

The University of Akron
 Staff Employee Advisory Committee (S.E.A.C.)
 Minutes of August 28, 2014 Meeting
 Student Union 314

Members and Attendance

Stephanie Baker	2012-2015	Present
Bonnie Bromley (Secretary)	2014-2017	Present
Matt Bungard	2012-2015	Present
Emily Fillmore	2012-2015	Present
Debbie Gannon	2014-2015	Present
Marjorie Hartleben	2014-2017	Present
Shelly Keller	2014-2017	Present
Kristina Nakonecny	2014-2017	Present
Ruth Nine-Duff	2014-2017	Present
Margo Ohlson (Chair)	2012-2015	Present
Doris Robinson	2014-2017	Absent
Kathie Ruther	2014-2017	Present
Anthony Serpette (Vice Chair)	2013-2016	Present
Laura Spray (Treasurer)	2012-2015	Absent with Notice
Peggy Walchalk	2013-2016	Present

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

Agenda Topics

- I. **Meeting called to order at 12:30 p.m.:** 1) Shelley Keller 2) Stephanie Baker

- II. **Motion to approve July, 17, 2014 meeting minutes:** 1) Peggy Walchalk 2) Kathy Ruther

- III. **Treasurer's Report** (Laura Spray) – \$4,355.27

- IV. **Old Business:**
 - **Sick Leave Bank** (Anthony Serpette) – Much research has been done and actively seeking advice from other schools as to their systems for bank. Still pushing for university council to review and approve. No information from Kent on bench marking. UA and Miami only schools not with a program. Bench mark research to be sent back to university council. Bill Vieu requests to review this material.

 - **University Rule and Bylaws** (Laura Spray) – Submission of by-laws to the SEAC committee for their input and review.

- V. **New Business:**
 - **New President Luncheon and Available Meeting Times** (Margo Ohlson) –Bonnie will contact Kristen for confirmation on monthly meetings and President Scarborough attending a SEAC Meeting.

- **OSCHE Summer Conference 2014** – (Peggy Walchalk) Notes attached for all members.
- **OSCHE Summer Conference 2015** – Firm dates are May 28 & May 29, 2014
- **University Council Reports** - (No report)
- **Blog/Newsletter Update** - (Anthony Serpette) Request for a blurb from members Volunteering at the Gay Games. Please send to Anthony for website.
- **Polo Idea** – (Margo Ohlson) Bonnie volunteered to gather some information for the committee to review on styles and colors. Kathy made motion to table polos until next meeting when more information would be available. Matt seconded.
- **Fall 2014 University Community Outreach** – Discussion
 - o **Operation Evergreen** – (Anthony) Everyone start thinking about where we can do ornaments and gather any materials for making the ornaments.
 - o **Holiday Tree Festival for Akron Children’s Hospital** – (Stephanie) Has left message for contact at Tree Festival organization. Still awaiting reply.
 - o **Zips Assistance Pantry** – (Anthony) No set schedule for this program, however, if we have any extra deodorant, food, toothpaste, hair spray, clothing please drop it off to Off Campus Services. Margo to call Zak or Jennifer about a collection box in different areas for goods. Reminders to be sent out to members to support this program.

VI. **Other Business:**

- **Joint Fee Remission** – (Debbie Gannon) Committee decided to table indefinitely.
- **Wayne Campus Visit** –
Date: October 16, 2014—11:00 am
Transportation: Roo Express – Everyone to meet at cul de sac in front of Honors Complex.
- **Wayne Campus Concerns** - (Stephanie Baker)

VII. **RoundTable Discussion:**

Kathy Ruther inquired as to whether SEAC Committee would receive Zippy Pins from President’s Office this year as in the past. Office has been contacted and it is being investigated.

VIII. Motion to adjourn at 2:00 p.m.: 1) Stephanie Baker 2) Kathy Ruther

Respectfully submitted by: Bonnie Bromley



The Ohio Staff Council of Higher Education 2014 Summer Conference

June 19 - 20, 2014 hosted by Columbus State Community College and The Ohio State University

Meeting Notes:

The University of Toledo and Wright State University were not able to attend the conference.

