

The University of Akron  
Staff Employee Advisory Committee (S.E.A.C.)  
Minutes for 1- 19-2012

**Members and Attendance:**

<b>Name</b>	<b>Term</b>	<b>Attendance</b>
Mary Dingler	2009 - 2012	Present
Debbie Gannon	2010 - 2013	Present
Lissia Gerber	2010 - 2013	Absent with notice
Julie Harhay	2011 - 2014	Present
Amy Haynes	2011 - 2014	Present
Nancy Homa	2009 - 2012	Present
Shelly Keller	2011 - 2014	Present
Ken Lindeman	2011 – 2014	Present
Deanne Reynolds	2011 – 2013	Present
Jeanne Semilia	2011 – 2014	Present
Cheryl Collins-Slusarczyk	2010 – 2013	Present
Peggy Walchalk	2010 – 2013	Present
Open Position	- 2012	
Open Position	- 2012	
Jim Shuster	Ex-Officio	Present
Laura Spray	Ex-Officio	Present
Bob Stachowiak	Ex-Officio	Present

**Regular meetings scheduled on third Thursday of month at 12:30 PM.**

Meeting called to order at 12:35 p.m. by Cheryl Collins-Slusarczyk, Chair.

**Announcements:**

Cheryl announced that she received a SEAC resignation letter from Kristina Artino. The letter will be saved in the SEAC records (Attachment A). A certificate will be prepared in recognition of Kristina’s service to SEAC. Jim Shuster suggested we present the certificate to Kristina in person.

Jim announced that all the SEAC meeting minutes are up to date on the new web page.

**I. Agenda Topics:**

- 1.) **Approve December Minutes** - Jim Shuster noted term changes that needed corrected (Deanne Reynolds 2011–2013, and the open position to 2012). Debbie Gannon motioned to approve the minutes with changes. Ken Lindeman seconded the motion. All members agreed and approved with corrections.
  
- Approve November Minutes** - Shelly Keller motioned to approve the minutes, Debbie Gannon seconded the motion. All members agreed and approved the minutes as written.
  
- 2.) **Treasurer Report** - Julie Harhay reported a balance of \$5,549.80. She mentioned the OSCHE annual dues will be due soon.

### 3.) **University Council reports**

- Cheryl suggested our reports be brief. She also recommended future reports be e-mailed to Peggy to include in the meeting minutes.

#### University Council

- Cheryl reported that her committee is working through the formalities. Their report shows that every standing committee has met two or three times already. She mentioned there are many questions arising regarding the terms to be served.

Kent Marsden, Vice Chair of UC's Executive Committee is questioning the terms of members with an Ex-Officio status. According to Kent, his committee will be meeting on January 25, 2012, to determine some of the rules and discuss issues.

The SEAC members suggested inviting Kent to a future SEAC meeting, perhaps in February.

#### Student Engagement & Success

- Debbie reported that this standing committee met in December, but did not meet in January. John Messina, Asst VP Student Engagement and Success & Chief Housing Officer, spoke at their last meeting. The topic related to sophomores living on campus.

#### Information & Technology

- Laura stated that her group has created two subcommittees. One relates to students while the second relates to academics.

#### Budget, Finance & Benefits

- Ken reported meeting with his group and discussing the budget and enrollment. **Report attached.**

#### Physical Environment

- Shelly noted that her committee is placing an emphasis on safety and parking. They will have a second meeting with the Sasaki group in February.

#### Communications

- Jim reported that his first meeting was a 'meet and greet' as well as an election of officers. Paul Herold and Kropff presented an update. This group plans to meet once a month.

#### Athletics & Recreation

- Nancy stated that Kent Marsden is the chair of their committee. They met once in December. In January they toured the Student Recreation and Wellness Center. They are setting goals.

#### Talent Development & HR

- No report available.

#### Research

- Mary announced that her committee is looking at better ways to get student involvement in research and better ways of communicating what is currently being done. They have hosted guest speakers, including Rex Ramsier. Discussion has taken place regarding UA's strength in research vs. smaller, less research-intensive areas. Katie Watkins, Director of Research Services and Sponsored Programs, will attend their next meeting.

#### Public Affairs & Development

- Peggy stated that her committee has met once in November. At that time, officers were elected. The committee will meet again on January 26<sup>th</sup>.

#### 4.) SharePoint Storage Site

- Jeanne and Peggy have finished reviewing the historic SEAC documents. They presented a summary of the files to the members. The committee reviewed the findings and determined which documents to keep and which document to shred.

After review and discussion, Debbie Gannon motioned the decisions be approved. Nancy Homa seconded the motion. The committee members were all in favor. The complete list of findings and decisions are provided in **(Attachment B)**.

