

The University of Akron
Staff Employee Advisory Committee (S.E.A.C.)
Minutes for February 19, 2009

Members and Attendance:

Name	Position	Attendance
Jean Andrick		Present
Gary Beckman		Present
Mary Dingler		Present
Jeri Farwell		Present
Lissia Gerber	Vice Chair	Absent w/notice
Jim Shuster		Present
Laura Spray	Treasurer	Present
Bob Stachowiak	Chair	Present
Mary Tabatcher	Secretary	Present
Lindsie Webb		Present
Pam Woodall Caine		Present
Joy LiCause	Ex-officio	Present

Meetings always scheduled on third Thursday of month at 12:30 PM.

Meeting called to order at 12:35 PM.

Review minutes for 1/15/09. Approved with minor changes.

Awards & Recognitions Sub-Committee Meeting of October 24, 2008 (Joint meeting with 2 members of CPAC) - Mary Dingler, Chair (reporting), Jean Andrick, Jeri Farwell, Jim Shuster & Pam Woodall Caine: AG said he wants to do something here but does not want to roll it into staff appreciation festivities. Need to meet with Debbie Roper but having trouble connecting. Apparently things in awards and recognition are being held up due to budget issues; they have been approved at one level but are held up in Buchtel Hall. They think this will be resolved before our next monthly meeting. It's on HR's calendar to let Mary know about this.

Benefits & Wellness Committee - Laura Spray & Jeri Farwell: No report. Meeting was cancelled due to weather

Board of Trustees - Gary Beckman & Jeri Farwell reporting (www.uakron.edu/bot/): Following is the BOT meeting activity of January 21, 2009:

Dr. Proenza reported that the State will introduce the budget on February 4, 2009. We should get an idea of the government's budget recommendations on January 28, 2009 in the State of the State Address. The University of Akron is in a stronger than other universities because of solid enrollment, good projections, cost savings programs, research funding, and favorable investments. The Columbus Dispatch reported yesterday that Chancellor Eric Fingerhut is expected to recommend a new funding formula for state colleges. The new

formula would reward schools for their performance and student success, in addition to the number of students they enroll. This shift in strategy would help struggling students complete courses and graduate. Better educated graduates would make them more successful in their jobs, which would help with the state's economic recovery.

Dr. Cynthia Capers and Maryann Wolowiec gave a brief presentation overview of the NIHF (National Inventors Hall of Fame) STEM School (Science, Technology, Engineering and Math). The school is being funded as a Middle School so that it will impact more students and prepare students before they enter high school. The STEM school will hold classes at 400 W. Market Street beginning Fall 2009 while the school is under construction at NIHF.

The upgrade to PeopleSoft version 9 was completed successfully on Monday, December 8, 2008. Implementation was ahead of schedule thanks to the months of hard work and preparation by team members.

Dr. Fey brought our attention to in 16.6% increase in clients at the University Counseling Center. This increase signals an increase in psychological or emotional issues that students may be experiencing and raises awareness in problem areas which will make us better prepared to handle problems.

The number of SRWC (Student Recreation & Wellness Center) participants has increased. There are 5% more people using the facility. Some prime time utilization issues include the SRWC & ONAT being at capacity around 3:30 pm with waiting lines for equipment at 5:00 pm.

Bids for Wayne College Renovation and Expansion were awarded to Doan Pyramid AV Solutions with the lowest bid which is 14.75% under construction budget of \$550,000.00. Bids for the Multiplex Student Housing project were under project budget by 17.5%. The low bidder on the South Campus Parking Deck was Donley's Inc. with a bid that is 20.4% under the project budget.

The next board meeting is Wednesday, March 25, 2009 at the University of Akron Student Union. Executive Session meeting at 8 a.m.; Public Board meeting at 10 a.m.

By-Laws - Laura Spray (reporting), Jeri Farwell, Lindsie Webb & Joy LiCause (ex-officio): Laura provided draft of by-laws for review. Send changes to Laura personally (not the list).

Faculty Senate - Lissia Gerber & Mary Tabatcher (reporting)

(<http://www.uakron.edu/president/facultySenate/>): The Faculty Senate meeting was held on February 5, 2009. Following are items discussed.

