.
 - Childcare
Draft to be shared with the council for review for discussion at the April meeting.
 - Staff Climate Survey
Draft to be shared with the council for review for discussion at the April meeting.

VI. Committees

A. Committee Selection

Signup for committees. Floor opened to allow chairs to express if they need assistance looking for more committee members.

B. Forming a Constitutional Review Committee

New adhoc committee to review the constitution and suggest updates. Please send interest in being a part of this committee to staffadvisorycouncil@case.edu or your SAC Representative.

C. Forming a 30th Anniversary Committee

New adhoc committee current elected members or other staff members can serve as a part of this committee. Please send interest in being a part of this committee to staffadvisorycouncil@case.edu or your SAC Representative.

VII. Update on SAC/Faculty Senate Leadership Meeting

SAC Executive Committee met with Faculty Senate Leadership to discuss issues regarding faculty/staff relationships on campus. There is a mediation available on campus for staff-staff issues, conciliator for faculty-faculty issues, but no process to address staff-faculty issues. More discussion and updates to come. SAC's goal is to work collaboratively to help bring forward ideas and suggestions. Any particular thoughts to share, please email Matt Smith (mrs160@case.edu).

VII. Announcements from Standing Committees

A. Communications

Shannon Swiatkowski, Bob Slovenec

Professional photos taken in December. Everyone that took a photo should have received headshots by now. Photos to be placed on SAC website with bios. Photo and bio will not be published until approved by the person and the university.

Committee worked with Maryann Dobbins on PDF regarding Impact Solutions. PDF is on the University's wellness website. Faculty/staff section. Please take it back to areas as it is a great resource.

Discussed how to better communicate with constituents. Discussed strategies for on how to better communicate and work with constituent lists.

Next committee meeting: March 4, 2:00 pm, Zoom.

B. Community Service

Theresa Grigger, Laura Huffman

Working on developing written documentation on how to run Basket Raffle and donation to nonprofit organization. Thank note sent from Rainbow Connection Animal Foundation (RCAF) organization.

Next meeting on 2/18 @ 1:30pm Crawford 519.

C. Elections

Karyn Newton, Jim Prince

Call for nominations for vice-chair and secretary. An email will be sent to the council following this meeting. Email nominations to sac-

nominations@case.edu. Due on or before April 12, 5:00 pm. April 18 meeting nominees can present to council.

- D. Fringe Benefits Bob Lanese, Chris Littman
Discussing parking issues. Next meeting: 2/19 at noon, Olin 315.
- E. Staff Policy Jim Nauer
HR website for staff policy handbook has been updated. Changes have not yet been approved. Policies managed by HR are on HR's site. General university staff policies are on the compliance website. Next meeting: 2/20 at 4:00 pm, Sears 563. Will discuss tuition reimbursement resolution.
- F. Staff Recognition Elise Geither, Jean Seneff
Reviewing application form for the President's Award and Robyn Kramer Award. Working on making that electronic. Next meeting, 2/21 noon, Crawford 509.
- G. Staff Training and Development Justin Lonis, Melissa Van
Discussion for next meeting: review criteria on how to select awardees for awards. Asking for adhoc members to serve to determine winners. Professional development opportunities survey sent this month. So far, received around 300 responses - 10% response rate.

IX. Ad Hoc Committees and Liaisons to University Committees

- A. Sustainability Initiatives Gabrielle Meester
CWRU made it to #35 on Princeton Review's greenest campus. University has plans to update the climate action plan. In 2008, the university signed onto the American Colleges and Universities climate commitment to reduce its carbon footprint. In 2011, the university passed a climate action plan. Plans to update again in 2019. Commitment reaches out to all members of the community to neutralize carbon footprint. On 2/15, the Climate Action Plan will host its first steering committee meeting. 2/26 - townhall kickoff, TVUC, 5:00 pm - 7:00 pm. Also marks the 50th anniversary of the fire on the Cuyahoga River. Events being held on campus and through the city of Cleveland.
- B. Fringe Benefits Barbara Juknialis
Met 4 times since December. Discussed wellness and fall enrollment activities. Starting a new diabetes prevention program. Discussed the concerns and issues pertaining to the pharmacy benefit manager MedImpact. Proposed solutions in dealing with Direct Scripts issue: (1) leave the arrangement the way it is without any changes (2) retain direct scripts and add an option to do mail-away pick up at CVS (this option will cost more money); (3) get rid of Direct Scripts; (4) get rid of Direct Scripts, go with CVS, and keep MedImpact. Reported that a data breach occurred with Direct Scripts last fall. Determined that it was a ransomware attack. Reported that the server did not contain SSN or credit card information. The server did contain names and prescription information of members. Ransom was paid and no information was transmitted. Written notification was sent to staff. Direct Scripts has agreed to provide fraud detection and credit card monitoring. Exploring new health savings account options with Vanguard and Health Equity. Vanguard also handles flexible savings account. Switch from Meritain to

Vanguard. Next meeting March 13.

C. Diversity Leadership Council Matthew Smith

Retreat coming up on March 1. Moving forward will request to have two seats on this council on a permanent basis.

D. Parking Advisory Paul Keeley, Carlier Myers

The Parking Advisory Committee will be meeting in April 2019. Please send any topics that you would like to bring forward to the committee to cmyers@case.edu.

X. Adjournment

11:28 am

Upcoming Meeting Schedule:

<u>Steering Committee, Adelbert M2</u> Thursday April 11 2019, 1-2:30pm Thursday June 13 2019, 1-2:30pm Thursday August 15 2019, 1-2:30pm Thursday October 10 2019, 1-2:30pm "S.A.C. Lunches", Adelbert M2	<u>General Council, Toepfer Room</u> Thursday April 18, 2019, 1-2:30pm Friday June 21, 2019, 10-11:30am Thursday August 22, 1-2:30pm October 2019 TBD
Friday, March 8, 2019, 11:30pm – 1:00pm Friday, May 10, 2019, 11:30pm – 1:00pm	