

The University of Akron  
Staff Employee Advisory Committee (S.E.A.C.)  
Minutes for May 15, 2008 Meeting

**Members and Attendance:**

Name	Attendance
Gary Beckman	Present
Charlene Calabrese	Absent with Notice
Mary Dingler	Present
Jeri Farwell	Present
Lissia Gerber	Present
Michael Kimble	Absent with Notice
Jim Shuster	Present
Peggy Speck	Present
Laura Spray	Present
Bob Stachowiak	Present
Mary Tabatcher	Present

Meeting called to order at 12:40 PM.

Review minutes for 4/24/08 and minutes approved.

**Benefits & Wellness Committee: Jeri Farwell (reporting) & Laura Spray** - No report.

**Board of Trustees: Peggy Speck reporting on 4/23/08 meeting**

([www.uakron.edu/bot/](http://www.uakron.edu/bot/)) - Commencement exercises will be held on May 10 and 11 and the tentative total of degrees to be conferred is 2,232.

The University held a Spotlight Day on Saturday, April 19<sup>th</sup>. More than 500 prospective students attended. There is a 25% increase in new freshman for Fall 2008 which is the largest freshman class since 2005.

The University held the Service Awards program on April 17<sup>th</sup> at the Quaker Square facility. Dr. William Francis, Associate Dean of the College of Arts & Sciences was recognized for 40 years of service.

Mr. Ken Stapleton, Executive Director University Park Alliance gave an update on the University Park Alliance. Over 7000 students live in the area designated as part of the university park. The goal is to put up 500 new housing units and create 1000 new jobs. The Knight Foundation has donated 13 million. The goal is to revitalize and transform the area around the campus.

Mr. Jim Sage spoke briefly on IT services. The shared services with LCCC is moving forward. Estimates are \$200,000-300,000 for initial set-up. We contracted with CISCO for a 5-year lease for a network upgrade.

The stadium project is on schedule and moving forward.

An increase in course fees, miscellaneous fees and room and board beginning Fall 2008 was approved.

The Holiday Schedule for 2008-09 and Summer Hours were approved. Christmas falls on a Thursday this year so we will have Friday 12/26/08 as a paid holiday (in lieu of President's Day) instead of the usual Christmas Eve. Summer hours (8:00 – 4:30 with a 30-minute lunch) will begin Monday, 5/12/08 through Friday, 8/22/08.

The scheduled June 18 board meeting has been changed to meet on May 19, 2008. There will not be a June meeting.

**By-Laws: Laura Spray & Jeri Farwell** – No report.

**Faculty Senate (<http://www.uakron.edu/president/facultySenate/>): Mary Tabatcher (reporting on 5/1/08 meeting)** - Chairman Sterns remarked that the NCA visit was a success and congratulated Faculty Senate for being a strong organization essential to The University of Akron. He also wished happy birthday to Zippy for 55 years of being the UA mascot and said there would be a special event at the upcoming May 2nd University Park Alliance Founders Day celebration to honor that fact.

President Proenza and Provost Stroble both conversed on NCA visit, Chancellor Fingerhut's visit and his support of UA's direction and planned partnerships with area hospitals and NEOUCOM and the fact that spring commencement would graduate the highest number of degrees in the last ten years. Additionally they spoke of the upcoming Emile Grunberg lecture in economics by Nobel Prize winner Dr. George Akerlof on 4/23/08. The president of Lorraine Community College, Roy Church, would be receiving an honorary UA degree. Provost Stroble indicated that the NCA will do a progress report in three years and another site visit in five years. We will get a draft report in two months at which time we can only make corrections. The Provost stated that UA broke ground for a new Wayne campus building (#2) on 4/30/08. UA is also proud to be a part of the new STEM grade school being readied at Inventure Place. This is a collaboration between Greater Akron Chamber of Commerce, Akron Public Schools, UA, others.

Jim Lynn reported for the Academic Policies Committee on recommendation to reorganize the College of Fine and Applied Arts and create a second college: College of Health and Human Services. The School of Speech-Language, Pathology and Audiology would be separated from the School of Communications and they have worked on the proposal for over two years. Faculty Senate voted to move forward as faculty from the school spoke in strong support of the move.

The Athletic Committee stated that an Athletic Code of Conduct would soon be offered to the Senate for consideration.

The Faculty Research Committee reported that this year the senate had approved committee membership changes requiring that FRC members must have Graduate Faculty status. A sub-committee was formed to find streamlined ways for evaluating future grant proposals.