- Seeking fundraising ideas to support OSCHE efforts. The committee hopes to one day be self-supported. *Recently conducted a Tupperware promotion. It was not as successful as we had hoped. Open to new ideas. OSCHE coffee mugs were created and sold at the meeting for \$10 each.*
- The OSCHE website is in great shape. Thanks to Anthony Serpette from The University of Akron.
- OSCHE needs to increase membership. All members are encouraged to seek involvement from non-member schools. If you or your colleagues have any connections with surrounding institutions, please help with recruitment. Background materials, etc. regarding OSCHE are available.
- Members agreed to host quarterly meetings (January, April, and October) at the Chancellor's office in Columbus, OH. It was suggested that the meetings begin at 10 a.m. and conclude by 3 p.m. The advantages of hosting the meetings at this location include:
 - Will add credibility to our group and purpose
 - Will be more prominent with our college Presidents and administration
 - Will help build and establish a relationship with the Chancellor
 - Will be able to reach out to the Chancellor and OBR more effectively
- Summer Conference discussion. It was suggested that the summer conference be condensed to just one and a half days. The members will consider this possibility and vote on the idea at the Fall meeting.
- OSCHE is seeking a location for the 25th Annual Conference to be held in June 2015.
- Treasurer's report shows a balance of \$8,462.74.
- Presentations by the Stephanie Davidson, **The Ohio Board of Regents (presentation attached)**
- Representatives from SERS and OPERS
- **Reports from attending colleges/universities (summary enclosed)**

Outgoing Officers:

Michael Spayd – (Treasurer) The University of Akron

Sue Thomas (Parliamentarian and Nine Year member) from Columbus State Community College

New Officers:

Peggy Walchalk (Treasurer - 2 year term) The University of Akron

Kirk Nagley (Vice President – 2 year term) Sinclair Community College

Darla Van Horn (Parliamentarian – 1 year term) Columbus State Community College



The Ohio Staff Council of Higher Education 2014 Summer Conference

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Pay/Salary Increases:

Staff - Non-Bargaining Unit and Contract Professionals - 2%

Faculty - 1.5%

Union/Bargaining – 2%

The increases were approved after a year in which salaries were frozen. The 2 percent increase accounts for a \$1.4 million expense in the budget.

Notes - Earlier this year, the CWA Union was ratified at The University of Akron. After several talks with administration and the CWA, SEAC could no longer represent union- represented staff. As a result, our SEAC committee council decreased by three taking us from a membership of 18 down to 15.

The University of Akron has (286) Union bargaining staff, and (437) non-bargaining staff.

Layoffs/Terminations/Furloughs

Six full time staff members were laid off

- Although initially more people were identified as being laid off, many were placed in other jobs or some (who were eligible) retired.

Approximately 80 staff members retired from January 1, 2013 to July 1, 2014. Six of them are retire/rehires. Four came back as full time and two came back as part time.



Change in Benefits Program: Affecting all employees.

- Changed Pharmacy vendors – went to CVS Caremark
- Changed flexible spending vendors – went to Northwest Group Services
- Changed short term disability vendors – went to Signa (who also has our long term disability)

Due to this increased line of business the rate UA pays for long term went down and the rate for short term also decreased compared to what we were paying

Employees saw their premium decrease (% varies depending on age and annual salary)

- Medical Coverage premium increased a 1-2% per employee (varied by salary)

Committee Accomplishments 2013-14

- Operation Evergreen –prepared and shipped 588 ornaments to service men and women stationed in Kuwait.
- Annual United Way Kick-Off event – Helped raise \$214,971 to benefit the community.
- Giving Tree donations collected for the Summit County Children Services.
- Staff Appreciation Day – name change to Faculty/Staff Picnic, cost \$10 pp, about 500 attended.
- Brown Bag Luncheon/Meeting – Program hosted for all UA staff. Served as a meet and greet, and to encourage staff to join SEAC.
- Baseball Night with the Akron Rubber Ducks – discounted tickets, SEAC provided meal vouchers (@ \$5 each), fireworks, bobble head and First Pitch. This is an annual event now that replaced our annual holiday party.

