



Members in attendance: Matthew Dowd, Pamela Duncan, Chelsey Eley, Max Fightmaster, Kathryn Evans, Linda Leising, LeJune March, Deidre McDonald, Richard Newsome, Ruth Nine-Duff, Michele Novachek, Peggy Walchalk, Kathryn Yinger, Nathan Yost.

Meeting held via Microsoft Teams

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12:30/Call to Order – Pamela Duncan

First – Ziptastic Award Presentation – Michele Novachek

- **Recipient – Ali Doehring**, ZipAssist Director
- Lia Jones – nominator

Second – Outgoing Leadership Recognition – Pam Duncan

- Michele Novachek
- Peggy Walchalk
- Ruth Nine-Duff

Approval of September 2020 Agenda –First) Max Fightmaster; Second) Michele Novachek

Approval of August 2020 Minutes –First) Deidra McDonald; Second) Nathan Yost

Third – Standing Committee Reports – Pam Duncan

- The committee received a compilation of all committee reports. No further questions were offered regarding the report.

Fourth – SEAC Finance Update – Kathryn Evans

- Information has been updated. Kathee will inquire about changing the account manager’s name in Peoplesoft.

Fifth – Standing Committee Membership Changes

- Nomination/recommendation to nominate **Steve Patton** to Info Tech Committee – First) Michele Novachek; Second) Richard Newsome.
- Rec and Wellness – SEAC committee members can work collectively to find an at-large representative when the Recreation & Wellness committee reconvenes.
- Budget & Finance – The committee was asked for a volunteer for the recently vacated appointment to Budget & Finance. Given the importance and demands of this appointment, the chair recommended that members review their existing commitments to determine if they could serve on this committee.

Sixth – SEAC Teams – Pam Duncan

- A revised Teams list will be distributed to the committee this week. Members were asked to contact their at-large constituent group by Monday, Sept. 21.

Seventh – SEAC Volunteer Committee Assignments – Pam Duncan

- Committee members were asked if they wished to continue with their existing appointments to internal working groups. No objections were offered.
- The committee agreed to add a monthly report about working group activities during the monthly meeting.

Eighth – Holiday Tree Festival Project – Pam Duncan

- The committee agreed to support project. Virtual training on crafting components for this project is forthcoming.

Nineth – Project Evergreen – Pam Duncan

- If the campus community proceeds with this project, members of the committee agreed to participate.

Tenth – Survey – Pam Duncan

- A draft survey based on questions from HR was created and will be distributed to the committee. Results will be share with HR.

General Discussion – All

- Matthew Dowd – HSA – sharing information with constituents
- Pam Duncan – TEAMS Tutorial idea for October Meeting

Meeting adjourned, 1:05pm – First) Michele Novachek; Second) Kathryn Evans