



July 10, 2017

Dear Case Western Reserve University Leadership,

The Staff Advisory Council (SAC) wishes to share with you the many activities and accomplishments that have been achieved over the past two years. SAC is comprised of amazing staff who volunteer their time and talents to support the University's mission.

1. We worked with Human Resources to have results published from the 2014 Staff Climate Survey.
2. SAC has seats on the following University Committees:
 - a. Tobacco-Free Campus sub-committees
 - b. Onboarding Committee
 - c. Professional Development & Learning Center
 - d. Compensation Review
 - e. Sustained Dialogue
 - f. Board of Trustees AASL
 - g. Sustainability
 - h. Parking Advisory Committee
 - i. Wellness Champion
 - j. Health Advisory Committee
3. We have facilitated increased communications among staff:
 - a. Elected SAC representatives send key staff-specific announcements to mailing lists of constituents in their management centers.
 - b. The mailing lists are easy-to-use and are kept current.
4. Continued involvement with the campus and surrounding community:
 - a. September Back-to-School Supply Drive resulted in the delivery of 61 boxes of supplies to three area schools – Daniel E. Morgan, Mary M. Bethune, & Michael R. White.
 - b. The 2016 Basket Raffle raised \$4,600.00. This year all proceeds were donated to HandsON Northeast Ohio (\$3,600.00) and Shelli Snyder Medical Recovery Trust (\$1,000.00).
 - c. We have raised \$76,900.00 for charities over the past 16 years.
5. Recommended policy changes to Administration:
 - a. Recommended that staff be able to submit requests for salary equity reviews.
 - b. Recommended increases to the tuition reimbursement policy.
6. Continued supporting the Training and Development of staff members:
 - a. Raised \$224.00 from the St. Patrick's Day 50/25/25 raffle for the Staff Education Enhancement Fund (SEEF).
 - b. Awarded \$1309.74 and \$1011.64 in SEEF awards (Fall 2016 and Spring 2017, respectively).
7. Ongoing initiatives:
 - 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. SAC Policy Committee completed a full review of the Staff Policy Manual in collaboration with Human Resources staff.
 - c. Administrative Professionals Network (APN), which is part of the Staff Training and Development Committee, hosted its second half-day conference on April 11, 2017 for over 80 attendees. The theme of the conference was *Unlock the Leadership Potential in Yourself and Others* with keynote speaker, Diana Bilimoria. There are now almost 200 members. The APN also provided members with professional photographs.
 - d. Communications Committee is offering professional photographs to SAC membership for use on email, website, and electronic profiles.
 - e. 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 SAC Executive Board Members and Staff Training and Development Committee.