Our SEAC budget for the 2013-2014 year = \$1,620

The Staff Employee Advisory Committee (SEAC) **is requesting the creation of a leave-bank** for The University of Akron non-bargaining unit employees. SEAC has conducted preliminary research on the topic with other state universities and agencies.

This submission was sent to our University Council on June 10, 2014. Request completion by the end of the term: Spring 2015

Classification Specification Project completed. Changes effective July 1, 2014. New titles, new pay scale.

- National Salary review of classified staff positions as part of Aon Hewitt review, resulted in (16) employees below minimum and approximately (50) over maximum.

Pay/Salary Increases: Staff Requested (2.5% + .5 Merit) only (1%) approved; Faculty – Union 4% this year (in a 3-year plan) 1% overall; 1% merit; 1% fixed market, 1% market pool adjustment total; Police Union/Bargaining (3-year plan) 4.76% average increase for competency based advancements; President: One percent plus 3-year extension of contract.

Layoffs/Terminations/Furloughs: Staff (40) classified positions in 2013 vacated through resignation or retirement; (1) layoff; Jan. 2014 – present; (25) positions vacated due to resignation or retirement.

(629) current classified staff at BGSU as of 3/29/2014; Faculty – cut 30+ positions.

Union/Bargaining – not reported; however, hiring more police officers.

Committee Accomplishments 2013-2014

- Supported the NIOT “Not in Our Town” initiative
- Packed (800+) lunches for the MLK Day volunteers
- Met with Senator Randy Gardner and Ohio Rep Tim Brown regarding Ohio Budget and how it affects BGSU
- Accenture Reporting resulted in 22 recommendations for BGSU.
- Committees created to review recommendations, classified staff representation on each committee appointed by the President.
- Personal Leave Hours benefit based on years of Service – new employees automatic benefit upon hire.
- Completed the Classification Specification Project to be effective July 1, 2014, new pay scale, title revisions, updated duties.
- Fee Waiver review/revisions imposing limits, timeframes, etc.
- Severe weather policy review and discussion on revisions.
- Successful request for salary increase 13-14 (2%).
- Provided sponsorship of cost of Speaker to BGLI Leadership class.
- Updated CSC list serve emails for inclusive communication, updated Notary Public list on web as well. Web site rolled over to new format.
- Actively participated in the Smoke Free Campus Campaign
- Sent welcome packets to all newly hired classified staff.

Criteria of the Classified Staff Scholarship:

The scholarship is given annually to selected classified staff employees and/or their spouse or dependent(s) that are currently enrolled at BGSU and have a minimum 2.5 grade point average. Applicant must be an undergraduate or graduate student in a degree-seeking program (either full-time or part-time) that has at least one semester of course work remaining at BGSU prior to graduation. Applicants must have completed 12 credit hours at BGSU.

Staff Committee’s Operation Budget:

For Personnel (officers stipends and 3 classified staff awards) = \$5,725.00

For Operating (Awards Ceremony, MLK Project, Professional Development) = \$4,736.00

Change in Benefits Program:

- Health Care Costs Increases
- Fee Waiver Benefit being reviewed
- Faculty contract continues
- Union/Bargaining – no changes reported
- New Severe Weather/Emergency Closing Policy Drafted
- HireTouch software implemented for administrative position applications
- New software being implemented for supervisor training
- New software was implemented (LawRoom) for EEO training and Discrimination in the Workplace



Pay/Salary Increases: At this time the board is still discussing budgets and there has not been any discussion regarding increases.



None at this time:

Redesign of HR is now complete. Our Chief of Staff is now over HR. HR now has 4 areas:

- Benefits
- Employment Services
- Professional Development and retention
- The Office of Compliance and Equity

Committee Accomplishments 2013-2014

- Children's Hunger Alliance shared first place with Battelle.
- Toys for Tots – raised \$1,855.00
- 5K - \$5,000 – Mike Stancile Employee Book Scholarship endowed. Held at OSU Fred Beekman Park
- Employee Appreciate Day – free hot dogs
- Staff Day at Columbus Crew Game scheduled again for July 19, 2014
- Staff day at the CSCC Men's and Women's Basketball game
- Lunch & Learn Professional Development Seminars

Parking and Tuition Rates

Parking for students is now \$35 per semester.

