



Members in attendance: Michael DeBord, Pamela Duncan, Matthew Dowd, Chelsey Elsey, Kathryn Evans, Max Fightmaster, Linda Leising, Laurel Lohrey, Nancy Lupi, LeJeune March, Richard Newsome, Steve Patton, Martha Reynolds, Joseph Shannon, Peggy Walchalk, and Nathan Yost.

Meeting held virtually via Microsoft Teams

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12:30/Call to Order – Matthew Dowd

First – October Ziptastic Award – Peggy Walchalk and Pam Duncan

- Michele Novachek – worked with UA for 20 years in numerous positions throughout the university.
- Nominated by Pam Duncan.

Approval of September 2021 Minutes – First) Pam Duncan; Second) Richard Newsome

Approval of October 2021 Agenda – First) Peggy Walchalk; Second) LeJeune March

Second – Opening Remarks – Matthew Dowd

- Utilizing Teams technology
- Appreciation and gratitude to Pam Duncan for her leadership through the executive committee transition.
- Positive energy going forward.

Third – Updated SEAC List – Matthew Dowd

- Listserv was updated.
 - Any edits needed?
- UC Committee Assignments
 - At the next meeting – We will be spotlighting each committee – five minutes per committee.
 - List provided of current assignments
 - Openings – Student Engagement & Success and Budget and Finance
- SEAC Internal Committees
 - New executive committee
 - Q: Do you want to stay on the committee you had been assigned?
 - Campus Community Outreach – Max Fightmaster, Linda Leising – yes
 - SEAC OSCHE Reps -Peggy Walchalk, Richard Newsome – yes
 - SEAC Web Team – Richard Newsome, Steve Patton – yes
 - Ziptastic Award Team – Michele Novachek, Pam Duncan, Peggy Walchalk – yes
 - New committees
 - Communication – Chelsey Elsey, Kathee Evans
 - Teams Host
 - SEAC Celebration Week
- SEAC Meeting Structure

Fourth – Current Committee Reports – Matthew Dowd

- Board of Trustees Observers – Kathee Evans
- UCEC – Kathee Evans
- Budget and Finance – LeJeune March
 - Continuous improvement ideas

- Financial aid overages
- Communications – Richard Newsome
 - Communications survey – faculty, staff, students
 - Input on what type of communications work – more efficient
- Institutional Advancement – Michele Novachek
 - AKRs
 - “Measuring What Matters”
 - Actionable items
- Information Technology – Steve Patton
 - Leadership appointments
- Physical Environment – Max Fightmaster
 - Hybrid meeting
 - Streamlining the process on the form
 - One request reviewed
 - New chair samples
- Recreation and Wellness – Peggy Walchalk
 - Grants – regarding mental health
 - Data from a survey – Healthy Minds, Student Survey
 - Training for faculty and staff
 - RooFit program
- Student Engagement & Success
- Talent Development & Human Resources – Linda Leising
 - Performance Reviews

Fifth – Operation Evergreen & Origami Project – Linda Leising

- Make and buy ornaments for military serving overseas
- Pull the university together
- Q: What can we do to help?
- Due – November 4th

Sixth – OSCHE Report – Peggy Walchalk

- Provided a link to Kent State’s Telecommuting Policy
- OSCHE has Nine Membership Schools
 - Quarterly Meetings
 - Seven-hour meeting last Thursday
 - Peggy was reelected to Secretary
- Annual membership – SEAC and CPAC
 - Bringing back OSCHE membership fee
- Columbus State will be hosting
 - Hybrid
- The University of Akron – hosting a conference in the future

Seventh – Flexible Work Arrangement Forum – Matthew Dowd

- Discussion across campus
 - Q: How many constituents are using the FWA?
 - Q: How can we make it comparable?
- Open Forum discussion in November on the FWA Policy
- Better participation with virtual meetings
- Different topics for different forums?
 - Think about timing
- LCCC has great participation with staff.
- In November – SEAC meeting lunch forum – virtually at noon

- Talk about this topic
- SEAC email – communication channel

Eighth – SEAC Fun Week – Matthew Dowd

- After spring semester
- Morale-boosting

Nineth – Invitation for Board of Trustees – Matthew Dowd

- Idea for January or February meeting

General Discussion – All

Meeting adjourned, 2:03 pm – First) Laurel Lohrey; Second) LeJeune March