

**The University of Akron
Staff Employee Advisory Committee (S.E.A.C.)
Thursday, October 15, 2015
M I N U T E S**

Members and Attendance

Bonnie Bromley (Secretary)	2014-2017	
Matt Bungard	2012-2015	
Kathryn Evans	2015-2018	
Mohammad Goldan	2015-2018	
Marjorie Hartleben	2014-2017	
Ruth Nine-Duff (Treasurer)	2014-2017	
Michele Novachek	2015-2018	
Margo Ohlson (Chair)	2015-2016	
Doris Robinson	2014-2017	
Anthony Serpette (Vice Chair)	2013-2016	
Laura Spray	2012-2016	
Vern Virgili	2015-2018	
Peggy Walchalk	2013-2016	Absent w/notice

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

Meeting called to order at:

I. Minute Topics

1. Old Business

- **Ronald MacDonald House Project**– Saturday, November 7th - Thanks to Anthony for posting the information. It generated one response. As of now we have three people registered to volunteer (Michelle Novachek, Grace Shiao, and Peggy Walchalk--Bonnie Bromley volunteered at meeting) The time commitment is 9 – 11 a.m. and we can only have 4-5 volunteers.
Sick Bank Update – The sick bank was noted in the 10/13/15 UC Meeting-- Dr. Erickson let it be known this has been on the books for quite a while without any response from President. She stated it really needs to be addressed. Anthony has called Paul Herold and we are still awaiting a response.
- **Make a Difference Day on 10/24/15.** Laura, Anthony and Bonnie met with Allie to store the craft supplies and find out the procedure and set up for this project. Anthony was Jonny-on-the-spot. His origami ornaments are on the website and really creative, as usual. Anthony and Bonnie explained to the group of students what and why they were doing the ornament project. Allie provided a room full of students who absolutely loved doing the task as they felt it was relaxing and promoted the spirit of the season. Of course, this was enhanced by Anthony’s beautiful holiday background music.
The estimate of ornaments made was . This alleviates SEAC from doing a lunch hour craft project.

2. New Business

- **Constituents:** Anthony updated the seac-l@lists.uakron.edu list based on an update from HR.

393 members -> 374 members Down 19, though I suspect it should actually be more since a number of the entries on the list are full time staff – but temporary.

OSHE – Peggy ---Upcoming fall OSCE meeting scheduled for Friday, October 23rd (which I cannot attend, but believe Margo and perhaps a CPAC rep).

II. UC Committees – **All committee members please submit a brief committee report to Bonnie by 5:00 pm the Monday before each meeting. Please advise Margo a week prior to SEAC meetings if there are any items for discussion to be noted on the agenda.**

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- **Budget and Finance** – Ruth ---Budget and Finance – Ruth
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- Reviewed the purpose of University Council
- Meetings will be bi-weekly for 1 ½ hours
- Chair, co-chair and secretary were assigned
- Reviewed recent changes and repercussions of the budget cuts for FY16
- Of the colleagues displaced: 33 retired before the notice, 17 retired since notification and 33 were recalled into positions
- Extended Christmas Break was approved by the Board today, 10/15/15
- Goal for this year is establishing a timeline for preparation of FY17 and Nathan Mortimer to review FY 15 Budget and Senate Bill 6 compared to KPMG standards

Communications – Marjorie --- Reviewed Committee Goals
Discussed Officer Nominations

Campus Communication issues example- involved in taking the campus climate survey, smoking survey and members brought up the lack of employee morale on campus. The university is letting students down. Too many staff are taking on the additional duties of laid off full-time staff and service is really bad on campus in every department. CAST and success coaches not accessible—what are they suppose to be doing? What are their duties and job descriptions. No one has seen any documentation.

Branding Campaign Update: Polytechnic based on research, considered a campaign. Needs enough time to assess and see if it gains traction or not. Can't give absolutes on whether it stays or goes, it was not entered into lightly much research was done before unveiling.

- **Information Technology** – Anthony—first meeting with Godfrey. Diane Raybuck is chair. Renewal of university laptops was to take place this year—it has now been delayed for another year and we are already a year behind!
Focus is on student employees—200 possible relying on them much more.
Working on audits of student services process.
- **Physical Environment** – No report
- **Communication Committee** – Marjorie
September 29th Meeting
Reviewed Committee Goals and Membership
Discussed Officer Nominations
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- **Institutional Advancement & Steering Committee (IASC)**— Peggy---
 - **Recreation & Wellness** – Doris—meeting not until next week.
- Talent Development and Human Resources** – Bonnie—a sub-committee has been formed to investigate different University layoff procedures on various campuses. Bonnie missed last meeting and awaiting minutes.

New Business:

- Need to start election process for completing SEAC committee members. Motion made by Laura and seconded by Vern to amend nomination process. Individuals can nominate more than one (1) person and a support of five votes be eliminated. Motion passed with a unanimous vote. Anthony will put a notice of interest to SEAC members.

III. Motion to adjourn at: 2:00 pm 1) Laura 2) Ruth

Respectfully submitted by: Bonnie Bromley

NOTE: **Next meeting scheduled for Thursday, December 17, 2015. HELD in SU 314**