Employees do not pay for parking.

Tuition increased to \$122.62 last autumn. Tuition is due to increase again to \$135.93 per credit hour in autumn 2014.

Change in Benefits Program:

(Three SAC members serve on the Benefits Committee)

- CSCC is still looking in to the Tier Program.
- The committee is currently negotiating charging additional fees for any employees who's spouse or partner is eligible for insurance through their employer, however elects not to take coverage.
- CSCC is currently in the process of reviewing the Tobacco Free Campus procedures requested of Dar. Harrison by our Board of Trustees in January.

**Budget for the
2013-2014 year = \$1,500**



Pay/Salary Increases (Possibly 3% or more)

Staff – Pending Board Approval
 Faculty – Pending Board Approval
 Union/Bargaining – N/A

Layoffs/Terminations/Furloughs

LCCC is currently undergoing a Transitions process.
 “Right-sizing” with no layoffs.

Academic Division - Reorganization
 Service Delivery Hours

Tuition Rate Changes:

Summer 2013

Semester Credit Hours	Lorain County Resident	Out-of-County Resident	Out-of-State Resident
1	\$114.50	\$136.85	\$271.50

Summer 2014

Semester Credit Hours	Lorain County Resident	Out-of-County Resident	Out-of-State Resident
1	\$118.34	\$141.49	\$280.84

Widening of Abbe Road to support more students traveling to campus

As a result of Transformations we will be introducing a parking fee.

Committee Accomplishments 2013-14

- Staff Event at Crushers Stadium (Staff Morale)
- Implemented a Staff Council Logo 
- Representatives have apparel with logo
- Invite staff members to Staff Council meetings
- Completion Pledge Sponsors for Student Success
- Donated to 3 charities: Friendship Animal Protective League, St. Jude Children’s Research Hospital, Autism Speaks
- Sponsor part of Staff Development Days
- Star12 Webinar Training for efficiency
- Representatives held a team building outing
- Hosted Fall OSCHE meeting

Change in Benefits Program:

Health Insurance premiums and deductibles is going to increase as of January 2015.

The Policy and Procedure Committee is currently working on salary to be added to those serving on Committees. Staff Council’s President and Vice President’s departments are compensated for their involvement with council (President 25 hours/VP 10 hours per week.) Staff Council is staffed with a part-time assistant.

Staff Council President and Vice President attend and participate in Joint Salary and Benefits Committee along with 4 additional staff representatives.

Administration, Staff, Staff Council, Faculty and Faculty Senate participated in a Transformation process which outlined possible change for the future of LCCC.

Staff Council President and Vice President attend and participate in Joint Salary and Benefits Committee along with 4 additional staff representatives.

Goals for 2013-2014

- Monthly email inviting members to SCEC Meetings
- Increase Staff Council Awareness on Campus
- Create a Financial Report
- Create and Maintain Staff Council Calendar on Intranet



The Ohio State University

Pay/Salary Increases:

Staff – we are expecting no more than a 2% aggregate pool
Faculty – again we are expecting a 2% aggregate pool; 6% for a promotion. Union/Bargaining – no information at this time.

Layoffs/Terminations/Furloughs

None that were university driven as of yet. Although the University Separation Incentive is still a viable option for areas where it make sense.

