



**Members in attendance:**

Michael DeBord, Matthew Dowd, Max Fightmaster, Marjorie Hartleben, Emily Lee, Laurel Lohrey, Patricia Miller, Richard Newsome, Michele Novachek, Martha Reynolds, Joe Shannon, Gabor Smith, Peggy Walchalk, and Nathan Yost

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Call to order at 1 p.m.

**Ziptastic Award** – Michele Novachek had provided the (18) awards at an earlier date.

**Approval of Meeting Minutes** – August 11 and August 18, 2022

Michel Novachek motioned to approve the minutes. Max Fightmaster seconded the motion, and all were in favor of approving the minutes as written.

**Welcome New Committee Members**

Matthew Dowd welcomed our six new committee members to the meeting. Those members include Patricia Miller, Emily Lee, and Gabor Smith. Members absent include Dominic Cardarelli, Marissa Porter and Kimberly Wise. Matthew noted that Michele Novachek will be continuing as a SEAC member.

**New Roles for SEAC Officers**

Matthew noted that he would like to stay in the role as Chair. The other positions needing filled will be Vice Chair, Treasurer and Secretary.

The By-laws will need some updating to include the provisions with the Union joining SEAC. We can seek some help with Sarah Kelly from HR to complete. Matthew noted that the Executive Committee has multiple responsibilities. He suggested adding two officer roles; 1) an Election Officer and 2) University Council Committee Reporter to help split the load with the chair and vice chair. Members discussed and agreed to add additional officer roles.

Michele Novachek volunteered to step in to assist with the By-laws. Max Fightmaster will be Vice Chair, Marjorie Hartleben will be Treasurer. University Council Committee Reporter will be Richard Newsome, and Election Officer will be Emily Lee. Michele Novachek will be back-up for the Election process. All officer positions were voted and agreed upon by members present.

**University Council Committees**

SEAC also needs to fill vacancies within the University Council roles. Those positions include the following:

- UC Student Engagement Success – Gabor Smith accepted, (1) position still needs filled
- UC Talent Development and Human Resources – Martha Reynolds accepted
- UC Executive Committee (1) position needs filled
- UC Budget and Finance – Patricia Miller accepted

In addition, a Board of Trustees observer is needed. Gabor Smith volunteered to fill this position.

**Moving Forward with Union Members**

Matthew will reach out and find the best way to incorporate the Union into SEAC membership. He will aim for January

2023. His goal is to communicate with the Union groups by November 1, 2022. The members discussed the idea of hosting an open house inviting Union members to meet our SEAC group. Perhaps the event could be held at E.J. Thomas from 11 a.m. – 1 p.m. with light refreshments served. Matthew will reach out to Kristin Brummond of the President's Office for possible funding support. Joseph Shannon will check the E.J. calendar to see when Goodrich Lobby is available as a venue location.

### **Ideas Clarified**

Matthew suggested we table our ideas such as the podcast, brick memorials, and fun week for our meeting in January.

### **Volunteer Work**

Richard Newsome announced he has been speaking with Anthony Serpette about the annual Tree Festival hosted by Akron Children's Hospital. In years past SEAC members have volunteered time to help Anthony in creating an origami wreath to donate. Time is quickly approaching to enter so Richard will follow up to see what we can do.

### **University Council Executive and Committee Reports**

Reports provided and shared. Matthew noted that we will assign SEAC committee roles at our October meeting.

### **OSCHE (Ohio Staff Council of Higher Education) Report**

Peggy reminded the members that UA will be hosting the annual OSCHE conference this year. Together, she and Dorothy Gruich have been working to finalize the details. The conference is scheduled for October 6-7 and will be held for the most part in Student Union 312. A number of our OSCHE membership schools will be in attendance. SEAC members are encouraged to attend.

### **Special Goodbyes**

Matthew announced that Kathee Evans will be retiring from the University at the end of October. He noted that Kathee will always be a part of SEAC as she has contributed and supported our group for a number of years. In addition, Matthew noted that Laurel Lohrey will also be leaving at the end of the month to return to a previous career and position she holds dearly to her heart.

With no further business Max Fightmaster motioned for the meeting to adjourn. Laurel Lohrey seconded the motion, and all were in favor. The meeting adjourned at 2:31 p.m.

Respectfully submitted by:  
Peggy Walchalk  
SEAC Co-Secretary (2021-22)