

The University of Akron
Staff Employee Advisory Committee (S.E.A.C.)
Minutes for September 16, 2010 Meeting

Members and Attendance:

Name	Term	Attendance
Kristina Artino	2009 - 2012	Present
Mary Dingler	2009 - 2010	Present
Lissia Gerber	2010 - 2013	Present
Nancy Homa	2009 - 2012	Present
Jan Kotila	2010 - 2013	Present
Jennifer Lint	2010 - 2013	Present
Vicki England Patton	2010 - 2013	Present
Jim Shuster	2008 - 2011	Present
Cheryl Collins-Slusarczyk	2010 - 2013	Present
Peggy Walchalk	2010 - 2013	Present
Lindsie Webb	2008 - 2011	Present
Pam Woodall Caine	2008 - 2011	Absent with Notice
Laura Spray	Ex-Officio	Present
Bob Stachowiak	Ex-Officio	Absent with Notice

Meetings always scheduled on third Thursday of month at 12:30 PM.

Meeting called to order at 12:30pm.

Review minutes for 8-19-10 meeting. Minutes approved.

Agenda for Today's Meeting:

I. Opening

II. Goals

- Set subcommittee meeting dates

III. Agenda Topics

1. Jim's announcements.
 - Discussed filling the position left by the departure of Jean Andrick. It could possibly be filled by a presidential appointee.
 - Jim asked new members if they have received their congratulations certificates yet. No one has received them.
2. Approve August minutes.
3. Budget update.
4. Committee Reports.
5. Employee Appreciation Day on hold.

IV. New Initiatives

- New checkbox survey topic
- Discuss/ Analyze Survey Feedback
- Staff/Administration hiring/promotion disparities

V. Closing

New business:

- Vicki suggested having an “open session” for employees to attend SEAC meetings.
- A staff employee hiring issue was discussed by the committee. Cheryl volunteered to look into staff employee hiring procedures and research hiring procedures in other institutions and report back to the committee.

Old Business:

Staff Survey: Executive committee will meet with president about the results of the survey. In president’s meeting we discussed summarizing the results and presenting the president with some solutions.

Ideas: Making the review process the employee’s responsibility; Provide employees with helpful information and tips to have successful working relationship with their supervisor.

- Laura is chairing the subcommittee to summarize the survey results. Cheryl and Jan are on the committee as well. Summarization will be completed by the October meeting. We would like to meet with him sometime in November.

Committee Reports:**SEAC Awards & Recognitions Sub-Committee: Jim Schuster, Mary Dingle and Peggy Walchalk:**

Next meeting set for the week of 9/20/10.

Mary received a response from HR regarding the Awards and Recognitions process that we can find out what staff receive awards by checking the online list provided by HR on their website.

SEAC By-Laws - Laura Spray (ex-officio and Chair reporting), Pam Woodall Caine, Nancy Homa and Lindsie Webb:

By-laws are still waiting approval by Sid Foster. They will be forwarded to the Board of Trustees for approval in December. Mr. Foster is still in the process of reviewing and revising the by-laws and will be discussing these changes with Laura.

SEAC Budget Committee (Lissia Gerber reporting): No report.

SEAC Treasurer - Lindsie Webb (reporting):

SEAC Campus & Community Outreach Committee - Lissia Gerber (reporting), Pam Woodall Caine, Kristina Artino, Mary Dingle, Peggy Walchalk.

Met 9-16-10. Discussed the United Way campaign and the Hats and Gloves initiative.

SEAC Human Resources Liaison- Jim Schuster. No report

SEAC OSCE Reps (Ohio Staff Council on Higher Education): Jim Shuster (chair) and Lissia Gerber (vice-chair), Cheryl Collins-Slusarczyk (alternate): No report.

SEAC Performance Evaluation Committee - Jim Shuster (reporting), Mary Dingle and Cheryl Collins-Slusarczyk and Jennifer Lint:

Will meet the week of 9/20/10.

Social Committee: Jennifer Lint, Mary Dingler, Lissia Gerber and Pam Woodall Caine: No report.

Web: Jim Shuster (reporting), Peggy Walchalk and Vicki England Patton: No report.

Board of Trustees Observers (www.uakron.edu/bot/) - Kristina Artino (reporting) and Lissia Gerber, Jen Lint (alternate): Attended by Lissia Gerber on 9-7-10 who provided the following meeting minutes:

President Proenza

- Introduced Eric Johnson, Director, University Park Alliance
- Vision 2020 Strategic Plan – looking ahead to 2020 which will be 150th anniversary of UA
- 6 goals listed in draft of plan
- Mission Statement has been revised in draft plan – for public will use the shortened statement: “Your Success is Our Success”
- Vision Statement will be revised for final draft and shortened statement will be presented
- Akron Public Schools Early College earned best overall program for Akron Public Schools on the State of Ohio report card – this program provides Associate degrees for poverty level students
- Enrollment increase 5% - 6% incoming Freshman increase

Student Trustee

- Thanked BOT for the South Campus Parking deck – said it is making a huge difference
- Thanked Provost for increased efforts to provide better scheduling of courses

Goals 2010

- Possible change to course withdraw date
- Increase in funding for student government to engage students
- Would like a student to be recognized at each BOT meeting
- Thanked BOT for Student Appreciation Day

Finance Report

- Tuition & Fees +\$7.4 million
- SSI in line with budget

State Budget Briefing:

