

**The University of Akron  
Staff Employee Advisory Committee (S.E.A.C.)  
Minutes – October 19, 2006**

Members:

<u>Name</u>	<u>Attendance</u>
Gary Beckman	Present
Charlene Calabrese	Absent with notice
Mary Dinger	Present
Tedd Guedel	Present
Pam Hoover	Present
Deborah Jones	Absent with notice
Joy LiCause	Present
Jim Shuster	Present
Peggy Speck	Absent with notice
Laura Spray	Present
Bob Stachowiak	Present
Darin Siley	Present

Called to order at 12:35

Minutes of the August 17,2006 meeting minutes were approved, after some spelling corrections.

## **Committee Reports:**

### **Board of Trustees:**

Gary Beckman and Darin Siley – report:

- There was no new business and nothing relating to staff
- The President – opened with dialog on the future of The College of Polymer Science – they are designing a polymer pancreas
- A new student member was sworn in
- Stadium – a tentative study on its design is being conducted
- Budgets are being done now on a quarterly basis
- Before the final student count there was a 8 million dollar deficit
- For complete minutes see their web site – <http://www.uakron.edu/bot/>

### **Voices and Choices:**

Darin Siley reports:

- Darin was unable to attend.

**Well-Being Committee:**

Peggy Speck reports:

- Well-Being did not meet.

**Faculty Senate:**

Jim Shuster and Bob Stachowiak reports:

- Meeting was Oct 5
- Approved Victor Wilburn to be on committee
- No pending issues
- No new business
- Next meeting is Nov 2
- Web address is  
<http://www.uakron.edu/president/facultySenate/index.php>

**By-Laws:**

Committee members: Joy LiCause – Tedd Guedel – Laura Spray

- Met on Oct 6 – researching and writing

**Awards and Recognition Committee:**

Gary Beckman, Pam Hoover, Deb Jones, Jim Shuster and Bob Stachowiak reports:

- Have not met
- More research is needed
- Comments from the SEAC membership is to look at a team approach
- Note Contract Professionals are doing their own awards.

**University Council:**

Joy LiCause and Bob Stachowiak reports:

- The group is holding weekly meetings
- They sent out draft of proposed structure
- A subcommittee has been formed to work on a mission statement - there are 4 members – again this is just a draft, a work in progress. Joy/Bob will push out the draft, for SEAC members to look and comment to them on.
- Tom Dukes is meeting with the Provost keeping everyone up-to-date
- The University Council is a group which consists of members from all groups on campus – for the purpose of fact finding, sharing and communication.
- Joy thought that SEAC might have to change it's By Laws depending on what University Council comes up with. Regarding the number of SEAC representatives. NOTE: SEAC represents 1100 employees
- A good Proposed Structure of University Council is needed by the end of Fall semester – using the Spring to work out problems – aiming at a final at end of this Fiscal year

- reporting structure is University Council reports to the President who reports to the Board
- Accreditation coming back in 2008 – accreditation was here 3 years ago.
- Council is using WEBCT – to hold all documents

### **Old Business:**

#### CPAC-SEAC welcome letter

- SEAC does not have a budget. The CPAC welcome letter, according to Gary, was not printed here at the University.
- It was decided that a SEAC welcome letter/card will be sent out via campus mail, referring them to the SEAC website –
- What is the volume of new hires? - Spray will get the numbers
- Spray will write the letter/card for member approval – next meeting
- Gary will print – and then campus mail
- Bob will email Laura Moss for the request of the name and UAnets of the new hires

#### WebSite – Frequently asked Questions

- \*\*\* NEXT meeting \*\*\* - Bring questions of concern to the meeting, so they can be forwarded to the President for his written response. The purpose of this page on the SEAC web page is to remind employees of past responses.
- Questions should be driven from the survey
- Example
  - Merit pay issue –
    - At what Administrative level was the 2.5% increase given.
    - Some areas indicated their supervisors didn't get 2.5%
    - When the Merit pay pool consists of ONE person to a large number of employees – there seems to be a huge difference in the ability of the amount of increase one can get.
    - Scott Kerr, from Wayne was told that their department did not get 2.5%. Bob will call and talk with Scott.
    - Comments from the SEAC members were that the immediate supervisors were not aware of the final employee raise. Someone higher than the immediate supervisor made the final decision.
    - Who really does the deciding on the increase? What is the order of the amount – who has the final ok?