The Executive Committee (EC) met on 12/18 and finalized the agenda for a meeting with the president and provost to discuss committee which may overlap faculty senate, the student success and retention committee membership, status of the state budget. The president requested faculty senate participation for a planning committee and budget hearing committee and as such, Chair Stearns was asked to be on the new planning

committee. The senate is looking into changing the culture on the campus so that faculty and academic issues should come before the senate. The EC discussed the lack of reception from the community on the advertised closing of the university. Faculty Senate supports the USO request to follow the designated scheduling patterns. The provost will provide a description of the current USO metrics.

The provost encouraged attendance at the Hearts for Humanity dance to raise funds for students to work in New Orleans over spring break. She also encouraged participation in the Rethinking Race initiative. Please watch emails for announcements regarding opportunities for faculty/staff to nominate colleagues for various awards.

USO metrics were discussed to administrative colleagues and UA has provided projections to the state for the next 10 years. Faculty Senate will be a key to meeting USO projections. The budget conversation at the federal level will hopefully contain components for higher education. They are looking for shovel-ready projects which can be up and running quickly. The program will also hopefully contain Pell Grant, other financial aid and aid for research agencies. The governor has proposed tuition restraint but the details are not clear, although higher education seems to be part of the solution to the economic problems. UA is in a better position than many other Ohio universities as we have had high enrollment growth over the past several years and it leaves us in a position to address challenges. We have to pay attention to the USO strategic plan. Read the paper "The Condition of Education" on how to use technology and facilities strategically. The budget is OK for the next two years but after that there will be an emphasis on course completion and graduation.

The question was raised on who paid for the Super Bowl ad. The Provost specified that it was private foundation money. The question was also asked if state cuts will trickle down to UA. At this point, the budget will not be ready until April or May as the state budget process was delayed. Still more information to come on the state budget issues, but so far, there are no alarm bells. Many other Ohio universities have announced cutbacks, but then, their enrollment growth has not been like ours. The November conference call with Eric Fingerhut was very positive but there was some talk of legislation to curb textbook costs by forcing all universities to use the same textbooks. We see that as a serious problem and would not be able to support such a proposal.

The University Council Exploratory Committee (UCEC) is working on bylaws which will hopefully be brought to the senate before the end of the semester where a line by line review will follow.

The Executive Committee met again with the provost on 1/22 to discuss changes in the Office of Accessibility and also the Student Code of Conduct. The Office of Accessibility made important policy changes and the EC believes it should have been approved by the senate. The EC met with Charlie Fey and since the change has not yet gone into effect, there may be an opportunity yet to vote on the changes. The Code of Student Conduct was finished last week and will be sent to senators shortly to discuss in the March meeting.

Faculty Senate voted to approve a renaming of The Center of Nursing to The Nursing Center for Community Health to emphasize primary care to the underserved and

marginalized community. Approval was also given to renaming the Biology Resource Center to The University of Akron Research Vivarium.

A large number of curriculum proposals were approved.

The Computing and Communications Technologies Committee report indicated that the Print Management Program is still in the process of collecting data -- ultimately they hope to reduce campus printing costs. IT is working on a computer recycling program to contract with a recycler who will track and manage all data devices. The committee also reported that they have asked Jim Sage to see what can be done with problems with people getting kicked off the wireless network.

Faculty Senate meetings are always held on the first Thursday of the month. Next meeting is March 5th.

OSCHE (Ohio Staff Council on Higher Education) - Bob Stachowiak (Chair) & Lissia Gerber (Vice Chair) and (Lindsie Webb alternate): January 23rd winter meeting. Bob attended in Dayton. Discussed by-law changes involving election process. Treasurers report. Discussed health care benefits, layoffs. BGSU is losing 40-60 people. Some contracts not renewed. Toledo, Columbus State, some others have lost people. UA will have some budget cuts and may lose some through attrition. We are in better shape financially than many others due to enrollment increases. OSU rep lost his grant funding and position. Discussed allowing political activities during elections. What employee positions are allowed to do by law – distinct difference between classifications (see BGSU attachment). Spring meeting on April 24th at LCC. May be offering team-building exercises. Presentations on what's happening in "our neck of the woods." Next Conference (last week in June) titled, "How to Achieve a Quality Work Place." Reservation fee between \$60-70 in Dayton at Sinclair Community College. Bob to send email with exact dates.