Committee Accomplishments 2013-2014

Provide feedback on behalf of staff

- Successful awarded over \$100,000 in professional development grants through the enhanced funding of existing Staff Career Development Grant and creation of the new Staff Manager Development Grant
- Hosted a retreat for Staff Advisory Committees (SAC) on the Columbus campus and smaller campuses
- Participated in Presidential Search Advisory Subcommittee on behalf of staff (Chair)
- Participated in the Parking Advisory Committee on behalf of staff (Chair)
- Participated in Comprehensive Parking and Transportation Plan on behalf of staff (Chair)
- Participated in the One University Health & Wellness Council on behalf of staff (Chair)

Strengthen strategic partnerships

- Met with members of the Leadership Development Collaborative regarding professional development opportunities
- Developed strong relationships with the Human Resources leadership team
- Hosted a USAC alumni picnic to reestablish relationships and lines of communication with former members
- Met with the President and Provost's Council on Women (PPCW) to determine where our priorities overlap and where our voices can be strengthened by joining forces

Enhance Staff's awareness of USAC

- SCBS members attended Staff Advisory Committee meetings to share updates on USAC projects and initiatives
- Volunteered at the inaugural Take a Lap Around the Oval event
- Hosted town hall on Health and Wellness where staff could learn more about the university's initiatives around health and wellness
- Continued to streamline USAC materials to align with new University visual identity and branding



CLASSIFICATION AND COMPENSATION PROJECT

Ohio State is still undergoing a very large, multi-year Classification and Compensation Project through Sibson Consulting. The project is still moving along as scheduled.

- This is to accomplish/establish the purpose of our pay programs, external market and positioning, variability of pay within and between jobs, internal equity, role of performance, career tracks, transparency and decision making.
- Pay ranges will be meaningful and based on market.
- Few exceptions for being paid outside the range.
- Benchmarking based on KSAs, impact and scope of responsibility.

Change in Benefits Program:

Goal is to support both individual wellness goals and Ohio State's aim to be the world's healthiest university and to transform the focus of health care from treating illness to preventing disease before it occurs.

Those who take the Personal Health Assessment (PHA), including the biometric screening will continue to receive an annual \$360 PHA premium credit. An additional \$120 PHA premium credit when your spouse/same-sex domestic partner also completes the PHA.

Faculty and staff who choose not to participate in the PHA are limited to only one health plan with higher premiums and deductibles, as well as lower coinsurance coverage.

There was a nominal charge for dependent coverage.

Changes in Benefits Program

Pay / Salary Increases

Preliminary numbers, subject to approval by the Board of Trustees

- Full Time Staff* ➤ 2% + 2.2% incentive pay
 - ⇒ Pay Bands will increase by 1.5%
- Faculty ➤ 2% + merit for those eligible
 - ⇒ Pay Bands will increase by 1.6%
- Part Time Staff* ➤ 1.25%
 - ⇒ 5% pay increase after working 5000 hrs.
- Adjunct Faculty ➤ 1.5%
- Union/Bargaining ➤ n/a

There is no mention of terminations due to budget cuts.

*includes Support Staff, Professional Staff, and Administration

Layoffs/Terminations/Furloughs

Staff – none

Faculty – none

Union/Bargaining – n/a

Committee Accomplishments 2013-14

- 2nd Annual Piece of Excellence Awards - *includes an embossed padfolio, crystal award, and \$250. Recipients expanded from 3 to 8 to also include Professional and Part Time Staff*
- 2nd Annual 5S5K Scholarship Fundraiser
- Planning Summer Office Supply Swap Meet
- Continue a good relationship with college administration, meeting bi-weekly to discuss staff specific as well as college-wide concerns.

Blue Access PPO

Deductible	2013	2014
Individual	\$600	\$1,000
Family	\$1,200	\$2,000
Maximum Out of Pocket		
Individual	\$2,700	\$3,500
Family	\$5,400	\$7,000

Co-Pay		Co-Insurance	
Office Visit	\$25	Inpatient	20%
Specialist	\$40	Outpatient	20%
Urgent Care	\$75	Ambulance	20%
E.R.	\$200		

Monthly Employee Cost		
PPO	2013	2014
Single	\$93.10	\$110.80
Family	257.70	\$306.60
HDHP		
Single	\$86.20	\$106.60
Family	\$238.50	\$294.90

Employees per plan		
PPO	2013	2014
Single	285	292
Family	414	406
HDHP		
Single	38	35
Family	33	30
Waive		
	149	149

Council's annual budget = \$6,800

Salary of \$2,000 provided to each officer.

