

The University of Akron  
Staff Employee Advisory Committee (S.E.A.C.)  
Minutes for 7-21-2011 Meeting

**Members and Attendance:**

<b>Name</b>	<b>Term</b>	<b>Attendance</b>
Kristina Artino	2009 - 2012	Absent w/notice
Mary Dingler	2009 - 2012	Absent w/notice
Debbie Gannon	2010 - 2013	Absent w/notice
Lissia Gerber	2010 - 2013	Absent w/ notice
Julie Harhay	2011 - 2014	Present
Nancy Homa	2009 - 2012	Present
Shelly Keller	2011 - 2014	Absent w/notice
Ken Lindeman	2011 - 2014	Absent w/notice
Deanna Reynolds	2011 - 2013	Present
Jeanne Semilia	2011 - 2014	Present
Cheryl Collins-Slusarczyk	2010 - 2013	Present
Peggy Walchalk	2010 - 2013	Present
Angie Wynar	2011 - 2014	Present
Open Position	- 2012	N/A
Jim Shuster	Ex-Officio	Present
Laura Spray	Ex-Officio	Present
Bob Stachowiak	Ex-Officio	Present

**Regular meetings scheduled on third Thursday of month at 12:00 PM.**

Meeting called to order at 12:10 pm.

**I. Agenda Topics:**

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|----------------------|--|
| Chair Announcements  | <ul style="list-style-type: none"> <li>- Special thanks to Jim Shuster for his role as SEAC Chair last year.</li> <li>- Encourage all members to get involved with our initiative and participate in the SEAC committees.</li> <li>- Meetings will run productively and motions should be made as necessary.</li> <li>- Any questions or inquiries from UA staff should be given to Peggy Walchalk, Secretary, to present to committee for a response.</li> <li>- Kristina Artino is doing well after her accident. She is recovering from injuries and plans to return to UA on August 22, 2011.</li> </ul> |
| Approve June Minutes | <ul style="list-style-type: none"> <li>- Jim Shuster provided two changes to the minutes.               <ol style="list-style-type: none"> <li>1.) The dates of the OSCE summer meeting.</li> <li>2.) Omit August 18, 2011 from our future meeting dates. That meeting will be replaced with the August 19, 2011, meeting.</li> </ol> </li> </ul> <p>Minutes were approved with changes.</p>   |
| Treasurer Update     | <ul style="list-style-type: none"> <li>- Most recent charge of \$175 for use of the Ballroom - August 4, 2011, event.</li> <li>- Current balance is \$593.99.</li> <li>- Angie will transfer all information to the new Treasurer.</li> </ul>  |
| Open Positions (2)   | <ul style="list-style-type: none"> <li>- Angie Wynar is leaving opening a three-year term.</li> <li>- Mike Kimble/Jan Kotila's previous position opens a one-year term.</li> </ul>   |

- According to By-Laws, UA President to select replacement through SEAC's recommendation.
  - Recommendations for three year term include:
    - o Amy Haynes (Wayne)
    - o Ann Martin (Wayne)
    - o Mary Cook (Kristina Artino's current department replacement)
  - Any recommendations for one-year term should be e-mailed to Cheryl.
- Elect Treasurer
- Julie Harhay volunteered.
  - Cheryl motioned Julie be appointed as Treasurer. All agreed.
- Elect UC Council Members from SEAC
- Cancelled until next meeting.
- University Council Meet & Greet
- Cheryl, Jeanne, and Bob will be meeting with Provost tomorrow morning regarding his presentation on August 4.
- Sub Committee Assignments
- Jim Shuster provided a handout listing each SEAC position and committee title. (attachment 2).
  - Cheryl provided explanation on the committee roles. Members present accepted or declined appointments on the committee. Any members who are absent today will still be able to join or decline any committee of their choice.

SEAC Awards and Recognition (\*) Mary Dingler, Peggy Walchalk, Jeanne Semillia

SEAC By-Laws (\*) Laura Spray, Nancy Homa

SEAC Campus & Community Outreach (\*) Julie Harhay, Lissia Gerber, Kristina Artino, Deanne Reynolds

SEAC Human Resources Liasson (\*) Cheryl Slusarczyk

SEAC OSCHE Reps (\*) Cheryl Slusarczyk, Kristina Artino

SEAC Performance Evaluations (\*) Mary Dingler, Jim Shuster, Peggy Walchalk

SEAC Social Committee Lissia Gerber, Julie Harhay, Jeanne Semillia

SEAC Web Team (\*) Ken Lindeman, Jim Shuster, Peggy Walchalk

Board of Trustees Observer Kristina Artino, Lissia Gerber, Ken Lindeman (alt.)