The Graduate Council recommended that a “Responsible Conduct of Research Policy” be implemented to train grad students in proper research policy. Additionally, the Graduate Student Government was revived and had elections and a colloquium in which eleven graduate awards were given out.

Senator Gerlach brought up rules on absenteeism and requested that Faculty Senate vote to remove two senators for non-attendance. By-laws specify senators must miss in excess of four meetings to be removed from further participation. Two senators in questions had only missed four and three; therefore, it was premature to take action.

Dr. Ducharme notified the Executive Committee he has filed a grievance regarding his removal as Philosophy Chair. Case will include members of Faculty Rights and Responsibilities Committee.

Mark Tausig discussed recommendation for rule change regarding ad hoc faculty status. Senate appeared to fear that “expectation” for faculty to apply for full-time faculty membership would prevent faculty who are in non-publishing disciplines from applying for ad hoc status. Motion was made to send the bylaw back to the Graduate Faculty Council for reconsideration.

Faculty Senate nominations are coming up and discussion pursued regarding protocol.

Discussed the status of BOT support of HB315 which would guarantee a revenue stream for STRS. The BOT requires further financial impact information prior to acting.

Discussed revisions being made to Student Code of Conduct. Working on strengthening language that qualifies intentionality regarding misconduct and burden of proof for sanctions that may lead to suspension or expulsion.

Senator Lillie reported that the goals of UCEC summer meetings are to finalize the principles and structures document and to work on the by-laws.

**NCA Focus Visit:** SEAC met with the NCA team on April 29, 2008. The last time NCA visited, UA was in transition with the recent union vote and the team was not able to look at shared governance issues on campus. Shared governance is being currently addressed by the University Council Exploratory Committee which will (if passed) restructure all committees under one tent. SEAC has been supportive of the University

Council and has signed off on the draft document. Discussion centered on support SEAC receives from higher management; re: VP's, Provost and Presidents Offices but lack of support from middle management, which is the support we desire and need. SEAC reiterated that some of our issues involve HR and performance reviews, service awards, lack of staff training/mentoring, being "allowed" time to serve on SEAC and other committees, etc. Overall, the NCA team felt we were positive and even though we have some concerns, it appears the avenues for moving forward are presently starting to be in place and there are expectations for future improvement.

**Operations Advisory Committee: Mary Dingler (reporting)** – No report.

**OSCHE (Ohio Staff Council on Higher Education): Bob Stachowiak - New website [www.ohiostaffcouncil.org](http://www.ohiostaffcouncil.org)** . Problems with website because clicking on memberships gives you conference info but it was just temporary. Summer conference is June 19-20 2008 at Lorraine Community College. Laura cannot go. Secondary reps are Mary T. and Charlene. Jeri and Mary to check dates and let Bob know. One person included in dues but Bob will ask President for OSCE dues and \$55 after first person. Let Bob know if you want to be on OSCE listserv.

**Parking Committee: Jeri Farwell (reporting)** - No report.

**Performance Evaluation Committee: Lissia Anderson, Mike Kimble & Mary Tabatcher** – No report; However Gary talked to Debbie Roper about them and she indicated they are going to look into but nothing is set in stone. Debbie says current performance review has nothing to do with most people's jobs. Who follows up? Joy's was sitting in Dean's office way past deadline. Final copies should be sent to employees to determine if any further comments were added after employee signature. Ask AG Monaco what plans are. Maybe they be can be made available in Zipline for archiving?

**Safety & Security Committee: Bob Stachowiak reporting on 5/13/08 meeting - Candace Campbell Jackson**

- Campus police report 8 to 10 incidents with no spike in crime, robberies or burglaries. Sumner Fest, a new off-campus function this year, started as a Sumner Street block party held on the weekend of heightened police presence in conjunction with Akron PD. Next year we will approach this in a preventative fashion.
- UA's internal marketing Z-Alert campaign has resulted in 500 new signups among faculty and staff.
- We have 200+ cameras on campus and a project is underway to coordinate the camera inventory for more efficient and effective use, including how each camera works - digital feed or tape – and establishing an online address for each camera. By logging on to the web address anyone will be able to see the view from the cameras, but the capability to shut down any camera will be retained.

Charlie Fey

- Committee agreed not to meet in June and July; the next meeting will be August 12, 2008.