Performance Evaluation Committee - Lissia Gerber & Mary Tabatcher: No activity. Should we be looking at tying performance evaluations to merit pay? Is this a high priority? Need to look at ways of challenging poor reviews. What is our process regarding challenging discrepancies. Mary to talk to Lissia.

Safety Committee - Bob Stachowiak (reporting): No January meeting. Bob was not able to attend the February 10th meeting. Laurie Madden talked about having emergency contact info on the back of Zip cards. Should it be rolled out gradually or replaced all at once. Probably with budget, it will be phased in. Presentation on ALICE program. Report on Polsky safety walk – saw several lights out but no other major issues.

Social Committee - Jean Andrick (Co-Chair), Gary Beckman (Co-Chair) reporting, Mary Dingler, Pam Woodall Caine: Gary wants to get together. He asked us to find out what might work regarding the competitions. Bob found out CPAC does want to participate in the appreciation day. See following report from 2/12/09 meeting with AG Monaco. AG wants us to do three things: 1) let him know who will be participating, 2) what we want to do (scope), and 3) when we will do it and how much help we need from HR (two training people available to help). AG wants it employee-directed. We should all

canvas our constituents for ideas. Be sure there is no conflict, i.e. new student orientation. Wayne needs to be included. Lindsie met with Wayne and came up with several ideas: fun day with counterparts, ceremony with meal (one big event), class reunion type thing (drop in), willing to drive to Akron but not further north (how about Roo shuttles?). What about Medina campus? Many work at both Wayne and Medina. Maybe have a kickoff time with President? Gary talked to people and had some ideas too – dump tank for VP's, karaoke, air rifle competitions, bake off with VP's choosing winner for day off, puzzle, euchre tournament, swimming. Want to social network across divisional lines. Maybe concert on track? UA Idol? Jean has orientation schedule. Will take lots of volunteers. John Case has a lot of ideas too. Case's group is having a big event that is ½ day long (2/23). Look at what all Case has done to date.

Following is the report on the meeting with AG Monaco on February 12, 2009 with Bob Stachowiak and Mary Tabatcher.

We had a good discussion with AG and he had some good suggestions. The following was discussed:

Management involvement is crucial to success. It is important to have VP's and other higher level management participation. AG can go to VP's to generate involvement.

Possible ideas: pancake breakfast, mother's day and father's day events work well.

Need to decide what and when.

HR can offer staff to help organize, get information out and talk to deans and VP's.

Bob's vision: reassignment of tasks for day -- new task -- play, play, play

Student appreciation day is considered drop-in event. People come and go at will.

A service award event would require that everyone be there at the same time. AG is currently looking at expanding them here.

AG is wanting to have an event to invite retirees back (maybe June) for cookies, get-togethers -- it would be a drop-in event.

Consider multiple minor events vs. one major event.

What is the scope?

Will CPAC participate? Who else?

Would be largely funded by "blind money." Departments can be asked to contribute -- primary cost would be any outside purchases.

We need to be careful of image during these tough economic times.

Could have divisions competing against each other for points -- VP's got very competitive during student appreciation day. Need team-building events to bring people together with no pressure. Competition can be anything and could actually start a couple of weeks prior to event.

How long will the event last?

A drop-in event is generally 3 hours -- say 7 AM - 10 AM (for pancake breakfast).

A one-time event is generally 1-1/2 hours (i.e. staff service awards) and is also passive.

A true staff appreciation day would be all day with multiple events.

Could have different events during a 1 to 1-1/2 hour period. For short periods, many people likely to attend. Could have more VP's participate during a shorter period.

Maybe the week before schools starts? Or maybe a day when staff is here but there are no classes.

Where to go from here? Find out which groups will participate then meet again with AG and HR.

Find out what constituencies want. Our elected committee should be fair representation of the group.

Could do a concert on the track infield with food.

Treasurer's Report - Laura: Current balance after Christmas party is \$1,386.77.

University Council - Bob Stachowiak & Joy LiCause (ex-officio) reporting: Still working weekly on by-laws. Joy sent email. General Counsel will have to do a review. It has been an evolutionary process. By-laws are critical process and trying to consider all possibilities. Committee is hoping to have it ready for Faculty Senate to start reviewing in April. Look at other group by-laws to see if we need to incorporate some things into our by-laws. We need to have fresh eyes look at it. Operational Team to determine how it works after implementation. SEAC will have voting rights on University Council.

