

The University of Akron
 Staff Employee Advisory Committee (S.E.A.C.)
 Minutes of 1-7-2013
 Student Union Room 314

Members and Attendance

Stephanie Baker	2012-2015	Present
Matt Bungard	2012-2015	Present
Cheryl Collins-Slusarczyk	2010-2013	Present
Mary Dingler	2009-2012	Present
Emily Fillmore	2012-2015	Present
Debbie Gannon	2012-2015	Present
Nancy Homa	2009-2012	Present
Lissia Gerber	2010-2013	Present
Megan Hampshire	2012-2014	Present
Julie Harhay	2011-2014	Absent with notice
Amy Haynes	2011-2014	n/a
Shelly Keller	2011-2014	Present
Kenn Lindeman	2011-2014	Present
Margo Ohlson	2012-2015	Present
Deanne Reynolds	2011-2013	Present
Cynthia Richey	2012-2013	Present
Jeanne Semilia	2011-2014	Present
Michael Spayd	2012-2015	Present
Laura Spray	2012-2015	Present
Peggy Walchalk	2010-2013	Present

Regular meetings scheduled on third Thursday of each month at 12:30 p.m. This meeting was held in lieu of the December 20, 2012 meeting.

Meeting called to order at 1:30 p.m.

I. Agenda Topics

- 1.) **Approve November minutes** – Debbie Gannon motioned approval of the November, 2012 minutes as written. Michael Spayd seconded the motion and all were in favor.
- 2.) **Campus Staff Meeting** – Laura Spray announced the particulars for the SEAC Brown Bag meeting scheduled for Thursday, January 17, 2013 (12 – 1 p.m.) in Student Union room 312. Assignments and details were discussed as well as proposed discussion topics listed as follows:
 - SEAC Elections (Deanne and Kenn)
 - Benefits of serving on SEAC (Jeanne)
 - SEAC Newsletter and Background
 - SEAC Welcome Program (Kenn)
 - SEAC Participation (annual meetings with President and BOT observance)
 - University Council (Matt)

- Highlights of 2012 (Emily)
 - School Supply Drive and United Way Kick Off
- Schedule of 2013 Events
- Aeros Night at Canal Park (Julie)
- HR Issues / Performance Review (Shelly)

Cheryl encouraged the committee members to participate in the discussions and open conversations during the Brown Bag meeting. She also asked members to arrive by 11:45 a.m.

Jeanne shared a draft of the SEAC Newsletter. Cheryl and the members thanked Jeanne for her efforts and expertise in creating the first issue.

- 3.) **Staff Welcome** - Michael provided each member with a copy of the "Welcome Team Procedure".
- 4.) **Constituent Issues** – Peggy noted there were no reports.
- 5.) **Old Business/New Business** – Cheryl noted the "Award of Exemplary Service" has been posted with a submission deadline of March 1, 2013. She has received a list of all FT "staff" along with their supervisor name/email. She will forward this announcement to campus supervisors urging them to submit nominations for rewarding staff.

Laura mentioned that our by-law process is currently on hold. The Office of General Counsel is waiting for the Union election results to be completed before finalizing any changes. This may be on hold until late January or early February.

Treasurer report supplied to Peggy Walchalk in Julie's absence. The current balance is \$3,816.56.

Stephanie Baker motioned to adjourn the meeting. Mary Dingle seconded the motion and all were in favor. The meeting adjourned at 2:10 p.m.

Next scheduled meeting: **Thursday, January 17, 2013 – Student Union Room 314 at 1 p.m.
(immediately following SEAC Brown Bag meeting)**

Submitted by: Peggy Walchalk, SEAC Secretary 2012-2013