- State shortfall \$6-8 billion
- Higher Ed will may not receive State support – we must be prepared – 30% of our budget will have to be made up if we receive no support

Educational Policy Report

- Looking at Revenue, Retention & Reorganization – still planning
- AG, Sage – select group looking at hiring process need for position working on budget to analyze how our budget process functions
- Student Services – retention & graduation is our focus – enhancement of our advisor services – retreat for advisors to discuss methods forthcoming
- College Professor and Author of *My Freshmen Year* will be keynote speaker at retreat to discuss retention
- Collaborating with Dept of Statistics to look at 40 factors and how they influence student success

Presentation

- Holly Harris Bane – Presentation on MCUC and Midpoint - strategic outreach to pull adult learners in Medina County to UA
- MCUC & Midpoint are not branch campuses- most teaching done through distance learning

- Target audience: adult learner – Medina County has 2300 adult students who have attended UA at one point and not completed degree requirements
- MCUC – growth 17% per semester, serve 80 companies
- Midpoint brings Freshman and Sophomore courses to students –
- 3 MCUC/Midpoint students tell their stories and why MCUC/Midpoint helped their success

IT Report

Involta Data Center – Sage reported Involta Data Center purchased a site for a large data center on Miller Road – looking for collaboration of many institutions/businesses to use them as a data center – spoke of investigation of moving our computer center to this location to free up valuable space in center of campus – beginning stages of investigation

Student Affairs Report

- Residence Halls – growth my 400 beds – still have waiting list for bed spaces
- Off Campus Student Services – collaborates with landlords for off campus housing – growing
- Fall move in – worked with PFOC & North Parking Deck – Parking Services – students had items unloaded into PFOC vehicles for delivery to res halls – parents loved the service – many letters received thanking them – Dr. Proenza commended them for service

External Affairs Report

- Taiwan has created an alumni group – we have 227 alumni in Taiwan –
- BOT member asked External Affairs to look at Nigeria for alumni

Faculty Senate (<http://www.uakron.edu/president/facultySenate/>) - Nancy Homa (reporting) and Cheryl Collins-Slusarczyk : Was attended by Nancy Homa on 9-2-10 and the following items were discussed:

- Chair Sterns asked for approval of minutes from May 2010 FS meeting: Approved.
- Chair Sterns reported on the activities of the Exe. Committee over the summer: Met with President, Provost, and CFO Candidates.

President Proenza's report: Shared Fall 2010 enrollment numbers, progress on Strategic Plan, changes in higher education.

- Provost Sherman's report: Emphasized the importance of teaching and learning; attention to Student Success, Institutional Efficiency, Talent. Had great concern with Academic Advising when he arrived on campus and was able to provide 12 additional positions across campus – 6 in AA from part time to full time and the other 6 across the various campus areas that were in need. He explained that creation of Office of Academic Affairs and its focus of Retention, Revenue and Reorganization.

Unfinished Business from 2009-2010:

1) Course Withdrawal Policy: Much discussion ensued with regards to rationale for such policy, the significance of the 7th week for withdrawing; need for the rationale and consequences to be better presented in General Bulletin and on-line for all to read. Concern about students changing majors and the 2 WD permitted in the first 32 hours. It was discussed how this policy might also be part of the Code of Conduct . It was agreed that the language of this policy must be re-worked and brought back to FS for presentation at next meeting.

- 2) Curriculum Review Committee: Change in rule with regards to language: Curriculum approval operates with FS approving the “flo” of the new approval system. Motion to approve passed.

New Business: Plea by IRB for more faculty from the “hard sciences” to become members – difficult to analyze and decide faculty grants when they are scientific in nature and the lack of expertise of the IRB.

Meeting Adjourned: 4:50PM Next Meeting: October 7, 2010 – Buckingham 201.

University Council Exploratory Committee – Bob Stachowiak (reporting) and Vicki England Patton: No report.

University Safety & Security Committee – Bob Stachowiak (reporting): No report.

Meeting adjourned at 2:15pm.

Next meeting is on October 21 at 12:30 PM. See schedule below.

Date	Start	End	Room	Status
7/15/2010 Thu	12:15 PM	2:00 PM	SU Room 323	Confirmed
8/19/2010 Thu	12:00 PM	2:30 PM	SU Room 323	Confirmed
	3:00 PM	4:00 PM	McCollister BH	Confirmed
9/16/2010 Thu	12:30 PM	2:30 PM	SU Room 323	Confirmed
10/21/2010 Thu	12:30 PM	2:30 PM	SU Room 323	Confirmed
11/18/2010 Thu	12:30 PM	2:30 PM	SU Room 323	Confirmed
12/16/2010 Thu	12:30 PM	2:30 PM	SU Room 323	Confirmed
1/20/2011 Thu	12:30 PM	2:30 PM	SU Room 314	Confirmed
2/17/2011 Thu	12:30 PM	2:30 PM	SU Room 314	??
3/17/2011 Thu	12:30 PM	2:30 PM	SU Room 314	Confirmed
4/21/2011 Thu	12:30 PM	2:30 PM	SU Room 314	Confirmed
5/19/2011 Thu	12:30 PM	2:30 PM	SU Room 314	Confirmed
6/16/2011 Thu	12:30 PM	2:30 PM	SU Room 314	Confirmed
7/21/2011 Thu	12:30 PM	2:30 PM	SU Room 314	Confirmed