Faculty Seante (\*) Nancy Homa, Jeanne Semillia

University Council Exploratory Committee (\*) Cheryl Slusarczyk, Jim Shuster, Bob Stachowiak  
**Table UC appointees at next meeting.**

University Safety & Security Committee (\*) Bob Stachowiak

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|-------------------|---|--|
| SEAC List Serve   | - | Cheryl to send list serve letter in reference to the University Council (Attachment 1).  |
| Webpage Update    | - | No update.   |
| Committee Reports | - | <b>By-Law update (Laura Spray)</b> The office of General Counsel has recommended the SEAC By-Laws be rewritten. Laura expects to have the document rewritten and ready for review in September, 2011. The current By-Laws can be found on SEAC's homepage. |

## II. New Initiatives

- Meeting with the President scheduled for Friday, August 19, 2011. Suggested topics presented include:
  - The \$6M deficit.
  - Will there be a raise this year?
  - Invite staff to submit questions at the August 4, 2011 SEAC Meet and Greet. Have an 'ask the President Box available.
  - Inquiry on the holiday party.
  - The status of the Education building.
  - The status of the Wonder Bread building.
  - The president's comments on Senate Bill 5.
  - SEAC's United Way involvement.

**Please submit any other ideas to Cheryl via e-mail or bring to next meeting.**

- Meeting with Becky Hoover and Bill Viau, September 15, 2011. **Agenda item for next SEAC meeting to include questions for them.**
- Outreach – School Supply Drive for Summit County Children Services. Julie Harhay volunteered to chair initiative.
- Outreach – United Way. Will ask President how SEAC can help this year.
- Employee Appreciation/Homecoming. Deanne and Cheryl met with Dan Satter from the Department of Athletics. Dan will be joining us at our next meeting to welcome ideas on how best to improve attendance and ticket sales. CPAC will be hosting a Corn Hole tournament. Some suggestions included the following:
  - Place informational flyers throughout buildings to spread momentum.
  - Create competition between SEAC and CPAC (i.e., most ticket sales, tug-of-war, etc.).
  - Program for children inviting them to join Zippy on the field.
- Board Meeting with President Proenza. Meetings with the president have been scheduled for every other month.
- Welcome Committee. Cheryl asked the committee their thoughts on this idea. Some thoughts and ideas included:
  - Include SEAC flyer in the New Employee Orientation Flyer, or attend a seminar that Kathy Batchelder hosts.
  - Cheryl will talk to Kathy to see if she can attend a future SEAC meeting.
  - Wayne College has a staff mentoring program. Angie will forward outline to Cheryl.
- Holiday Social. Will wait to see President's thoughts before proceeding.
- Wayne Meeting. Cheryl asked Angie if she could schedule a room for the April meeting at Wayne College.

### III. To Do List

- Performance Committee Jim questioned how Becky Hoover will coordinate the skills assessment initiative and how that will be used to help in performance evaluation. He also mentioned the Provost saying there may be new methods for the performance evaluation.
- Awards Committee No report.
- New web page format: dotCMS Jim will work on the Web page and have the site updated by September.
- SharePoint storage site Jeanne and Peggy agreed to work on scanning and downloading files to this site.

Cheryl supplied the members with a copy of the Family Leave Rule 3359-11-02 (Attachment 3).

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Meeting adjourned at 2:00 pm.

Next meeting is on August 19, 2011. See schedule below.

<b>Date</b>	<b>Start</b>	<b>End</b>	<b>Room</b>	<b>Status</b>
8/19/2011 Friday	11:30 AM	12:45 PM	Kolbe 111	Confirmed
8/19/2011 Friday	1:00 PM	2:00 PM	Buchtel Hall	Meeting with President
9/15/2011 Thu	12:00 PM	2:00 PM	SU Room 314	Confirmed
10/20/2011 Thu	12:00 PM	2:00 PM	SU Room 314	Confirmed
11/17/2011 Thu	12:00 PM	2:00 PM	SU Room 314	Confirmed
12/15/2011 Thu	12:00 PM	2:00 PM	SU Room 314	Confirmed