

The University of Akron  
Staff Employee Advisory Committee (S.E.A.C.)  
Minutes February 21, 2008

**Members and Attendance:**

Name	Attendance
Gary Beckman	Present
Charlene Calabrese	Present
Mary Dingler	Absent with notice
Jeri Farwell	Present
Lissia Gerber	On Leave
Michael Kimble	Present
Jim Shuster	Present
Peggy Speck	Present
Laura Spray	Present
Bob Stachowiak	Present
Mary Tabatcher	Present

Meeting called to order at PFOC conference room at 12:32 PM.

Review minutes for November and January – approved by all present without revision.

**Parking Committee: Jeri Farwell (reporting)** - Next scheduled meeting is Friday, 2/22/08. The committee is looking at the possibility of residence hall students parking in off-campus lots. Many are currently keeping their cars on campus lots permanently. Committee is considering offering free or reduced fee parking to students/faculty/staff who park in off-campus lots in order to alleviate campus congestion. There are currently three shuttle buses on weekdays and two on weekends making the trip from Polsky/ Quaker Square to Polymer Circle every 15 minutes. The committee took a ride with the shuttle service for first-hand experience. Leased buses have mechanical problems, so the committee is looking at buying ten buses for the routes. Of course, this would then increase campus transportation costs, so would then propose a transportation fee to students to cover cost of service.

**Board of Trustees: Peggy Speck reporting ([www.uakron.edu/bot/](http://www.uakron.edu/bot/))** - Next board meeting March 26, 2008. There is no February meeting.

**Faculty Senate (<http://www.uakron.edu/president/facultySenate/>): Mary Tabatcher (reporting)** - Last meeting was February 7<sup>th</sup>. Very little seems to be accomplished in the Senate. To date, other than the December special meeting, it appears the primary accomplishment is to hear the President and Provost's monthly updates (which we usually hear and read prior to that), pass curriculum proposals which have already been

approved by the Curriculum Proposal Committee and honor deceased emeriti members. If you check their website, you will see it is very out-of-date.

**By-Laws: Ted Guedel (gone) & Laura Spray** - Laura promised something for March. Since Ted left the university, Charlene volunteered to take Ted's place on the committee.

**University Council: Joy LiCause & Bob Stachowiak (reporting)** - Last meeting was Monday, February 11<sup>th</sup>. Presently reviewing various constituency reports and trying to develop a feasible model for a UC. The biggest problem now is the representation model -- how many representatives from each group. SEAC agreed to equal representation for all groups (3 each). They are currently looking toward a model that favors more representatives from larger bodies (4 SEAC, 4 CPAC, 4 senate, 4 students, 2 deans/chairs and 2 VP's). They feel that it would be difficult for more than 2 deans/chairs and 2 VP's to find the time to attend meetings. Faculty senators want more representation than anyone else because they think they are the ones maintaining academic primacy.

**Benefits Committee: Laura Spray (reporting)** - Laura is swamped with the two subcommittees she is on -- the Wellness Subcommittee and Non-smoking subcommittee. Dr. Case insists on all members being working members. Jeri volunteered to be a second SEAC member on committee in order to help alleviate Laura of some of the load. Laura queried SEAC on, "how do we feel about current communication on campus. Can we trust administration? SEAC all felt it has gotten better due to Provost Office involvement and her campus walkabout (example of building behind Lincoln being fixed up). Bob added that the President also sets tone for good campus communication.

**Social Committee: Gary Beckman (reporting), Charlene Calabrese, Peggy Speck, Mary Tabatcher** -- Gary talked to people and got tentative approval for a spring event, but we are at a time constraint. SEAC members decided to shelve a spring event in favor of a possible staff appreciation day to be held later in spring or early summer. We should talk to Viktor Pinhiero about what they are doing for student appreciation day. Social Committee should schedule meeting and invite Viktor (fall 2007 was t-shirts and hotdogs). Discussed combined SEAC/CPAC group, but who would volunteer to work it? Need funding. Would like to do summer appreciation day event for all. Email Gary with ideas. Authority for appreciation day should come from President's office. Maybe staff awards should be part of appreciation day? Should we do on-campus or off-campus event (Aero's game or zoo)? How about May Day on Buchtel Commons? Check with Sue McKibben (CPAC Chair) to see if they are interested in co-sponsoring an event for networking, morale building and community building.