Spray will talk with Watson asking for the document on how increases happen.

- To help with communication, SEAC wants to place these types of answers to the same asked questions on the SEAC website.

### **New Business:**

- SEAC executive board will meet with the President on 10/24 – Bob will send out the agenda.
- Electronic news letter – ideas of articles are:
  - o the questions and answers from the president
  - o Tell staff employees what we're doing
  - o Tips – like 21<sup>st</sup> Petting Zoo – one time a semester – employee discounts
- This will be written in Microsoft Publisher and created as a .pdf
- The following Email was sent to Tedd, on 9/28/2006

" Hello Tedd,

*SEAC being the only representation the staff has, I was wondering if SEAC could discuss the following topic with President Proenza.*

*While the Faculty were going through their union vote and negotiating their contract, I remember Proenza suggesting that staff would receive the same raise (or was it percentage?) that the faculty negotiate. He didn't feel the need for any disparity of benefits. Now I hear the faculty will be receiving a bonus of \$700 or \$750 due to the increase in our enrollment according to their contract. What about the staff? The faculty didn't increase the enrollment alone, the staff certainly supported the effort. Are we going to get a bonus or is this an administrative loophole so they can save money at the expense of the staff? If the faculty start getting money that staff doesn't get, it is going to make a lot of staff angry and it would suggest that staff may need union representation to get a fair deal.*

*Hopefully, SEAC can find a "nice way" to approach this subject.*

*Personally, I think this could all tie in with a discussion about merit raises and how a separate fund for true merit-worthy performances is needed (so you don't have to take away from someone else to give a raise—maybe all the dept. staff deserve a merit raise but they all end up getting the average because there's no dedicated money, it doesn't really encourage merit performances or what about departments with only one staff person-how can they get merit pay when they only get an average raise pool?), and the difference between the way faculty raises are determined (separately within each library dept.) while staff money is lumped together under the library so each dept. head has to "fight" for their staff's raise amounts as well as the disparity of evaluations among departments (i.e. some department heads evaluate hard and no one is ever perfect while others give everyone excellent, if raises are based on performance reviews those with excellent have an advantage).*

*I hope this spurs some discussion with the group. I appreciate your bringing it up and I appreciate your "listening" to me rant.*

*Thank you,*

Bob forwarded this email to the President. Bob will send email to Spray for SEAC records. Spray – will respond to email – that we have forwarded her concern to president, and we'll keep on it.... And get back to her ...

- Kathy Watson is still the main contact - in Human Resources – Spray will check on a separation date.
- Gary – has an original staff hand book – to be used in finding the original SEAC bylaws – he'll get to Joy
- Joy – Jim Sage offered to visit SEAC thru a University Council meeting – It was being discussed, how SEAC does their elections Mr. Sage, offered no agenda, according to Joy he'd like to talk about employee computer access. With a vote of 7-for 1-against, VP Sage will be invited to the Nov 16<sup>th</sup> SEAC meeting. There was some discussion on: What are the University plans on electronic signature. Forward your questions to Bob.
- Presidents meeting – SEAC members, want the executive Board to find out the answer to the "vacation equality – issues "

Next meeting 12:30 11/16 – POLICE conference room – in the Physical Plant

Adjourned at 1:59pm

**2006-07 meeting dates:**

December 21, 2006  
January 18, 2007  
February 15, 2007  
March 15, 2007  
April 19, 2007  
May 17, 2007  
June 21, 2007

**2006-07 President meeting dates:**

Meeting with the SEAC Executive committee at 10:30 in Dr. Proenza office

11/28  
1/23  
2/20  
3/20  
4/27  
5/22  
6/26