

The University of Akron
 Staff Employee Advisory Committee (S.E.A.C.)
 Minutes of 4-18-2013
 Student Union Room 314

Members and Attendance

Stephanie Baker	2012-2015	Present
Tracey Brown	2013-2016	Absent with notice
Matt Bungard	2012-2015	Present
Cheryl Collins-Slusarczyk	2013-2016	Present
Mary Dingler (Ex-Officio)	2013-2014	Present
Emily Fillmore	2012-2015	Present
Debbie Gannon	2010-2013	Present
Nancy Homa (Ex-Officio)	2013-2014	Present
Lissia Gerber	2010-2013	Absent
Megan Hampshire	2012-2014	Present
Shelly Keller	2011-2014	Present
Kenn Lindeman	2011-2014	Present
Sharon Logue	2013-2014	Present
Brenda McHenry	2013-2016	Present
Kristina Nakoneczny	203-2014	Absent with notice
Margo Ohlson	2012-2015	Present
Deanne Reynolds	2011-2013	Present
Cynthia Richey	2012-2014	Present
Jeanne Semilia	2011-2014	Present
Anthony Serpette	2013-2016	Present
Michael Spayd	2012-2015	Present
Laura Spray	2012-2015	Absent with notice
Peggy Walchalk	2010-2013	Present
Cheryl Westfall	2013-2016	Present

Regular meetings scheduled on third Thursday of each month at 12:30 p.m.

Meeting called to order at 12:35 p.m.

I. Agenda Topics

- 1.) Approve March Meeting Minutes** – Kenn Lindeman motioned to approve the minutes as written. Nancy Homa seconded the motion, all were in favor.
- 2.) Welcome New Members** – Cheryl greeted and welcomed Anthony Serpette, Brenda McHenry, Cheryl Westfall, and Sharon Logue as new members to the committee. She noted that Kristina Nakoneczny is also a new member but could not attend today’s meeting.
- 3.) Budget** – Cheryl reported in Laura’s absence that our current balance is \$1,966.77.
- 4.) Akron Aeros Game Day** – Peggy announced that SEAC purchased (150) admission tickets and meal vouchers. The total cost to SEAC was \$1,650 (\$900 for tickets and \$750 for meal

vouchers). She noted that the money used to purchase the tickets should be recouped after the tickets have sold on campus. We have sold (127) tickets to date. Cheryl motioned to extend the ticket sales as needed to accommodate any additional staff requests prior to the May 4th game. All members were in favor.

Cheryl noted that a previous question arose regarding the number of meal vouchers to be provided to a staff member's ticket purchase. This question was presented to the SEAC - Aeros planning committee. After discussion they agreed to limit the meal voucher tickets to ten per staff member.

- 5.) **Newsletter** –Jeanne shared her plans for the upcoming Newsletter. Those items include Bonnie Bromley as the “Staff in Spotlight”; an article on the Aeros Outing; information from the April OSCHE meeting; recycling opportunities and updates; stories on the new SEAC members; and a list of the University Council standing committee members and at large members.
- 6.) **University Council** – Cheryl noted that all UC Standing Committees are complete, but we will now need to fill Nancy Homa's position in the Athletics & Recreation committee. Nancy commented that the committee is doing well and they meet about once a month. Sharon Logue volunteered to fill the vacancy.
- 7.) **OSCHE April Meeting** – Michael Spayd thanked the members for their efforts in making the OSCHE meeting and planning a reality. He mentioned that four University departments contributed money and a total of \$1,150 in donations has been received to support the meeting. He added that a block of rooms at the Sheraton have been set aside for guests arriving from out-of-town and that tonight there will be a dinner at The Office. All are invited to attend and meet the folks visiting from other colleges.

The OSCHE meeting will take place on Friday, April 19, 2013 at the Martin University Center – North Ballroom. The agenda will feature speakers President Proenza and Vice President Jim Tressel. A continental breakfast and lunch will be provided as well as goodie bags and door prizes.

Cheryl thanked Michael and the planning committee for their time and hard work to make this event a success.

- 8.) **Overview of Positions** – Cheryl provided the members with a handout containing SEAC's Goals and Mission Statement. The handout also included a list of executive officers and positions offered within the committee and subcommittees. Each of the current officers described their roles and responsibilities of the board and announced if they plan to run again for the office. It was noted that all positions, chair, vice chair, treasurer, and secretary will be open for May elections. Cheryl encouraged all members to consider running for an office and to get involved with the sub-committees.
- 9.) **Overview of University Council and Committees** – Cheryl read the names of SEAC members currently serving on the UC standing committees. She mentioned that UC officer elections will be coming up soon and encouraged members to run for chair positions as this would serve as another voice and representation for staff.

10.) Institutional Effectiveness/Issue Brief – Cheryl announced that an issue brief was submitted to UC requesting a list of the committee names and the chair names of those assigned to the (13) Institutional Effectiveness Committees. The Issue Brief also requested SEAC be involved and have representation. Cheryl had received a list of the committees and their chairs, but she had also requested a follow-up with President Proenza and Rex Ramsier. They had not responded to her request prior to today's meeting. She mentioned that it appears some of the committees will be short term until the budget situation is determined, and the other committees could be long term.

11.) Old Business / New Business:

Cheryl announced that Megan Hampshire has resigned as a SEAC committee member. Megan has accepted a Graduate Assistantship on campus that will allow her to pursue her graduate studies full time. The members wished Megan well in her career and academic goals. Kristina Nakoneczny has been appointed to serve the remaining one-year term.

A concern was raised with regard to the fees UA has incurred and paid for the Scannel & Kurz consulting fees. Members realize the company has been assisting UA for some time now and would like to know the amount of this expense. Cheryl asked the members if this question should be directed to administration. The majority of members were in consensus for an answer.

Another concern of the members was the rumor of proposed change of reduction in fee remission. It was noted that this benefit might be changed from 100% fee remission to 75% or 50% coverage for the dependents of full time staff. It was commented that administration is currently just looking at numbers and might feel this could save dollars for the university. It was suggested that this item should be measured to first determine how much the University would save by changing the benefit.

Members also discussed concern of the recently announced option of reduced work hours. Shelly and Emily were recently approached with two questions regarding this option. They presented Bill Viau of Human Resources with the questions.

Q: The application indicates the voluntarily reduction in their work schedule is to be completed annually. If an employee signs up for this option – there may be no going back, would this be the case?

A: The reason that employees would be asked to complete a work schedule annually is to make sure that Payroll/Benefits can accurately track what is going on. For example, if someone went to a 10 month schedule and did not work June and July this year, we would have to make sure that the employee contributions for benefits would be taken care of. The next year, the supervisor and the employee might decide that the 10 month schedule might work better if the employee was off in July and August. We would need to know that to accurately track benefit contributions.

The intent of the program is to have permanent reductions. However, no one knows what the future might hold. Future changes would of course be contingent on the availability of funding, the needs of the University and the needs/interests of the employee.

Q: Is there a policy for future adjustments if it is only a permanent offering? It would be nice to see some "insurance" for the employee to back out of the program if life circumstances change.

A: *We still have options in place (see University Rule 3359-26-04 (F) Reduced Work Week) to allow for a temporary reduction in hours, so employee could still submit requests to their supervisors for a temporary reduction. For example, if an employee wanted to reduce their hours in the summer, they could do that with their supervisor's approval. We've had this program in place for a number of years.*

With no further business the meeting adjourned at 2:10 p.m.

Next scheduled meeting: **Thursday, May 16, 2013 – 12:30 p.m. in Student Union room 314.**