- Committee Formation
  - Workplace Violence Policy
    - Sub-Committee members to include John Case or his designee, AG Monaco or his designee, Lee Gill, and Denine Rocco. VP Case to contact AG Monaco about representation on sub-committee.
    - The President's office would like a draft of the workplace safety policy ASAP.
  - Safety Programming and Funding Options
    - Sub-Committee members to include John Case, Eric Green, Kristen Bowman, Chad Cunningham, Jim Weber. It was suggested that Holly Harris Bane and Officer Joanne Boling also be invited to join this sub-committee.
    - Develop many programs for students, but also develop programs to target all campus
    - It was suggested that this group explore grant funding and donations through the Development Office.
    - Sub-Committee is to recommend programming, estimate costs and submit to the full committee for consideration.
  - Campus Sexual Assault Crime Prevention and Judicial Policy Review
    - Sub-Committee member Juanita Martin, and names of others suggested for sub-committee include Melissa Alford-Snyder, Alan Grad or designee, Pat Milhoff and Officer Joanne Boling if her schedule permits.
  - Sub-Committees are to meet and determine who will take the lead role.
  - Sub-Committees are to report to the full committee at the next meeting, August 12, 2008.
- Power Point slides from presentations to the Educational Policy/Student Affairs Committee of the Board on January 14, 2008 and to the full Board of Trustees on March 26, 2008.

#### **ACTION ITEMS**

- Dr. Fey to provide charge to each committee
- Dr. Case to contact AG Monaco about HR representation on the Workplace Violence Policy sub-committee
- Dr. Fey to contact individuals about participating in the sub-committees for Safety Programming and Funding Options and Campus Sexual Assault Crime Prevention and Judicial Policy Review
- Sub-Committees to meet and identify lead person for committee.
- Sub-Committees to report at next meeting in August.

Next meeting on Tuesday, August 12, 2008 from 9-10a in STUN 310

**Social Committee: Gary Beckman (chair), Charlene Calabrese, Mary Dingler, Peggy Speck, Mary Tabatcher** – Bob to see President.

**University Council: Joy LiCause & Bob Stachowiak (reporting)** – UCEC Committee is working on the draft document and wading through duties of the standing committees and their respective implementation teams. An implementation team is the mechanism that the committee would use to see that there is constant communication between the Council and the university unit which is implementing change as recommended by the council. (Also sometimes known as keeping ones finger in the pie.)

We are resolving issues and meeting twice a week on Tuesday and Thursdays at 2pm.

Several bigger issues that have to still be addressed down the road are representation by constituency and bylaws.

By laws still have to be determined which shouldn't take too long. Still have to decide representation – 2 VPs, 2 chairs, 4 students, 4 staff, 4 CPAC, ?? Faculty Senate. Most important thing to remember is we still have back-channel communication with President. UCEC is trying to force everyone into unified voice but there can still be dissenting opinions. Past discussion has been, does each member speak for the group or for themselves? Provost is pivotal part of UC structure, but SEAC doesn't see any problems if Provost leaves.

**Web Team: Jim Shuster** – Review grid of SEAC membership to determine accuracy for uploading to website. Will add grid to website along with additional explanation of committees.

**Old Business:** June we are hoping to have AG Monaco here to talk and need to give him an agenda. Laura and Lissia have started working on it. Some items for consideration: sick leave bank (Kent has to have 600 hours). Look at converting sick days to personal days? Where does AG stand on these issues?

**New Business:** A&S staff member contacted Mary Tabatcher on 4/30/08 to request that SEAC propose that office hours be adjusted from 8:00-5:00 to 8:00-4:30 (with a half hour lunch) during winter break and also possibly spring break. Add to AG Monaco agenda.

**Elections:** Mike Kimble (Ted's open position) Peggy and Jim will be off next year. Four positions. Peggy will not run again. Three elected, one appointed. Should have column on website listing how many consecutive terms person has served. Jim is eligible to run. Beckman in 2<sup>nd</sup> term. Charlene in first. Dingle second, Jeri first, Lissia first, Mike first, Peggy first (won't run), Mary first (appointed). Can't be appointed after two consecutive terms; Laura and Bob are in second terms. Joy (ex-officio) is eligible.

Change elections page and let people know nominations are open and we are accepting for 3 elected and 1 appointed position. Wayne appointee?

Bob liked that people could get instant results, but nobody on SEAC can do it. Checkbox? Jim to look into it because Bob thought it increased activity.

New person 7/1/08 FY. Elections time line discussed. Determined that nominations would be open for 10 days beginning 5/19/08 and closing on 5/30/08 at 4:30 pm. One week for collection of bio's and on 6/9 open elections until 6/18 at 4:30 pm. This would give the President 2 weeks to respond and determine his appointee. Nominations again to be done online. Bob to email Laura Moss to get SEAC list. Will notify staff using SEAC listserv and Email Digest.

**Meeting adjourned at 1:54 PM.**