#### 5.) Elections

- Cheryl suggested the election process be complete by May 31, 2012. The idea of having two weeks for nominations and two weeks for voting was discussed. It was suggested that March 26, 2012, be the start date for nominations.

Jim noted that Kristina Artino's position needs to be filled. Her term was slated to end in 2012. Cheryl noted that two other members' terms will expire in 2012 as well. She asked the members, Mary Dingler and Nancy Homa, if they would like to serve another term. Both Mary and Nancy agreed to serve one more term.

#### 6.) Plans for 2012

- The members discussed possibilities and decided upon the following:

- **Host an OSCHE meeting on campus.** President Proenza has already agreed to attend and speak at the event.
- **Host a staff retreat** to include a SERS speaker and other informational guests/speakers. Cheryl will contact SERS to see when a representative can be available.
- **Host a staff event** in lieu of the holiday party was also suggested.

#### 7.) Committee Reports

- Cheryl noted that a few of our committees no longer serve a purpose and may not be needed. Those committees include: Awards & Recognition, Performance Evaluation, and University Safety & Security. The members agreed.

##### By-Laws

- Laura stated that the By-Laws have been updated with suggested changes and are ready for a vote **(Attachment C)**. Nancy Homa motioned to approve the revisions of the By-Laws. Ken Lindeman seconded the motion, and all were in favor of the revisions.

##### Campus Community & Outreach

- No report.

##### HR Liaison

- No report.

##### OSCHE

- Cheryl announced that the next OSCHE meeting will be held in Columbus

on Friday, January 27, 2012. She asked if anyone would like to attend the meeting with her. Jim mentioned that he might be able to attend.

Social Committee

- No report.

Web Team

- No report.

Board of Trustee Observer

- Ken provided the January 18, 2012 board report (Attachment D).

It was noted that Kristina Artino's position as BOT observer is open. Jeanne Semilia volunteered to fill the vacancy. The members agreed. Peggy will write to Paula Neugebauer in the BOT office with this change of appointment.

Faculty Senate

- No report. Nancy stated that Faculty Senate does not meet in December.

Constituent Issues

- No report.

**8.) CWA/Union**

- Some members recently received e-mails.

**9.) Old Business / New Business**

- Cheryl recommended the committee elect a new vice chair to replace Kristina's position. Deanne Reynolds volunteered. Nancy Homa motioned accepting Deanne as the vice chair. Shelly Keller seconded the motion and all members were in favor.

- Cheryl announced the need to fill our two vacant positions. The idea of filling the position with ex-officio officers was discussed. Cheryl said she will write to Dr. Proenza asking if ex-officio officers, Bob Stachowik and Jim Shuster, can fill the vacancies.

-Nancy mentioned seeing a draft of the new Performance Evaluation on the University Council's Sharepoint site. She suggested reviewing the document so we can get a feel of changes that might occur. Cheryl suggested the members discuss this item at our February meeting.

-Laura noted that the numbers in the By-Laws may not be right. She might need to prepare an amendment to them. She plans to submit the By-Laws to General Counsel on January 20, 2012.

Meeting adjourned at 2:05 pm.

See schedule below for other meeting dates.

<b>Date</b>	<b>Start</b>	<b>End</b>	<b>Room</b>	<b>Status</b>
2/16/2012 Thu	12:30 PM	2:00 PM	Student Union 335	Confirmed
3/15/2012 Thu	12:30 PM	2:00 PM	Student Union 314	Confirmed

4/19/2012 Thu	12:00 PM	2:00 PM	Wayne Campus	SLB 109A (Confirmed with Amy Haynes)
5/17/2012 Thu	12:30 PM	2:00 PM	Student Union 335	Confirmed
6/21/2012 Thu	12:30 PM	2:00 PM	Student Union 314	Confirmed
7/19/2012 Thu	12:30 PM	2:00 PM	Student Union 314	Confirmed
8/16/2012 Thu	12:30 PM	2:00 PM	Student Union 314	Confirmed
9/20/2012 Thu	12:30 PM	2:00 PM	Student Union 314	Confirmed
10/18/2012 Thu	12:30 PM	2:00 PM	Student Union 314	Confirmed
11/15/2012 Thu	12:30 PM	2:00 PM	Student Union 314	Confirmed
12/20/2012 Thu	12:30 PM	2:00 PM	Student Union 314	Confirmed

**Please note, the Student Union rooms are reserved from 12:00 – 2:00 p.m. if you would like to arrive early.**

Submitted by:  
*Peggy Walchalk*  
*SEAC Secretary*