

The University of Akron
 Staff Employee Advisory Committee (S.E.A.C.)
 Minutes of 5-17-2012

Members and Attendance

Mary Dingler	2009 – 2012	Present
Debbie Gannon	2010 – 2013	Present
Lissia Gerber	2010 – 2013	Present
Julia Harhay	2011 – 2014	Present
Amy Haynes	2011 – 2014	Absent with notice
Nancy Homa	2009 – 2012	Present
Shelly Keller	2011 – 2014	Absent with notice
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
Laura Spray	Ex-Officio	Present

Regular meetings scheduled on third Thursday of each month at 12:30 p.m.

Meeting called to order at 12:30 p.m.

I. Agenda Topics

- 1.) **Approval of April 2012 minutes.** Lissia Gerber motioned approval of minutes as written, Debbie Gannon seconded the motion. All members were in favor of approval.
- 2.) **Treasurer Update** - Julie Harhay stated that we have an account balance of \$4,031.
- 3.) **Elections** - Deanne reported that the elections are complete and the process ran very smoothly. A total of 317 responses were received out of approximately 700 employees. The top six candidates include: Matt Bungard, Michael Spayd, Laura Spray, Stephanie Baker, Emily Fillmore, and Margo Ohlson. The newly elected members will all be asked to serve a three year term from 2012-2015.

Next week, Deanne will send welcome and regret letters out to all staff members who ran for an open seat. Cheryl will also send out welcome letters to the election winners.

The committee agreed that the next two ranking candidates should be appointed by the President. Peggy will ask Dr. Proenza to appoint Megan Hampshire for a two year term, and Cynthia Richey for a one year term.

Peggy will send a final announcement through E-Mail Digest once all newly elected members are contacted and have accepted their appointments.

- 4.) **Staff Employee Night at the Aeros Game** - Ticket sales for this event, scheduled for May 18, 2012, have reached over 100. Cheryl will send another announcement to all staff

encouraging attendance and to remind them that special ticket pricing and the meal voucher can be purchased up until game time.

- 5.) **Open Forum Akron Campus** - After discussion the committee decided it would be best to table this open forum after the newly elected committee members are on board. Cheryl suggested the committee make a planning list of things to do during the 2012-13 year. This list could be compiled during our June 2012 meeting.
- 6.) **University Council At Large** - The members would like to see Matt Bungard stay on the UC Executive Committee. Cheryl and/or Deanne offered to step down if needed, so Matt can continue to represent SEAC on the Executive Committee of UC.

The members discussed the need to establish a process for selecting staff to serve as at large representative to UC. Jeanne Semilia mentioned those who ran for a committee seat, but were not elected to serve on the committee, had indicated their interest in serving on SEAC. She suggested the idea of appointing those staff members.

Another idea was to post an "interest pool" link to our SEAC website. In further discussion the idea of creating an e-mail address for the SEAC secretary was suggested. Peggy will create an alias address such as seac_secretary@uakron.edu.

A by-law addressing the selection process of selecting at large members to serve as SEAC representatives on the University Council and its standing committees needs to be formulated.

Cheryl will invite the at large members to the latter part of our SEAC committee meeting on June 21, 2012. She will also revisit the SEAC terms for UC, and wants the at large members to understand that they have an opportunity to vote and that they have a say on their standing committees.

- 7.) **IAAP – Association of Administrative Professionals** <http://www.iaap-hq.org> – Jeanne became a member and plans to attend their meeting next Tuesday, May 22nd. When she is inducted she will find out more information. She stated that the meetings are open to anyone that is interested.
- 8.) **Constituent Issues** – Peggy announced that there were no new reports. However, Debbie Gannon followed up with a staff member with the inquiry about the fee remission for part-time faculty vs. part time staff and their family members. This concern is noted on our SEAC website under Issues. Peggy will submit an issue brief to University Council in reference to this concern.
- 9.) **Old Business/New Business**- Cheryl asked if anyone would be interested in attending the two-day OSCE meeting on June 7th and 8th. Peggy mentioned that she might be able to go. Cheryl said that Julie had indicated an interest as well.

Ken Lindeman addressed a concern regarding the new performance review and how serving on committees (i.e. UC) should be mentioned. He understands that the job categories need to be identified by at least 20% participation. Would that include listing all the areas that one serves within campus representation, and what if it does not total 20%? Lissia suggested

bundling all of the service type responsibilities and roles into one category on the performance evaluations to total 20% participation.

Nancy Homa mentioned the Exemplary Service Award and SEAC's involvement in the selection. She noted that the instructions should be worded differently and that it was apparently SEAC's recommendation and not the final say in the selection. Cheryl replied that all SEAC members should have had the opportunity to review the nominations for this award. She apologized for not providing the chance to all committee members to participate given the short notice and request she received. Cheryl noted that we are all very proud of Bob Stachowiak receiving this award and how well he represents staff. It was agreed that any future involvement for this award will require better understanding and instruction of SEAC's role in review of nominations.

A Certificate of Appreciation was presented to Nancy Homa for her leadership and service to SEAC during her elected term of 2009-2012.

Meeting adjourned at 2:05 p.m.

Next scheduled meeting: **June 21, 2012, 12:30 p.m. in Student Union Room 310** (*larger meeting room to accommodate the UC At Large members joining the meeting*).

Submitted by: Peggy Walchalk, SEAC Secretary