**\*Committee will meet on Wednesday 1:30 at CAS 116 to work on possibilities.**

**Website Committee: Jim Shuster and Laura Spray (reporting)** - No change and no scheduled meeting.

**Operations Advisory Committee: Mary Dingler (reporting via email)** -

- Enrollment is up 4% over the previous spring semester
- Student Credit Hours are up 5.3% over the previous spring semester

- Total undergraduate headcount is up 775 students (4.1% increase)
- Total graduate headcount is up 139 students (4.0% increase)
- Enrollment for FT students is up more than 5% for both undergraduates and graduates (7.3% and 3.1% respectively)
- All new student enrollment is up 9.7% over the previous spring
- New First Time Freshmen is up 20% over the previous spring
- As of 1/28/08 total new freshmen applications up 17% (same date comparison)

Searches are winding down; Education Dean search progressing well as is the Chief Diversity Officer. The new VP of HR was introduced to the committee, A. G. Monaco, who will be added as a member to this committee.

John Case assured the group that the Moody Report was not as serious as the paper reported. Moody felt very positive about what they saw (they hadn't been on campus in 15 years). We still have an A-2 rating, which is a good rating for the size of our school. Bonds sales will start in February.

Budget 209 is on target and the priorities will be discussed prior to the April Board meeting.

The Wellness Program is moving forward. They will have something to report the end of summer. There may be information sessions on what we already have on campus. They will also look at the no smoking program as well.

Budget efficiencies are being linked to benchmarking. There will be more to report on that in the future.

Diane Doll will come and speak regarding the scheduling of the Student union. Brochures were given to all members of the rules and regulations of the Student Union.

There is a group meeting regarding Coordination of Summer camps (and other groups not meeting in the summer). They need to have some forms that are consistent from group to group. The U of A police would like to know more about what is being held on campus as well. Celeste Cook spoke with Matt of Risk Management as well. We have \$100,000 deductible on our risk insurance. Our releases and waivers need to be consistent and standardized. There are HIPPA issues as well. Scheduling should know who/what is going on also. They may need to get a "Camp Coordinator" or some such person to oversee all of these pieces and parts. Background checks are being looked at as well.

The committee will meet again March 7<sup>th</sup>.

**Performance Evaluation Committee: Lissia Anderson** - On leave, no report.

**Committee on Researching Performance Review Process: Lissia Anderson** - On leave, no report.

**OSCHE: Bob Stachowiak (reporting)** - Still requesting questions for Chancellor Fingerhut meeting in April. Bob has question on homeland security dollars. Where are they and how do we get some? What is the ratio of tenured faculty to part-time and TA's vs. student body? Mary will check and report.

**New Business:** Bob Stachowiak received a call from Wayne branch requesting staff representation. Wayne can vote on member in next election or president can appoint someone. We have an opening for Wayne branch but don't want to have election this

late in year (since term ends 6/30). Each year there are three members elected and one appointed. March 20<sup>th</sup> meeting at Wayne (March 20<sup>th</sup> spring break week). Bob, will you schedule this? All in favor but Charlene may have staff retreat in her department.

Reminder that Performance Reviews are due March 28<sup>th</sup>.

SEAC still wants to have a meeting with new Associate Vice President of Human Resources & Employee Relations, A.G. Monaco. What format should we use? Should it be a meeting with just SEAC or all staff? Should we have formal agenda of topics? Laura said that A.G. wants to go visit Wayne campus, so maybe the March 20<sup>th</sup> meeting can be there (or April meeting). Laura to check with his schedule and see if he want to go to Wayne on that day. If not, maybe we should have a brown bag luncheon here with question and answer format for March meeting. Laura mentioned that HR will soon be conducting a staff survey. Gary indicated that (at least for his constituency, the survey needs to be anonymous).

A few topics for agenda with A.G.:

- Performance appraisals
- Service awards
- Job audits

SEAC members should send questions for AG to [mary2@uakron.edu](mailto:mary2@uakron.edu).

**Meeting adjourned at 1:45 PM.**