Web Team - Jim Shuster: No report. Can we link to suggestions for appreciation day? Add flex-time rule to website.

New Business: Employee Flex Time.

In University Rule 3359-26-02 there is a section titled (x) Work Schedules:

(X) Work schedules.

- (1) A normal work week at the university consists of five consecutive eight hour days, and normal office hours are Monday through Friday, eight a.m. to five p.m. Some offices or functions of the university operate on other scheduled working hours and/or days in order to meet the needs of the university. Each employee will be notified by the employee's supervisor regarding regular shift beginning and ending times as well as regularly assigned work days.
- (2) In certain job classifications, or in certain situations, overtime work or work before/after the regular shift may be mandatory. If the supervisor requests that the employee work overtime, the employee is expected to comply.

The employee's supervisor is responsible for determining when an employee's shift will begin and end as well as regularly assigned work days.

New Business: Review of election process. Per Bob, UC elections are set for June 1st. SEAC needs to be sure that our elections correlate with UC. HR provides list of eligible voters, list is sent to IT for balloting survey logon authentication. Time period for nominations, then election (2 weeks each), presidential appointment (assuming we have sufficient candidates). Since showing election progress we have always had sufficient candidates. We will need to backup to March for start of process to match UC elections. This year is OK, but after UC, it will change. Comment made by Laura that having an alternate was nice as it allowed new members to learn the ropes. Bob noted that UC will have four representatives with one being to Executive Committee. Each will be assigned to two subcommittees. Members need to have time available for participation on UC. Determined elections will remain July 1 this year – after that will correlate with UC. Will get list at the last minute so it's current. No paper ballots last year.

Past election notes compiled by Jim Shuster:

Eligibility (vote vs. hold office)

Non-bargaining unit staff employees (All full time Staff employees, All part time Staff employees, Temporary Staff employees)?

Terms

Full term is 3 years beginning in August

Can only serve 2 consecutive elected terms?

May be appointed by the President to any term?

Maximum number of years/terms?

Maximum number of consecutive years (elected or appointed)?

Elections

Elections are held annually in the Spring

Each year 4 of 12 seats become open

Each year 3 open seats are filled via election (top three by vote count)

Each year 1 open seat is filled by Presidential appointment (may or may not be a candidate on the ballot)

Nominations

Eligible staff may submit only ONE nomination:

- 1) no employee may submit his/her own name
- 2) the nominee has indicated that he/she will serve if elected
- 3) the nominee is not represented by a collective unit

Must receive 5 valid nominations and accept the nomination to run for office

Vacated seats

How are vacated seats filled? At next election? President appointed? Chair appointed?

What about alternates? Special election?

Election process timeline

Announcement from the president to the staff (electronic/paper?) - nominations are being accepted for SEAC office

Confirm qualified candidates interest to run – relay duties and responsibilities at this time

If minimum number of accepted candidates is not met – extend nomination process and/or

If minimum number of accepted candidates is just met – is election necessary

If minimum number of accepted candidates is exceeded – proceed with election

Get brief Bio information from each candidate and post

Announce web site and time window for election

Voting ends (Fri 17-Jun-05 4:30pm)

President writes formal letters of congratulations to winners

Results announced to staff

First meeting with newly elected officers - July ??

2005 Elections Timeline

Nomination announcement sent Mon May 16th, nominations due by Wed May 25th at 5:00pm, link to nomination form

Voting announcement sent Mon June 6th, voting ends Fri Jun 17th at 4:30pm, vote for no more than three (3), link to voting

Voting reminder announcement sent Friday June 10th, with links to bio's and voting

Announcement sent Mon Jul 11th, informing results sent to the president, 3 elected, 2 will be appointed

2006 Elections Timeline

Nomination announcement sent Wed May 10th, nominations due on Fri May 19th at 5:00pm, link to nomination form

Nomination announcement sent Fri May 26th extending nominations to Jun 7th at 5:00pm, link to nomination form

Voting announcement sent Fri June 23th, voting open Mon Jun 26 – Fri Jul 7th at 4:30pm, vote for no more than three (3), link to voting & bios

Voting announcement sent Mon Jun 26th, voting link fixed

Old Business: Penny press status. Waiting for budgets.

Meeting adjourned at 2:00 PM.

Next meeting is on March 19th at 12:30 PM in UAPD Conference Room.