

The University of Akron
 Staff Employee Advisory Committee (S.E.A.C.)
 October 16, 2014 Agenda
UA Wayne Campus Visit

Members and Attendance

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

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

Agenda Topics

- I. Meeting called to order at: 12:15 pm
- II. This is the annual SEAC meeting at Wayne College Campus. It allows SEAC members to come to a meeting and voice their concerns. It gives all of us a chance to meet with colleagues we talk and work with and have never met! We were also treated to a campus tour and a tour of the Farmhouse.

Motion to approve August 28, 2014 and September 16, 2014 minutes: 1) Stephanie 2) Kathie

III. Old Business

- **Sick Leave Bank** (Anthony Serpette) – Anthony is utilizing the website to explain the different plans at various schools and how they organize these plans. It has also been researched and it is legal to do the sick bank. It is a work in progress but we are making headway.
 - a) Update from UC Steering committee – Matt meets next week (10/20/14) with UC. The main topic will be our sick leave bank and he will recommend they decide on a model which could be presented to the council. It was suggested by Wayne staffer we give them several options and they select which one better suits our campus. SEAC and CPAK will make this a joint effort.
 - b) Update from Talent Development & Human Resources committee – it was decided to send out a survey to see what the members feelings are about the leave bank.

- **Update on Operation Evergreen** (Anthony) –
 - a) Planning for table – Doris to reserve tables in the student union for operation evergreen Tuesday and Wednesday, October 21 and 22; and Tuesday and Wednesday, October 28 and 29 from 11:00 am – 2:00 pm. Location will be the terrace plaza by Starbucks. All ornaments must be non-breakable and flat. Laura, Anthony and Jeannie to help with delivery of ornaments and Doris and Stephanie will collect them during the two week period.
A sign-up sheet for workers to recruit and assist any and all creative artists will be sent to committee members.
 - b) Help from Student Life – Allie Doehring contacted Anthony about having students make ornaments during Make a Difference Day. Student Life donated the ornament packs (approx. 200) and created a great many ornaments for the trees.
 - c) Zippigami Hand-on project – Anthony (the origami artist!) passed around a Zippy ornament that all in attendance had to fold and create under his guidance. What a clever idea—it was greeted with much enthusiasm! (See attachment)

IV. UC Committees

- Information Technology – Anthony Working on a program that will signify how many students using certain labs before they go there. Another project is working and revising forms on UA website. Not completely off the ground yet and Personnel forms being revisited. Next the Travel & Expense forms—Anthony knows how to fix it but not sure he can get people to approve change. Problem with job postings—need revision on Hire and Rehire forms. This was something Bob Stehoviack was working on, he retired 10/1/14. Also possibility of changing obtaining Keys process.
- Talent Development and Human Resources – Matt
- Physical Environment – Shelly No report
- Budget and Finance – Laura
 - a) The current balance is \$4,142.75

V. New Business

- Polos –
 - a) Logo sample – Several samples were offered for review. It is back to the drawing board as they were rejected.
 - b) Cost – Committee really liked the sample polo at a price of \$16.00/shirt. A second option was shown but sample seemed to be the preference.
 - c) Color – colors discussed were white, blue and gold. It also was thought that we could do more than one color shirt.
After more discussion it was decided to table this issue until more members could offer their input and ideas.
- Ronald Mac Donald Volunteering – Peggy
Possible issue to discuss at a later.

- President Meetings – Bonnie
In-Progress: Kristen working on the best times for Dr. Scarborough to meet with SEAC.
- Zippy Pins – Bonnie Kristen will have them delivered to BJ office. She will bring to next meeting.
- Wayne staff was solicited for their input on whether SEAC should put out a short survey to constituency on concerns and issues that need to be addressed by SEAC. Ex. Why so many Retire/Rehires? Reduced Staff and added responsibilities on remaining staff, etc. Everyone mutually agreed it could not hurt to see if staff would respond.

VI. Motion to adjourn at 2:00 p.m.: 1) Stephanie 2) Anthony

Respectfully submitted by: Bonnie Bromley

With attachments:

- Attendance sheet
- Operation Evergreen & Leave Bank Updates
- Oragami Ornament craft instructions

Next meeting scheduled for Thursday, November 20, 2014

